**Course Number and Name:** DH 4320, PERSPECTIVES IN DENTAL HYGIENE  
**Course Type:** Lecture, Seminar, Independent/Group Study, and Experiential Learning  
**Course Director:** Patricia R. Campbell, RDH, MS  
Associate Professor and Graduate Program Director  
**Participating Faculty:**  
M. Miles Beach, DMD, MS, MBA, Associate Professor  
**Community Professionals:**  
A variety of professionals from the DFW Metroplex  
**Year/Semester Offered:** Spring  
**Course Description:** In addition to preparing the student for private practice dental hygiene positions, this course introduces other potential career options including hospital/clinic administration, sales, consulting, public health, insurance and education. The importance of the dental team concept, résumé writing and interviewing skills will be discussed. Legal, ethical and professional issues involving record keeping, licensing, informed consent, sexual harassment and the standard of care will be explored. The business aspects of dental hygiene, personal financial planning, and insurance options will also be addressed. In addition, this course will prepare students for the Texas Jurisprudence Exam required for state licensure.  
**Course Goals:**  
1. Facilitate student’s transition from school to private practice.  
2. Expose senior dental hygiene students to a variety of career opportunities for baccalaureate dental hygienists.  
3. Provide strategies and techniques that will enable students to become contributing members of a dental health team.  
4. Familiarize students with professional, ethical and jurisprudence issues facing dental health professionals.  
5. Prepare students to take and pass the Texas Jurisprudence Exam.  
7. Prepare students for the professional interview process.  
8. Introduce students to financial planning, retirement and insurance needs.  
**Related Competencies:** Refer to *Competencies for the Dental Hygienist, Caruth School of Dental Hygiene* document.  
**Ethics**  
1.1 Apply ethical reasoning to dental hygiene and practice with professional integrity.  
1.4 Maintain honesty in relationships with patients, colleagues and other professionals.  
1.5 Ensure the privacy of the patient during dental hygiene treatment and counseling and the confidentiality of patient records.  
1.6 Comply with state and federal laws governing the practice of dentistry and dental hygiene.  
1.7 Use peer assistance and peer review programs when confronted with the incompetent, impaired or unethical colleague.  
**Information Management and Critical Thinking**  
2.2 Critically analyze published reports of oral health research and apply this information to the practice of dental hygiene.  
2.4 Communicate professional knowledge verbally and in writing to patients, colleagues and other health professionals.
2.5 Employ the principles of scientific writing.
2.6 Commit to self-assessment and lifelong learning in order to provide contemporary clinical care.

**Professional Identity**
3.3 Assume the roles of the profession (clinician, educator, researcher, change agent, consumer advocate, administrator), as defined by the ADHA.

**Patient Care-Assessment**
6.2 Manage the patient record as a legal document and maintain its accuracy and consistency.

**Evaluation**
9.3 Determine a recall/maintenance system appropriate to a private practice setting.

**Evaluation Criteria/Methods:**
Conscientious attention to deadlines, course meeting times, completion of reading and written assignments, and active participation in all class activities can favorably impact your learning, as well as that of your classmates.

**Grade Determination.** At the beginning of the semester, each student will contract with the course director for a specific grade (A, B, C, or D). Requirements to fulfill the contract for each grade are listed below.

*It is assumed that everyone is starting at 100 points for an A grade, 92 points for a B grade, 83 points for a C grade, etc. Late contracts or assignments will result in the final grade being lowered by 1 point for each day that the grade contract or assignment is late.*

*Failure to satisfactorily fulfill EACH component of the contract will result in lowering of the course grade by 4 points, i.e., from a 100 to a 96, or a 92 to an 88, etc. for each missing, incomplete or unsatisfactory component of the contract. The contract may NOT be changed after it is submitted.*

**Contract Requirements for a final grade of "A".**

1. Attend all twelve class sessions as specified on your course schedule. Absences for illness will only be accepted with a note from your physician.

2. Observe a dental hygienist at an approved private dental office for the entire day. If illness prevents you from attending on the designated day, you must make up the observation day on your own time.

3. Read 3 journal articles or readings on a topic related to this course that is selected from an approved reading list that is available from the department's Administrative Assistant. Write a satisfactory **Double Entry Journal (DEJ)** on each article.

4. Obtain a minimum score of 86 on the Jurisprudence Exam given in class.

5. Construct a satisfactory Cover Letter and Résumé that can be used as a viable tool in your employment search activities.
6. **Satisfactorily** complete a student evaluation of the private practice observation day experience and turn it in on 2/21. This evaluation will also include a description of the maintenance/recall system used by that particular office.

7. Return the dentist's evaluation of the experience to the Course Director by 2/21.

**Contract Requirements for a final grade of "B".**

1. Attend *eleven* out of twelve class sessions as specified on your course schedule. Absences for illness will only be accepted with a note from your physician.

2. Observe a dental hygienist at an approved private dental office for the entire day. If illness prevents you from attending on the designated day, you must make up the observation day on your own time.

