



OWENS
COMMUNITY COLLEGE

Course Syllabus
SEMESTER
School of Nursing and Health Professions

<i>Course Name:</i>	Trends in Practice
<i>Course & Section Number:</i>	DHY 251-XXX
<i>Meeting Day(s) & Time(s):</i>	
<i>Credits:</i>	1
<i>Contact Hours:</i>	1 hour, synchronous hybrid course
<i>Text:</i>	Beemsterboer, P. L. (2024). Ethics and Law in Dental Hygiene (4rd ed.). Elsevier.
<i>Instructor's Name:</i>	
<i>Student Hours & Location:</i>	

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:

Examines trends and issues of current relevance in dental hygiene practice, including topics of interviewing skills, resume writing, law and ethics.

Prerequisite/Corequisites:

Participants must be a second-year student in the dental hygiene program

Course Materials:

Current Textbooks

1. Beemsterboer, P. L. (2024). Ethics and Law in Dental Hygiene (4th ed.). Elsevier.

What You Will Learn in the Course**Course Objectives:****Course will...**

1. Review the rules and requirements as defined by the OSBD for the legal practice of dental hygiene in the state of Ohio.
2. Define principles of jurisprudence and ethical principles as they relate to dental hygiene practice.
3. Review current social issues (HIPAA, abuse, barriers/access to care and justice) as related to dental hygiene practice.
4. Introduce different management and business styles and compare how these styles affect the business of dental hygiene.
5. Provide resources and guest speakers to review the interview process; specifically, the cover letter and resume.
6. Explore the resources and opportunities provided by a professional organization.

Student Learning Outcomes:

Students will:

Outcome	Where assessed
Complete the sample Ohio law test and identify current rules and requirements as defined by the OSBD for the practice of dental hygiene.	Pre Law Exam, Final Exam, Licensure Process quiz

Outcome	Where assessed
Discuss and compare ethical principles and concepts of civil law utilizing examples found in dental hygiene practice.	Quiz Chapter 7/8, Ethics Quiz, Discussion Board
Identify social issues as related to dental care (HIPAA, abuse barriers, access to care and justice, alternative care). Describe and compare practice management styles and how these styles affect the business of dentistry and dental hygiene.	Discussion Board Quiz Chapter 9, Mock Interviews
Prepare a professional portfolio that includes a cover letter, resume and references.	Professional Portfolio (resume, cover letter, references), Mock Interview, Dental Job Fair
Describe and compare the benefits of professional membership.	ADHA Assignment, ADHA Professional interview, Student Chapter meetings

Program Outcomes:

The following program outcomes are assessed in this course

DH Program Outcomes	Where Assessed
Outcome #1-Students will employ effective communication.	ADHA Presentation
Outcome #2- Students will demonstrate problem solving	Advocacy Day, Discussion board, Chapter Quizzes, Pre Law Exam and Final Exam
Outcome #3 Students will access, gather and utilize information	Pre Law Exam, Final Exam, Discussion board, Chapter quizzes, ADHA Professional Interview, ADHA Presentation

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.

Technology, Lab, and File Requirements:

Course Website and Resources:

This course will utilize the College's course management system Blackboard. We will be using Blackboard Ultra to distribute content, view videos, submit assignments, take quizzes and you will be able to view your grades. Blackboard will be where you will find communication between myself and the class. The website where Blackboard can be found is blackboard.owens.edu. Please login using your full name, underscore, last name. Your initial password is your two-digit birthday, two digit birth year and 4th and 5th digits of your social security number. Please be responsible and check your Blackboard course.

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, paraphraser, summarizers, or solvers, to get guidance topics in this course, 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.”

If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor before submitting your work.

