



INSTRUCTIONAL PACKAGE

DHG 242
Integrated Dental Hygiene II

Effective Term
Fall 2024/Spring 2025/Summer 2025

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

COURSE PREFIX: DHG 242

COURSE TITLE: Integrated Dental Hygiene II

CONTACT HOURS: 1

CREDIT HOURS: 1

RATIONALE FOR THE COURSE:

This course focuses on ethics and jurisprudence, and practice management as it applies to the dental hygienist. Vital information on the employment interview process and resume writing is reviewed.

COURSE DESCRIPTION:

This course provides for the integration of the basic and dental sciences with current dental hygiene concepts. Emphasis is placed on ethical/legal aspects of dental hygiene practice and practice management techniques.

PREREQUISITES/CO-REQUISITES:

DHG 140 General and Oral Pathology

DHG 143 Dental Pharmacology

DHG 230 Public Health Dentistry

DHG 241 Integrated Dental Hygiene I

DHG 255 Clinical Dental Hygiene III

CO-REQUISITES:

DHG 265 Clinical Dental Hygiene IV

SOC 101 Introduction to Sociology

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
Access to myHGTC portal for student self-services.
College email access – this is the college's primary official form of communication.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

*Refer to the HGTC Dental Sciences Program Manual for additional information on classroom etiquette.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

1. Identify and discuss the code of ethics governing the practice of dental hygiene.
2. Discuss the criteria necessary for informed consent.
3. Explain the role of ethical principles as related to patient care.
4. Define ethical dilemma and list the steps involved in ethical decision making.
5. Apply decision-making steps when evaluating case study situations.
6. Compare the concepts of civil law with criminal law, using examples found in dental hygiene practice.
7. Discuss the South Carolina State Dental Practice Act with reference to dental hygiene practice
8. Explain the rights of patients protected by law and duties of providers regulated by law from ethical and legal perspectives.
9. Discuss how practice management and marketing plays a role in the dental office.
10. Discuss time management techniques.
11. Identify desirable leadership traits for a new employee.
12. Prepare a cover letter and resume that includes all the necessary key components.

13. Discuss the process of job interviews and identify advantages/disadvantages of working interviews.
14. Explain the importance of the employment contract in a dental office.
15. Discuss malpractice insurance and disability insurance for the dental hygienist.
16. Discuss the legal implications in dental hygiene practice.

Module 1

Materials Covered: *Kristin Minihan-Anderson Ethics and Law in Dental Hygiene*
Ch. 1-Risk Management

Assessment: Case Study Assignments

Objectives

- Describe the concept of risk management and its place in the practice of dental hygiene.
- Identify the strategies that can be used to identify and reduce risk in dental practice.
- List the elements of recommended dental record keeping, and describe practices that should be considered in maintaining dental documentation.
- Distinguish between paper and electronic dental record keeping.
- Discuss the role of verbal and nonverbal communication in the patient-provider relationship.
- Explain how dental hygienists should manage their own professional credentials and competency.
- List recommendations for the appropriate use of social media both personally and professionally.

Module 2

Materials Covered: *Kristin Minihan-Anderson Ethics and Law in Dental Hygiene*
Ch. 2-Ethics and Professionalism

Assessment: Case Study Assignments

Objectives

- Describe the role of the dental hygienist in healthcare.
- Explain the relationship between the healthcare provider and the patient.
- Describe the aspects of a true profession as they apply to dentistry and dental hygiene.
- Explain interprofessionalism and its impact on healthcare education and practice.
- Discuss the theory of competency and skill acquisition for the dental hygienist.
- Compare educational competencies and practice standards.
- Identify the traits of a professional dental hygienist.

Module 3

Materials Covered: *Kristin Minihan-Anderson Ethics and Law in Dental Hygiene*
Ch. 3-Ethical Theory and Philosophy

Assessment: Case Study Assignments

Objectives:

- Explain the main components of moral growth.
- Describe the theories of moral development and the role of cognitive growth.

- Discuss the character and the contribution of character development to ethical conduct for the healthcare provider.
- Compare the three theories of ethical thinking, and give examples of each from oral health care.

Module 4

Materials Covered: *Kristin Minihan-Anderson Ethics and Law in Dental Hygiene*
Ch. 4-Ethical Principles and Values

Assessments: Case Study Assignments

Objectives:

- Identify the four fundamental ethical principles.
- Define the terms autonomy, confidentiality, societal trust, nonmaleficence, beneficence, justice, and fidelity.
- Describe the difference between a choice and an ethical dilemma.
- Explain the role of principles in the decision-making process of the dental hygienist.
- Identify the components of informed consent.
- Discuss the three types of informed consent.
- Compare the values and ethical concepts that support the principles of ethics.

