



Figure 1: Owens Logo.

**Course Syllabus
SEMESTER XXXX
School of Nursing and Health Professions**

Course Name:	Clinical Procedures
Course & Section Number:	DHY 100-002
Meeting Day(s) & Time(s):	
Credits:	1
Contact Hours:	3
Text:	
Instructor's Name:*	
Office Hours & Location:	
OCC Phone:	
OCC Email:**	
Additional Contact Information:	

*Please call me (name); it is my preferred name. If you have a preferred name, please let me know so I can use it.

**Please use only Owens email for course communications.

Catalog description:

This pre-clinical course is designed to provide the foundation for the clinical practice of dental hygiene providing students with background knowledge of the dental operatory, medical emergencies and infection control.

http://catalog.owens.edu/preview_program.php?catoid=17&poid=5308&returnto=11613

Prerequisite/Corequisites:

Prerequisite- DHY 122

Corequisites- DHY 101, DHY 110, DHY 120, DHY 138

Course Materials:

1. Pieren, J. and Gadbury-Amyot, C. (2025). *Darby and Walsh Dental Hygiene* (6th ed.). Maryland Heights, MO: Elsevier.
2. Gehrig, Jill S. (2018). *Patient Assessment Tutorials: A Step-by-step Guide for the Dental Hygienist* (4th ed.). Philadelphia: Lippincott, Williams and Wilkins.
3. Prajer, R., and Grossco, G. (2017). *DH Notes, Your Handheld Clinical Companion*. (2nd ed.). Philadelphia: F.A. Davis Company.
4. Owens Community College Dental Hygiene Program. (2025-2026). *Procedure and Safety Manual*. Owens Community College.
5. Owens Community College Dental Hygiene Program. (2025-2026). *Preclinic Handbook*. Owens Community College.

*If a **print book, e-book, or access code** is required for class, you can access the Owens Community College e-Campus Bookstore by accessing the online link, called “Find Books” on the course schedule for each course section. See the example below.*

OER and Owens Community College Library Resources (Open Educational Resources are free online materials for instructor and student use. Some OER material may be available in print in the Owens Community College Library.)

Inclusive Access (I.A.) Materials are included in the cost of the course to save students money through lower negotiated rates with publishers. Courses containing I.A. materials will have it noted on the online class schedule. If your course includes I.A. digital materials, you will receive an email with subject line, “Your inclusive Access Materials,” and it will include any codes or digital links.

The email will come to your Owens Community College email from the Owens e-Campus Bookstore on the first day of class, if not before. Be sure to check your spam (junk email) if you do not find it in your inbox. If the email is not in your inbox or spam folder, contact your instructor immediately. You may also see a folder at the top of your course labelled “Course Materials by eCampus.” This folder will contain any needed codes or links to needed materials.

If the I.A. materials also include a printed book or are in print form, the item will be shipped to your address of record automatically based on your enrollment in the course. Please note that some courses do not include printed materials in I.A and those materials would need to be purchased separately using the link on the course schedule. When you access the Find Books link you will see which items in a course are included in I.A.

What You Will Learn in the Course

Course Objectives:

Course will...

Student Learning Outcomes:

Students will:

Outcome	Where Assessed
Demonstrate professional behavior.	Professional Appearance SE; Donning PPE, Doffing PPE, Handwashing SE; Patient Reception and Seating SE; Homework; Quizzes; Midterm; Final Exam
Demonstrate proper infection control.	Donning PPE, Doffing PPE, Handwashing SE; Surface Management Infection Control SE; Instrument Processing and Sterilization SE; Homework, Quizzes; Midterm; Final Exam
Demonstrate the Dental Hygiene Process of Care at an Introductory level (Assessment, Dental Hygiene Diagnosis, Planning, Implementation, Evaluation and Documentation)	Patient Reception and Seating SE; Health History SE; Patient Education Competency; Homework; Quizzes; Midterm; Final Exam
Respond appropriately to medical emergencies.	Patient Reception and Seating SE; Homework; Quizzes; Final Exam
Accommodate patients with disabilities.	Homework; Quizzes; Final Exam
To equip students with the knowledge and skills necessary to perform laundry tasks safely and effectively according to OSHA's Bloodborne Pathogen Standard.	Laundry

Institutional General Education Competencies:

As a student at Owens Community College, you will take General Education courses as part of your degree program. While specific to the General Education courses, will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

Competency	Where Assessed
Communicate effectively.	Skill Evaluations, Homework, Quizzes; Final Exam
Act with professional responsibility.	Skill Evaluations, Homework, Quizzes; Final Exam
Demonstrate sensitivity to others' beliefs and values.	Skill Evaluations, Homework, Quizzes; Final Exam
Think analytically, critically, and creatively.	Skill Evaluations, Homework, Quizzes; Final Exam

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX Policy/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for

an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu

The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.
- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible.

Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor **before** submitting your work.

NOTE: Some instructors will also list specific acceptable and unacceptable uses or include a statement like "All written assignments, projects, and exams must be completed independently."

Student Responsibilities & Instructor Expectations

Attendance:

1. Attendance for all class/lab is recommended for success.
2. It is important that you attend every class session. Otherwise, you will miss out on the many learning activities that we will engage in.
3. Any absence or tardiness should be reported to the course instructor.

Absence

1. Owens realizes that circumstances beyond one's control may cause late arrival, early departure, or an absence (serious illness or accident for example).
2. In the event of an unforeseen circumstance, it is the student's responsibly to contact the course instructor immediately and appropriate documentation must be provided to the course instructor within 72 hours of the student's return.
3. Late work is eligible for partial credit of 60%.
4. A planned absence may be requested for certain circumstances. If requested and granted, arrangements for a makeup test or exam must be made with the course director prior to the exam date.
5. Absence for three (3) class sessions may result in the lowering of the final grade by one letter grade. If you have an issue for not being able to attend class on time and/or staying for the entire session, please meet with me to develop a plan so you are able to complete the class materials and lab assignments.

How Grades and Determined and Major Assignments

The final course grade is to be computed using the following weights.

Evaluation Measure Assessed	Value	Student Learning Outcome
Homework:	P/F	1-5
Quizzes:	30%	1-5
Skill Evaluations:	30%	1-5
Midterm:	10%	1-3
Patient Education Competency:	P/F	3
Final Exam	30%	1-5

Grading Procedure:

Grades will be calculated on the following scale.

92% and Above	A
85% to Less than 91%	B
77% to Less than 84%	C
60% to Less than 76%	D
Less Than 60%	F

Both D and F are failing grades and the course must be repeated.

Homework (P/F): All Homework Assignments are Pass/Fail and grading is based on the level of completion. Failure to submit a homework assignment on time will result in a **final grade** of 0%. **All P/F assignments are required to pass DHY 100.** Assignments will be posted via blackboard and must be submitted via blackboard.

Quizzes (30%) Quizzes will be completed during the first 10 minutes of class. Quizzing helps prepare students for tests. Quizzes offered through blackboard will have a specific time frame for completion. It is the student's responsibility to work within this time frame or contact the instructor with any problems encountered with Blackboard within this time frame. Quiz questions are composed of multiple choices, true or false, and matching questions. **Students who are absent, late to class, or do not complete quiz within Blackboard time frame will not be allowed to take the quiz and will receive a grade of zero.**

If a student receives a "D" or "F" on a Quiz or Exam, the original grade is the recorded grade.

- If a "D" or "F" grade is recorded, students are required to pass the same exam or quiz at 92% to remain in the course.
- The retake must be successfully completed (92%) within one week of receiving the original (D or F) grade.
- Any retakes are not recorded in the final grade.
- After the second attempt, the student must have remediation with the Department Chair prior to the third attempt (within one week).
- Receiving a "D" or "F" grade on the third attempt will result in failure of the course.

Skill Evaluations (11 total / 30% of the course grade): skill evaluations will be done during in-person labs. In the event a student is absent the day of a skill evaluation, it is the student's responsibility to make any necessary arrangements to make it up. Failure to do so, will result in a grade of zero.

Skill Evaluations will be provided on the first day of class in the Blackboard shell. A skill evaluation is used to determine the student's level of skill in a particulate procedure or technique. Students are required to attend all lab session, as this is the time devoted to practicing the skills required for practicing in a dental office. Skill Evaluations are grades according to the criteria posted on each evaluation.

Skill Evaluations may be taken a maximum of three (3) times to achieve a passing grade. Students will earn the grade of the passing skill evaluation. Please use practice sessions

with the lab instructors prior to retaking any skill evaluation. **All Skill Evaluations must be completed by the last day of class.**

Tests (3 total / 20% of the course grade): Tests will be completed during class time through blackboard. Tests will have a specific time frame for completion. It is the student's responsibility to work within this time frame or contact the instructor with any problems encountered with Blackboard within this time frame. Test questions are composed of multiple choices, true or false, and matching questions. **Students who are absent, late to class, or do not complete quiz within Blackboard time frame will not be allowed to take the quiz and will receive a grade of zero.**

Midterm (10% of the course grade): A Midterm Examination will be scheduled in class through Blackboard. The midterm will be composed of multiple choice, T/F, matching, slide identification, case study questions, and/or short answer questions See Program Policy under "Quizzes" if a student receives a "D" or "F" grade on an exam or quiz.