Student Responsibilities & Instructor Expectations

Attendance for all class sessions, whether in class or on Blackboard, is mandatory. Any absence or tardiness must be reported to the course instructor brittany_moore4@owens.edu. Exams or case studies may be made up only in extenuating circumstances by PRIOR arrangement with the course director. Tardiness or absence communicated via another individual will not be accepted. Students are responsible for the material presented in any session from which the student has been absent. Absences due to extenuating circumstances should be discussed in advance with course director and may be excused on a case-by-case basis. Any student who is tardy more than 3 (three) minutes past the scheduled time for a course to begin will be considered tardy. Two “tardy days” and/or partial attendance will be construed as one undocumented absence. Tardiness is disrupting the faculty and other students in the class. Students who repeatedly miss classes or attend partial classes jeopardize their success in the program. **Course Material missed due to absence or tardiness:** Students are responsible for the material presented in any lecture session from which the student has been

absent or late. It is the student's responsibility to contact the instructor for missed material due to tardiness or absence. Absence from (2) two class sessions will result in the lowering of the final grade by one letter grade. Each day absent thereafter results in the lowering of the final grade by one letter grade.

Instructor Expectations:

- Please give me 24 hours before attempting your email again and I will do the same when I have emails from you. Be assured that I check my email daily and I will do my best to respond to you within 24 hours.
- I will make myself available through multiple communication channels.
- I will be flexible to support your individual needs.
- I will provide resources and support for you to be successful.
- I will treat you and your classmates with dignity and respect.
- Content objectives will be achieved through lecture, assignments, hands on activities, going out into the field and community outreach, which will be reinforced by discussion periods.
- All assignments will be graded within 7 days of submission. Quizzes will be graded once ALL submissions have been graded.

Classroom Environment:

- Be respectful while still being critical.
- Be present- this goes beyond attendance. Turn web cameras on if on Blackboard, Remove distractions (fans, tv, messy backgrounds, eating and drinking). Sit in one place without walking around the house or driving. Use a good camera angle so that the guest and classmates can see you.
- One person speaks at a time.
- Maintain confidentiality.
- Hold yourself and each other to high standards of excellence at all times.
- Have the humility to recognize that you do not know everything and that everyone can stand to improve.
- Be on time. Your contributions to our discussions are important but our learning community will not benefit from them unless you post on time.
- Recognize that everyone will start from different bases of knowledge.
- Students are responsible for the material presented in any lecture session from which the student has been absent or late. It is the student's responsibility to contact the instructor for missed material due to tardiness or absence.

- Absence from (2) two class sessions will result in the lowering of the final grade by one letter grade. Each day absent thereafter results in the lowering of the final grade by one letter grade.
- If you read this statement by September January 20th, email me your favorite candy.
- Cheating will be considered to include, but not be limited to taking, using or copying another student's work and submitting it as your own. Also, falsifying information, participation in fraudulent practices, the taking, giving or exchanging of examination information, plagiarism or permitting test materials to be viewed by others is included.
- Under NO CIRCUMSTANCES are any testing materials to be hand copied, photocopied or photographed. Students participating in such activities can be dismissed from the dental hygiene program.

Dental Hygiene Program Technology & Academic Integrity Policy:

Cell Phone & Electronic Device Policy: To promote a professional learning environment and ensure patient safety, **cell phones and personal electronic devices are not permitted during preclinical labs or clinical sessions.**

Policy Details:

- Cell phones, smart watches, tablets, earbuds, and similar personal devices **must be silenced and stored out of sight** at all times.
- Devices may **not** be used during lectures, labs, or clinic sessions unless **explicitly authorized by faculty** for instructional purposes.
- Phones may not be kept on desks, laps, pockets, or clinical countertops.
- **Photography, video, or audio recording** is strictly prohibited in lab and clinical areas unless prior written approval is granted by faculty.
- In clinical settings, personal devices pose **HIPAA, infection control, and professionalism concerns** and are therefore prohibited.

Violations:

- Violations could result in an informal resolution, coaching & formal written warning, corrective action assignment, or immediate permanent dismissal from all health programs (see Academic/Professional Standards Student Incident Report).