3. Read 2 journal articles or readings on a topic related to this course that is selected from an approved reading list that is available from the department's Administrative Assistant. Write a **satisfactory Double Entry Journal (DEJ)** on each article.

4. Obtain a minimum score of **80** on the Jurisprudence Exam given in class.

5. Construct a **satisfactory** Cover Letter and Résumé that can be used as a viable tool in your employment search activities.

6. **Satisfactorily** complete a student evaluation of the private practice observation day experience and turn it in on 2/21. This evaluation will also include a description of the maintenance/recall system used by that particular office.

7. Return the dentist's evaluation of the experience to the Course Director by 2/21.

**Contract Requirements for a final grade of "C".**

1. Attend *ten* out of twelve class sessions as specified on your course schedule. Absences for illness will only be accepted with a note from your physician.

2. Observe a dental hygienist at an approved private dental office for the entire day. If illness prevents you from attending on the designated day, you must make up the observation day on your own time.

3. Read 1 journal articles or readings on a topic related to this course that is selected from an approved reading list that is available from the department's Administrative Assistant. Write a **satisfactory Double Entry Journal (DEJ)** on each article.

4. Obtain a minimum score of **75** on the Jurisprudence Exam given in class.
5. Construct a **satisfactory** Cover Letter and Résumé that can be used as a viable tool in your employment search activities.

6. **Satisfactorily** complete a student evaluation of the private practice observation day experience and turn it in on 2/21. This evaluation will also include a description of the maintenance/recall system used by that particular office.

7. Return the dentist's evaluation of the experience to the Course Director by 2/21.

**Contract Requirements for a final grade of "D".**

1. Attend **nine** out of twelve class sessions as specified on your course schedule. Absences for illness will only be accepted with a note from your physician.

2. Observe a dental hygienist at an approved private dental office for the entire day. If illness prevents you from attending on the designated day, you must make up the observation day on your own time.

3. No journal articles, readings, DEJ's, cover letters or résumés are required.

4. Obtain a minimum score of 70 on the Jurisprudence Exam given in class.

5. **Satisfactorily** complete a student evaluation of the private practice observation day experience and turn it in on 2/21. This evaluation will also include a description of the maintenance/recall system used by that particular office.

6. Return the dentist's evaluation of the experience to the Course Director by 2/21.

**Grading Scale:** A 93-100; B+ 90-92; B 84-89; C+ 81-83; C 75-80; D 70-74; F below 70

**Course Requirements and Assignment Descriptions:**

1. **Student Responsibilities**

   Honesty and integrity are two important characteristics that describe a professional. Students must familiarize themselves with all school policies, and in particular the *Academic and Disciplinary Due Process For Students Document*. **Lying, cheating, collusion, plagiarism and turning in work that is not your own effort will not be tolerated.** At a minimum, any suspicion or evidence that a student engaged in this type of conduct will result in an automatic failure on the particular exam or assignment involved and an automatic lowering of the course grade by one full letter grade. A second occurrence will result in failure of the course. Any violations of the Code of Conduct will also be reported to the Associate Dean for Academic Services.
A. Students are responsible for completing and protecting their own work.

B. Students are responsible for obtaining and learning material missed during any absence from class.

C. Students must not offer work prepared by another person as work of their own, whether written or other work. When the ideas of another author are incorporated into any work to be submitted for academic credit, those ideas must be properly acknowledged with a footnote.

D. Students must not commit any action that is dishonest, unethical, or in violation of College policies or procedures.

2. **Grade Contracts for Course: Due Date is Monday, January 24 in class.**
   Contracts (See Appendix A and B for grade contracts) may be turned in early, but must be turned in no later than 10:00 AM on the due date. Please read, complete, sign and date the grade contract and place it in the Course Director's mailbox or bring it to class.

3. **Double Entry Journal(s) (DEJ)-0,1,2, or 3: Due Dates: January 31, March 7, April 4, by 10:00 AM.** The purpose of the double entry journal is to encourage development of critical thinking and reflective analysis skills. Making entries is a way for you to take notes from the reading, reflect upon what you read and prepare you to discuss the topic in an informed manner. **E-mail** a copy of your DEJ to me before or on the due date/time as a Word document. Your DEJ should be saved by using your name and the type of assignment, i.e., Mary Smith DEJ #1.doc or .docx.

   In addition, please provide a hard copy of the DEJ to me at the beginning of class when it is due. Attach a copy of the journal article or reading you selected with your DEJ hard copy. **Evaluation will be either satisfactory or unsatisfactory and is based on adherence to all of the guidelines. If the assignment is unsatisfactory, you will not have the option to redo it.**

   See Appendix C for Directions and General Guidelines, Appendix D for Format and Grading, and Appendix E for Evaluation Criteria. A template for the correct format can be found on Blackboard under the course name. Save it to your computer and only use this format. Attach a grading rubric to your paper.