Patient Education Competency/Presentation (P/F):

This project will be performed during the lab session in front of a faculty member who is acting as a "patient". Two handouts will be needed for this assignment. The "Biofilm Discussion" handout will be distributed at the "Biofilm" Lecture in DHY 101. The "Step by Step Toothbrushing and Flossing Instructions" will be distributed in DHY 110. Students will need to memorize and demonstrate the information from both handouts for this assignment. Students will need to verbalize the information and use the pictures from dentalcare.com to effectively communicate the information to a faculty member who is acting as a patient. This assignment is a demonstration of using Health Literacy when communicating with a real patient. This assignment should be limited to 20 minutes. The rubric is attached to this syllabus.

Final Exam (30% of the course grade): The final exam will be comprehensive and be given during the assigned time during Final Exam Week via Blackboard.

Tentative Class Assignments:

WEEK	COURSE CONTENT	ASSIGNMENT	QUIZ / EXAM	LAB	SKILL EVALUATION
1	Meet in Dental Materials Lab HEC 113 to review syllabus Professionalism and Discipline (Safety Manual) Darby Chapter 10: Infection Prevention and Control (Personal Protective Equipment and Hand Hygiene pages 118-121) Infection Control Policy (Safety Manual)	Week 1 Module with quiz due 11:59 pm Read Darby chapter 10		Welcome, Introduction to Lab, Lab Guidelines, Blackboard Review, and Syllabus Questions Professional Appearance SE Practice Donning PPE, Doffing PPE, and Handwashing Scavenger Hunt/Campus Exploration	Skill Evaluation 1: Professional Appearance
2	Darby Chapter 10: Infection Prevention and Control (Environmental Infection Control pages 124-127) Maintenance of the Dental Operatory and Equipment (Safety Manual)	Week 2 Module with pre-lab quiz due 8:00 am Read Darby chapter 10	Quiz 1: PPE, handwashing, infection control policy	Donning PPE, Doffing PPE, and Handwashing SE Demonstrate Surface Management Infection Control Practice Surface Management Infection Control	Skill Evaluation 2: Donning PPE, Doffing PPE, and Handwashing Skill Evaluation Retakes
3	Darby Chapter: 10 Infection Prevention and Control (Instrument Processing pages 121-124)	Week 3 Module with pre-lab quiz due 8:00 am	Quiz 2: Environmental	Practice Surface Management Infection Control	Skill Evaluation Retakes

		Read Darby chapter 10	infection control	Practice Instrument Processing and Sterilization	
4	Darby Chapter 10: Infection Control Procedures for Dental Health Care Personnel (Immunizations pages 115-117)	Week 4 Module with pre-lab quiz due 8:00 am Read Darby chapter 10	Quiz 3: Instrument sterilization	Surface Management Infection Control SE Instrument Processing and Sterilization SE	Skill Evaluation 3: Surface Management Infection Control Skill Evaluation 4: Instrument Processing and Sterilization Skill Evaluation Retakes
5	Darby Chapter 13: Personal, Dental, and Health Histories Darby Chapter 59: Disability and Healthcare (pages 933; 937-940)	Week 5 Module with pre-lab quiz due 8:00 am Read Darby chapters 13 and 59	Quiz 4: Immunizations	Practice Patient Reception and Seating Practice Barriers to Care Introduce Health History	Skill Evaluation Retakes
6	Gehrig Module 5: Medical History Gehrig Module 6: Ready References: Medical History Gehrig Module 7: Dental Health History	Week 6 Module with pre-lab quiz due 8:00 am Read Gehrig modules 5, 6, and 7	Quiz 5: Patient reception, and disabilities	Patient Reception and Seating SE Practice the Health History	Skill Evaluation 5: Instrument Management, Patient Reception and Seating Skill Evaluation Retakes

7	Oral B Rep. 8-9:30 HEC 113 Darby Chapter 14: Vital Signs Gehrig Module 8: Vital Signs: Temperature Gehrig Module 9: Vital Signs: Pulse and Respiration Gehrig Module 10: Vital Signs Blood Pressure	Week 7 Module with pre-lab quiz due 8:00 am Read Darby chapter 14 Read Gehrig modules 8, 9, and 10	Quiz 6: Medical histories	Practice Healthy History Practice Vital Signs	Skill Evaluation Retakes
8	Darby Chapter 10: Infection Control and Prevention (Governmental Agencies)	Week 8 Module with pre-lab quiz due 8:00 am Read Darby chapter 10	Mid-term	Health History SE Vital Signs SE	Skill Evaluation 6: Healthy History Skill Evaluation 7: Vital Signs Skill Evaluation Retakes
9	Darby Chapter 11: Preventing and Managing Medical Emergencies Medical Emergencies (Safety Manual)	Week 9 Module with pre-lab quiz due 8:00 am Read Darby chapter 11	Quiz 7: BLS and governmental agencies	Medical Emergency Use of Supplemental Oxygen Emergency Procedure Protocol / Medical Kit Role Playing Emergency Procedures	Skill Evaluation Retakes