Examination & Quiz Technology Policy

To ensure academic integrity, **no personal electronic devices are permitted during exams or quizzes.**

Policy Details:

- Cell phones, smart watches, fitness trackers, earbuds, and any other electronic devices must be:
 - Powered off
 - Stored in a designated area away from the testing space
- Devices may not be on the student's person during testing.
- Only program-approved materials explicitly authorized by faculty may be used.
- Faculty may require students to place phones face-down at the front of the room or in secured storage.

Violation of this policy will be treated as academic misconduct, regardless of whether the device is actively used.

Academic Integrity & Cheating Policy

The Dental Hygiene Program maintains a **zero-tolerance policy for cheating.**

Cheating includes, but is not limited to:

- Possession or use of unauthorized materials during exams or quizzes
- Use of electronic devices or smart technology during testing
- Sharing or receiving test questions or answers
- Copying from another student or allowing another student to copy
- Using artificial intelligence, online resources, or stored information during assessments unless explicitly permitted
- Attempting to alter grades or exam records

Consequences:

- Immediate failure of the exam or quiz
- Possible failure of the course
- Referral for disciplinary action per institutional and program policies

- Repeated or severe violations may result in **dismissal from the program**
- Violations could result in an informal resolution, coaching & formal written warning, corrective action assignment, or immediate permanent dismissal from all health programs (see Academic/Professional Standards Student Incident Report).

Professional Expectations

As future healthcare professionals, students are expected to demonstrate behavior consistent with the ethical and professional standards of the dental hygiene profession. Failure to comply with program policies reflects unprofessional conduct and may impact academic standing and clinical eligibility.

How Grades are Determined and Major Assignments

Ohio Dental Law Exams 20% of overall grade The Ohio Dental Law Pre and Final Exams will be available on Blackboard. The Pre-Exam must be completed by the deadline (see schedule). Students will be given the opportunity to correct incorrect answers of the Pre-Law Exam by the posted deadline (see schedule). In addition to the corrections, the students must document the code numbers. Students can print off the Pre-Law Exam and make corrections on the hard copy and they make take photos or scan their hard copy with corrections and submit on Blackboard OR they can submit it as a Word Document. Either way of submission will be accepted. Amended answers will be tallied and added to the Pre-Law Exam grade as follows: Corrected all incorrect answers: 95%, Corrected all but 3 answers: 85%, Corrected all but 5 answers: 77%. If the student did not correct the incorrect answers the grade stands as it was initially scored. During week 16 of the course, students will have the opportunity to take the Final Ohio Law Exam, and it will serve as the final exam. Failure to complete the final exam will result in a 5% deduction in overall course grade.	Achievement of student learning outcomes will be determined by: SLO #1
Quizzes 25% of overall grade There will be quizzes on chapter information and video recordings that will be placed on Blackboard and must be completed by their appropriate deadlines (see schedule). The questions consist of multiple choice, true/false, matching and fill in the blank. Failure to complete them by the deadline will result in a “0” or failing grade. If the instructor approves a late submission of the quiz, there will be a 25% deduction of overall score. No makeup quizzes or second attempts will be available. All quizzes must be completed individually and not with the help of any other students or help from faculty. Quizzes may consist of multiple choice, T/F, fill in the blanks and written response	SLO #2, #3, #4