4. **Private Dental Office Observation Evaluations (2)-Due: Monday, February 21, at 10:00 AM.**

   Both evaluation forms (one from you and one from the dentist) will be distributed in class on February 7th. Your feedback will be used to make this experience better for next year's class. In addition, you will learn about one type of Maintenance/Recall System as well as sterilization procedures in a private dental practice. Please answer
all the questions honestly and provide comments, especially suggestions for how this experience could be improved. It is your responsibility to insure that I receive both your evaluation and the dentist's evaluation. If the dentist plans to Fax the evaluation to me, please check with Pam or me to be sure it has arrived by the due date.

5. Résumé/Cover Letter-Due: Monday, March 28 at 10:00 AM. Corrected resume and cover letter are due Monday, April 11 at 10:00 AM.

Students should use these guidelines for completing this assignment:

A. **Cover Letters** You may respond to an advertisement in the newspaper, a posting on the BCD Alumni Association's Web Page or an actual position that you are considering.
   1. one page maximum
   2. good quality paper (white, cream, light pastels, or light gray)
   3. contains introductory paragraph, how you learned of the position
   4. second paragraph highlights personal and professional characteristics and achievements
   5. letter includes all personal contact information
   6. requests an opportunity for an interview
   7. states your appreciation for their time and consideration
   8. correct spelling, grammar, and word choice
   9. **Do not copy a sample letter!** Make it personal to you and the position for which you are applying.
   10. E-mail me a copy of your letter and resume.

B. **Résumés**
   1. neat, professional appearance
   2. good quality paper of the same kind/color as the cover letter
   3. contains all personal contact information, experience and education
   4. highlights special skills, job responsibilities, licenses, certifications, achievements, etc.
   5. uses action verbs to state activities, accomplishments
   6. one page maximum
   7. correct spelling, grammar, punctuation and word choice
   8. **Do not copy a sample resume!** Make it reflect you and not everyone else in the class.
   9. **Include a separate page with 3 references listed**.
      A. Include reference's complete name, title, address, phone number and e-mail address if available.
      B. At a minimum, one reference must be a dental hygiene faculty member.
      C. Before listing any reference, you must first ask the individual if you may use their name as a reference.
      D. Other references may be a dentist for whom you have worked or other work supervisors. Do not use friends or relatives.
      E. Put all of your personal contact information on this reference sheet (full name, address, phone number, e-mail address).
7. **Jurisprudence Examination-Monday, April 11 at 10:00 AM.**  
This 50-minute exam will prepare the student for the Texas State Board of Dental Examiners (TSBDE) jurisprudence exam that is required for licensure in Texas. The exam will consist of 50 multiple-choice and true/false test items on the Occupations Code and the Rules and Regulations of the TSBDE. No make-ups will be permitted.

8. **Attendance and Participation Policy:**  
When you begin your first dental hygiene position, you will be expected to not only be on time, but to come early to set up, review charts, etc. For class, it is expected that you arrive at least on time. Many professionals from the community have been invited to speak with you for this course. They are selflessly donating their time and many of them are not paid for the time they take off to come here for your benefit. Therefore, you are expected to be present, on time and courteous to the speakers for each class.

   Attendance will be taken at the beginning of class. Late arrivals (1-10 minutes) will result in a 1-point reduction in your final grade. This includes arriving back from breaks after class has resumed. **If you arrive more than 10 minutes late or if you fail to stay for the entire class session, you will be marked absent for that day.**

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<tr>
<th>Learning Resources:</th>
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<tr>
<td>1. Darby &amp; Walsh and Wilkins text books</td>
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<td>2. Journal articles from the Health Sciences Library</td>
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<td>3. Texas State Board of Dental Examiners Jurisprudence Study Packet</td>
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<td>4. <a href="http://www.tsbde.state.tx.us/">http://www.tsbde.state.tx.us/</a> This is the website for the <strong>Texas State Board of Dental Examiners</strong>. You must access this site to obtain information about and register to take the Texas Jurisprudence Exam. The format was new last year and is currently taken online. It is available to take 24/7. To access the most current information, go to the website and click on &quot;Read more&quot; directly under the <strong>SBDE Jurisprudence Requirements for Dentists and Dental Hygienists</strong>. This page contains all of the instructions necessary to register for and take the Jurisprudence Exam. <strong>Appendix F</strong> also contains a hard copy of the instructions you will need.</td>
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A. You should plan to take the Jurisprudence Exam anytime after 4/11.  
B. The fee to take this exam is $55.00 per person.  
C. You do not need to order study materials for the Jurisprudence exam. These materials are provided to you as part of this course.

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<th>Outcomes Assessment: The assessment of outcomes will be accomplished by means of the following:</th>
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<td>1. Satisfactory completion of course assignments and projects.</td>
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<td>2. Student completion of the Senior Exit Survey.</td>
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<td>3. Annual Faculty Survey of graduating seniors.</td>
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<td>4. Achievement of a passing grade on the TSBDE Jurisprudence Exam.</td>
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<tr>
<td>5. Employer Surveys.</td>
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<td>6. Alumni surveys (post graduation).</td>
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