10	Darby Chapter 19: Caries Management by Risk pages 265-273	Week 10 Module with pre-lab quiz due 8:00 am Read Darby chapter 19	Quiz 8: Medical emergencies	Medical Emergency Use of Supplemental Oxygen SE Role Playing Emergency Procedures CAMBRA Form with Student Partners	Skill Evaluation 8: Medical Emergency Use of Supplemental Oxygen
11	Darby Chapter 22: Dental Hygiene Diagnosis Darby Chapter 23: Dental Hygiene Care Plan, Evaluation, and Documentation	Week 11 Module with pre-lab quiz due 8:00 am Read Darby chapters 22 and 23 Caries Risk Assignment due 8:00 am	Quiz 9: Caries management	Emergency Procedures SE Care Plan Case Studies Practice POHR on student partner	Skill Evaluation 9: Emergency Procedures Skill Evaluation Retakes
12	No Class: Holiday				
13	Darby Chapter 18: Assessment of Dental Deposits and Stain (Clinical Assessment of Biofilm pages 255-257)	Week 12 Module with pre-lab quiz due 8:00 am Care Plan Assignment due 8:00 am Read Darby chapter 18	Quiz 10: Care plan	Practice POHR on student partner Practice OHI on student partner	Skill Evaluation Retakes

14	Darby Chapter 24: Toothbrushing Darby Chapter 25: Interdental and Supplemental Oral Self Care Devices	Week 13 Module with pre-lab quiz due 8:00 am Read Darby chapters 24 and 25 Practice Patient Ed Comp	Quiz 11: POHR and biofilm	POHR SE (operator and 95% plaque free) Practice Fluoride Varnish with student partner Practice patient education competency with student partners	Skill Evaluation 10: POHR Skill Evaluation Retakes
15	Darby Chapter 19: Dental Caries Management by Risk pages 273-283	Week 14 Module with pre-lab quiz due 8:00 am Read Darby chapter 19	Quiz 12: TB and flossing	Fluoride Treatment (Varnish) SE Patient Education Competency	Skill Evaluation 11: Fluoride Varnish
16 1	Final Exam in Class			Skill Evaluation retakes	

Patient Education Competency
Biofilm Discussion, Brushing, and Flossing Technique

Student _____ Instructor _____

Criteria	Exceeds (20 points)	Proficient (15 points)	Satisfactory (10 points)	Improvable (5 points)	Does Not Meet (0 points)
Organization: Order and Ease of Information	Information was organized and easy to follow.	1 area was out of order. Information easy to follow.	2-3 areas were out of order. Information was slightly difficult to follow.	4-5 areas were out of order. Information was difficult to follow.	No order to information. Could not follow.
Content Development: Biofilm and Effects Discussion Content	Biofilm discussion was complete and accurate.	1 concept was inaccurate or missed.	2 concepts were inaccurate or missed.	3 concepts were inaccurate or missed.	4 concepts were inaccurate or missed.
Brushing Instructions Content	Brushing instructions were complete and accurate.	1 item was incorrect or missed.	2 items were incorrect or missed.	3 items were incorrect or missed.	4 items were incorrect or missed.
Brushing Instructions Demonstration	Demonstration was complete and accurate.	1 item was incorrect or missed.	2 items were incorrect or missed.	3 items were incorrect or missed.	4 items were incorrect or missed.
Flossing Instructions Content	Content was complete and accurate.	1 item was incorrect or missed.	2 items were incorrect or missed.	3 items were incorrect or missed.	4 items were incorrect or missed.
Flossing Instructions Demonstration	Demonstration was complete and accurate.	1 item was incorrect or missed.	2 items were incorrect or missed.	3 items were incorrect or missed.	4 items were incorrect or missed.
Visual Aid	Visual aids included typodont and flipbook. Visual aids used appropriately	Typodont or flipbook used; not both. One misuse of a visual aid.	Typodont or flipbook was used; not both. Two misuses of visual aids.	Typodont or flipbook was used; not both. Three misuses of visual aids.	Did not use visual aids. Complete misuse of visual aids.

Delivery •Speech/Grammar/Vocabulary •Enthusiasm •Eye Contact/Posture •Attire •Time Limit	Excellent use of speech/grammar/vocabulary. Great eye contact. Enthusiastic. Perfect posture and attire. Adequate amount of time used.	1-2 errors for speech/grammar/vocabulary; eye contact; posture and attire; too much or too little time.	3-4 errors for speech/grammar/vocabulary; eye contact; posture and attire; too much or too little time.	5 errors for speech/grammar/vocabulary; eye contact; posture and attire; too much or too little time.	Poor speech/grammar/vocabulary. Lack of eye contact. Lack of enthusiasm. Poor posture or attire. Not enough time utilized.
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Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.