Assignments All Assignments combined are worth 25% of overall grade. This course will utilize a variety of assignments and activities to enhance the learning of course material. Assignments will be submitted on Blackboard. Please do not email the assignment. Each assignment must be submitted on time (see attached schedule). Part of this course is your professional responsibility therefore NO late assignments will be accepted. Under approved circumstances, a deduction of 50 % will be applied to a late assignment. Students will complete a professional portfolio that will be printed on professional resume paper and must include a cover letter, resume, and reference sheet. Because the resume writing process takes some time, students will create multiple drafts of the resume that must be reviewed by the course instructor and/or other professionals as directed on Blackboard. Some students may need more revisions than others and are expected to submit at least 1 rough draft each week but may be required to submit 2 each week if more edits are needed. As part of this assignment, Career & transfer Services provides a comprehensive employment portfolio review. Instructions: 1. Complete the rough drafts as assigned by Mrs. Moore. Save as .docx, .txt or pdf. Use this naming convention: first name, last name, name _ document, month year 2. Go to http://www.owens.edu/career/, scroll to the photos at the bottom of the page and use link to email the documents to Lori Owens. Shared documents will not be accepted 3. Make an appointment to meet with Lori to review the documents (virtual, phone or in person on Toledo campus all available) Meeting length is one hour. Students are expected to participate in a mock interview that will take place during on DATE. Students will need to sign up for the interview by DATE	SLO #5, #6
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so that they have it on their calendar 4 weeks in advance. A link will be provided (at a later time) to sign up for your day and time. Time slots will be on a first come first serve basis and will be 30 minutes long. Students will need to bring their portfolio that includes a cover letter, resume and reference sheet for the mock interview. A rubric will be available on BB. The Dental Hygiene Program will be hosting a Dental job Fair on DATE at TIME. Students are required to attend. ODHA Legislative Day will be held on DATE. All students are encouraged to attend. If they attend, they will be exempt from the Legislative Assignment and will also earn Community Points in DHY 251.	
Chapter Reading Assignments Non-graded Weekly readings will be assigned and recommended that all students read the readings before reviewing a corresponding PowerPoint or completing quizzes or assignments.	SLO #1, SLO #2, SLO #3, SLO #4, SLO #6
ADHA Presentation and ADHA Professional Interview 15% of overall grade Students will be assigned a topic from the ADHA website. Assigned topics are posted on Blackboard. Students must complete a video recorded 2-3 minute presentation. Recordings can be completed by use of phone, webcam, or video camera. Presentation video must be submitted on Blackboard in the discussion board with a link to the video. In addition to submission of video presentation, students must comment and respond to 4 other students discussion board thread. Students will be assigned one professional member of ADHA to interview. The interview must take place in person, via zoom or on the phone. After completion of the interview, the student will write a 2–3-page persuasive essay. If students are conducting the interview virtually or in person, they must dress professionally	SLO #6

Professional Attire, Attendance, and Proper netiquette 5% of overall grade Students must dress in professional attire for all in class sessions AND all virtual class sessions, Mock Interview, Dental Job Fair, Legislation events and IPE events. Attire should include clothes that you would wear to an interview. No scrubs, jeans, hooded or crewneck sweatshirts, tennis shoes, short skirts, or leggings. Hair must be clean, neat and presentable. No facial piercings including nose jewelry will be permitted. During virtual meetings, students will be expected to follow the netiquette policies to reduce distractions and embrace professionalism. The netiquette policies include a working camera must be turned on, sound muted unless speaking, sitting down with a no distracting environment and only focusing on DHY 255, no other classes or assignments.. Students are required to physically attend on campus classes and be present virtually for web-based classes. If a student must schedule and take their National Board Exam on a scheduled course date, the student must notify the instructor at least 2 weeks in advance. The student will then be required to complete a summary of the recorded presentation and will earn a 77% for attendance. If a student is approved to miss a class for a pre-approved reason, the student will still receive a 77% for attendance and will need to complete a summary of the presentation that was missed. A daily grade based on professional dress, attendance nad netiquette will be graded by Satisfactory (S-100) or Unacceptable (U-77) will be awarded.	SLO #6
Discussion Board 5% of overall grade Discussion board will cover topics covered in the assigned readings. Students must respond to 4 additional classmates' posts for full participation credit. All discussion posts must be completed by the due dates that are in the schedule and posted on Blackboard. Students are expected to follow the netiquette policies that can be found in the syllabus.	SLO #1, SLO #2, SLO #3, SLO #4, SLO #6