Module 5

Materials Covered: *Kristin Minihan-Anderson Ethics and Law in Dental Hygiene*
Ch. 5-Codes of Ethics

Assessment: Case Study Assignments

Objectives

- Discuss the role of a code of ethics for the healthcare professions.
- Explain the value to the lay public of a professional code of ethics.
- Describe how a code of ethics can assist in the professional duty of self-regulation.
- Compare the 1927 version and the current version of the ADHA Code of Ethics for Dental Hygienists.
- List and describe the nine sections identified under the Standards of Professional Responsibilities of the Code of Ethics for Dental Hygienists.
- Be familiar with the code of the American Dental Association.

Module 6

Materials Covered: *Kristin Minihan-Anderson Ethics and Law in Dental Hygiene*
Ch. 6-Ethical Decision Making in Dental Hygiene and Dentistry

Assessment: Case Study Assignments

Objectives

- Describe the difference between an issue of right and wrong and a true ethical dilemma.
- Identify the goal for use of an ethical decision-making process in dental hygiene.
- List the six steps provided in the ethical decision-making model.
- List and discuss the categories of common ethical dilemmas for dental hygienists.
- Apply the decision-making model to a hypothetical situation.

Module 7

Materials Covered: Writing a Cover Letter and Resume PowerPoint

Assessment: Write a Cover Letter and Resume

Objectives:

1. Prepare a cover letter and resume with all key components.

Module 8

Materials Covered: *Kristin Minihan-Anderson Ethics and Law in Dental Hygiene*

Ch. 7-Social Responsibility

Assessments: Case Study Assignments

Objectives:

- Describe the role of the dental hygienist in meeting the oral healthcare needs of the public.
- Relate the importance of the Surgeon General's Report on Oral Health to the profession of dental hygiene.
- List several facts about oral health disparities in America.
- Describe the issue of access to care and social responsibility.
- Describe dental therapists and their role in addressing access to dental care.
- Identify several strategies that a dental hygienist can implement in striving for social justice.

Module 9

Materials Covered: *Kristin Minihan-Anderson Ethics and Law in Dental Hygiene*

Ch.8-Society and the State Dental Practice Act

Assessments: Case Study Assignments

Objectives:

- Describe the role of the state in the governing of healthcare professions.
- Identify the provisions likely to be included in state statutory law for the practice of dental hygiene.
- Describe the different categories of licenses available for dental hygiene licensure.
- List the reasons that a dental hygiene license may be denied, suspended, restricted, or revoked.
- Compare and contrast direct supervision, indirect supervision, general supervision, and independent practice.
- Recognize the responsibility of the dental hygienist for understanding and observing the state statutory and regulatory provisions.

Module 10

Materials Covered: *Kristin Minihan-Anderson Ethics and Law in Dental Hygiene*

Ch. 9-Dental Hygienist-Patient Relationship

Assessment: Case Study Assignments

Objectives:

- Describe the professional obligation that exists between the dental hygienist and the patient.
- Recognize the difference between civil law and criminal law in the US legal system.
- Compare intentional torts and persons, intentional torts and property, and unintentional torts and negligence.
- List and evaluate the rights and responsibilities of the dental hygienist in the provider–patient relationship.
- State the patient's responsibilities when receiving oral health care.
- Describe the elements of informed consent.
- Define malpractice and contributory negligence.

Module 11

Materials Covered: *Kristin Minihan-Anderson Ethics and Law in Dental Hygiene*
Ch. 10-Dental Hygienist-Dentist-Employer Relationship

Assessment: Case Study Assignments

Objectives:

- Describe the legal parameters of the employer–employee relationship and state the two general categories of employment.
- Identify the recommended strategies for preparing for a dental hygienist employment interview.
- List the items that can and cannot legally be asked during the application and interview process for a dental hygienist position.
- Describe the federal laws prohibiting discrimination and protecting worker safety.
- Explain the concepts of sexual harassment and hostile work environment in the dental practice setting.

Module 12

Materials Covered: Interview Process

Assessment: Interview

Objectives:

- Identify employment resources for dental hygienists
- Discuss how to approach a job search
- List ways to prepare for an interview
- Identify advantages and disadvantages to working interviews
- List qualities and employer looks for in an employee

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students' performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Cover Letter	24%
Resume	24%
Case Studies	30%
Mock Interview	20%
Professionalism	2%
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	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

A=90-100

B=80-89

C=77-79

D=70-76

F=69 and below

*Students must pass with a 77% or higher to continue in the DH Program.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

Attendance Policy for Online/Hybrid Courses:

Students enrolled in distance learning courses (hybrid and online) are required to participate weekly in an Attendance Discussion Board or submit an assignment in order to demonstrate course participation. Students showing no activity in the course for two weeks will be withdrawn due to lack of attendance. **For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

*Refer to the HGTC Dental Sciences Program Manual for additional policies on attendance.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, in the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, jacquelyne.snyder@hgtc.edu.

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, melissa.batten@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, tamatha.sells@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the [**Pregnancy Intake Form**](#)