Professional Organization Meetings 5% of overall grade. Students are required to attend a minimum of 3 American Dental Hygienist Association Student Chapter meetings. Students will be required to be present when attendance is called and stay the entire meeting. Failure to attend 3 meetings will result in a lowering of the overall course grade by 5%.	SLO #6
Video Recordings Non-Graded OR Quizzes (20% of overall course grade). Past graduates, past employees, employers and special guests have created video recordings for your viewing during several modules throughout the semester. These videos will be available only during the semester and web links will be posted on Blackboard. It is highly recommended that you view these recordings. If the course instructor notices that students are not watching these videos, quizzes will be posted to survey information on the videos. Once you have read this statement, email me your favorite candy.	SLO #1, SLO #2, SLO #3, SLO #4, SLO #6
Guest Speakers Non- Graded or Professional Attendance (5% of overall grade). Professional guests from across the state will be attending in class, virtual class, after class and during Student Chapter Meetings. All students are required to be dressed professional, be attentive, express gratitude and conduct themselves in a professional manor. Guests will represent an array of different employment opportunities such as specialty practice, traveling dental hygienist, public health, corporate dentistry, and temporary/subbing dental companies. Additional guests will include a financial planner, past OSDH member, ODHA President, and ODHA Membership committee chair. Students should be present for all in class session and are encouraged to make arrangements to stay for all after class guests. All guests are coming for free and at the cost of their own travel.	

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

Evaluation Measure	Value	Student Learning Outcome Assessed
Ohio Law Exams	20%	#1
Quizzes	25%	#2, #3, #4
Assignments	25%	#5, #6
ADHA Presentation and Interview	15%	#6
Professional Attire, Attendance, and netiquette.	5%	#6
Discussion Board	5%	#1, #2, #3, #4, #6
Professional Organization Meetings	5%	#6

Grading Procedure:

Grading Scale

Grade	Percentage
A	92-100
B	85-91
C	77-84
D	70-76.9
F	70 and below

Grades below 77% are failing. **Students must achieve a grade of 77% or higher for continuation in the Dental Hygiene Program.**

Tentative Class Assignments

Please see separate calendar with lecture, homework, lab and tests

Week	Date	Course Content	Assignment/ Quiz/ Exam Schedule	Teaching Method/ Hours
1	DATE	Intro to Trends in Dentistry/ Ohio Law Society and the State of Dental Practice Act (Chapter 8) 1. State the purpose and function of the Ohio State Dental Board (OSDB). 2. Recall the composition, length of term and mechanism of appointment of the OSDB. 3. List the requirements for licensure as a dental hygienist. 4. Identify the dental hygiene practice of: 1. Assignment of duties. 2. Supervision requirements 3. Number of dental hygienists who may practice under the supervision of one dentist at one time. 5. Define the requirements for dental hygiene practice to include: 1. Registration renewal. 2. Display of license. 3. Notification of the board of any change of name, address or employment. 6. List the continuing education requirements for dental hygienists. 7. State the Basic Life Support requirement for dental hygienists. 8. Describe requirements for treatment providers	Review Syllabus Lecture/ Presentation on Chapter 8 Read Chapter 8 pages 75-84 (quiz next week) Ohio Law PRE-Exam due DATE at TIME on Blackboard	30 min of Syllabus intro Lecture/ Reading 30 min of Ohio Law lecture and Dental Practice Act ONLINE with Mrs. Moore TIME

		for dentists or dental hygienists with substance abuse problems. 9. Define the following terms as used in the Ohio Revised Code: 1. Supervision 2. Direct supervision 3. Personal supervision 4. Irremediable tasks and/or procedures 5. Basic remediable intra-oral and extra-oral dental tasks and/or procedures. 6. Advanced remediable intra-oral dental tasks and/or procedures. 7. Expanded functions dental auxiliary 8. Dental hygienist 10. List the permissible practices of a dental hygienist (including LA & nitrous oxide monitoring). 11. Describe the basic qualified personnel functions. 12. State the expanded function dental auxiliary functions. 13. Identify the permissible duties of an expanded function dental auxiliary. 14. Describe Infection Control requirements to including: Immunization, barrier techniques, 15. 15. Sterilization, disinfection and single use items (Download the Infection Control Manual from the OSDB website).		
2	DATE	State of Dental Practice, Overview of Legal System, Dental Hygienist- Patient Relationship, Informed	Review Dental Practice Act and Turn	Lecture/ Reading

		Consent (Chapter 8 and 9) 1. Discuss the criteria necessary for informed consent. 2. Relate conditions for not obtaining informed consent. 3. Compare the ethical principles found in codes of ethics, informed consent, patients' bill of rights, and other documents related to patient care. 4. Compare the concepts of civil law with criminal law, utilizing examples found in dental hygiene practice. 5. List the types and circumstances of <i>supervision</i> in the State of Ohio. 6. Define and distinguish between the following terms: 1. <i>intentional tort</i> and <i>unintentional tort</i> 2. <i>malpractice</i> and <i>negligence</i> 3. <i>libel</i> and <i>slander</i> 4. <i>assault</i> and <i>battery</i> 5. <i>implied</i> contract and <i>expressed</i> contract 7. Discuss the <i>rights</i> of patients protect by law and <i>duties</i> of providers regulated by law from both <i>ethical</i> and <i>legal</i> perspectives. 8. Review and discuss the Ohio State Dental Board duties and responsibilities	in Ohio Law Pre-Exam with correct answers AND code number. DATE. Laws available on www.dental.oh.gov Read Chapter 8 View Chapter 8 lecture/presentation Quiz on Chapters 7/8 Blackboard due by 1/29 by 4pm Complete Case 24 in the Discussion board by 1/29 4pm Watch Real World by Rachel video	PowerPoint Lecture 30 min, 30 minutes be resources IN Class with PERSON at DATE at TIME After Class with PERSON at DATE at TIME Student Chapter meeting DATE
3	DATE	Risk Management (Chapter 1), LinkedIN Education and Social Media	Read Chapter 1 (pgs 1-13) in textbook View Chapter 1	Lecture/ Reading 50 minutes reading, power point, web resources, Video

		1. List the elements of a good dental record, and describe practices that should be considered in maintaining dental documentation 2. Distinguish between paper and electronic dental record keeping 3. Explain how dental hygienists should manage their own professional credentials and competency 4. Identify the strategies that can be used to identify and reduce risk in dental practice. 5. Understand the value of social networking 6. Create a LinkedIn profile 7. Start building your network 8. Recognize the need for professionalism in social media 9. Effectively communicate via social media	Presentation Submit LinkedIn assignment by February 5th, 4pm	Recording ONLINE with PERSON at DATE at TIME Guest Traveling- TBD
4	DATE	Professional Portfolio- Resume Writing & Interviewing Techniques 1. Discuss the following DO's and DON'T's of interviewing. 2. State the purpose of a resume 3. List 5 specifics to make a resume stand out 4. Prepare an entire portfolio to include- cover letter, resume, references, letter of rec, other important documents 5. Prepare a resume to include: a. Educational History b. Clinical Experience c. Activities: Professional Associations,	See Blackboard information and documents regarding Resume Writing Read pages 192-206 Resume Writing Checklist Resume Writing Tutorial Contact Career	Lecture/ Reading 30 minutes reading, powerpoint, 50 minutes of Guest Speakers IN CLASS AND Resume Writing Workshop TIME

		Civic involvement, special education highlights d. Career History/ Experience: dates, location, most recent first, title or position held, scope of responsibility d. Credentials/ Licensing e. Personal Data 6. Prepare a Cover Letter 7. Prepare a Reference Sheet	Services Submit First Rough Draft of Portfolio (Resume/Cover Letter/ Reference) by 2/12 on Blackboard	
5	DATE	Ethical Principles and Values (Chapter 4) 1. Identify the normative ethical principles 2. List the ethical principles used in dentistry and dental hygiene 3. Describe the difference between a choice and an ethical dilemma 4. Explain the role of principles in the decision-making process of the dental hygienist Ethics and Professionalism (Chapter 2) 1. History of the profession of dental hygiene. 2. Oath 3. Self-regulation 4. Self-policing behavior 5. Characteristics of a True Profession 6. Professional- Commercial model-Guild model- Interactive model 7. Inter-professionalism 8. Competency in dental hygiene Accreditation 9. ADHA standards for dental hygiene practice	Review Ethics Presentation Read article from RDH November 2019 Issue about Self Assessment, Ethics and Patient Responsibility Complete Ethics Quiz by DATE at TIME Submit Second Rough Draft of Resume/Cover Letter/ Reference by DATE on Blackboard	Lecture/ Reading 30 minutes Presentation/ ONLINE, Possibly No Class. If no synchronous class, lecture will be recorded

		(ADPIED) 10. Professional traits for the DH Code of Ethics (Chapter 5) 1. Code of Ethics 2. Professional Code 3. Professional Codes in Health Care 4. Development of Ethical Codes 5. Ethical Code for Dental Hygiene 6. Dental Code		
6	DATE	Seeking a Position in Dental Hygiene 1. Recognize the scope of job searching. 2. Identify different employment opportunities for dental hygienists. 3. Compare and contrast the interview process between employer and employee. 4. Identify the advantages and disadvantages of a working interview. 5. Compare and contrast liability insurance and disability insurance. 6. Discuss benefits that may be available to the dental hygienist. 7. Recognize options for career choices 8. Research and list entry level wages for different counties in Ohio	View presentation Complete Career/ Employee HW assignment on Blackboard by DATE at TIME Complete Entry Level Hourly wage assignment by DATE at TIME Submit Third Rough Draft of Resume/Cover Letter/ Reference by DATE on Blackboard	Lecture/ Reading 60 minutes reading, web resources, discussion board In Class with PERSON at DATE at TIME After Class with PERSON at DATE at TIME Student Chapter meeting TIME
	DATE	Dental Excellent Hygiene Happy Hour Event TIME		

7	DATE	Ohio Dental Hygienist Licensure 1. Identify what is needed for Ohio Licensure 2. Identify what is needed for Michigan Licensure 3. Navigate the Ohio State Dental Board website to locate licensure information 4. Understand and know the steps for applying for licensure Continuing Education Units Courses/ Permissible Practice Documentation 1. Overview of Continuing Education Courses 2. Knowledge of required number of continuing education credits needed 3. Ability to locate resources for CE courses 4. Navigate the Ohio State Dental Board website to locate the Consolidated Permissible Duties 5. Understand the Permissible Duties form for the Dental Hygienist	View presentation View lecture video and directions for Ohio Licensure Application on BB Visit OSDB website Create check list of things needed for Ohio Licensure View information for Michigan Licensure Visit OSDB website for information on Permissible Duties Locate the Permissible Duties Form and Print for future employer and professional portfolio Continuing Education	Lecture/ Reading 60 minutes reading, reviewing resources on blackboard, web resources, 50 minutes guest speakers ONLINE with PERSON at DATE at TIME.

			Unit HW 3/5 Lori Owens Resume Review by DATE Sign Up for Mock Interviews by DATE	
8	DATE	Aspects of Practice Management/ Dental Hygienist-Dentist-Employer Relationship (Chapter 10) 1. Describe the legal parameters of the employer-employee relationship and state the two general categories of employment 2. Discuss the need for practice management in the dental office 3. Describe federal laws prohibiting discrimination and protecting worker safety 4. Explain the concepts of sexual harassment and hostile work environment in the dental practice setting. 5. Identify different management styles. 6. Differentiate between oral health care and the business of oral health care. 7. Discuss the team concept. 8. Identify the benefits of cross training. 9. Differentiate between types of staff 10. Differentiate between employer expectations and employee expectations. 11. Identify uses of public relations and image for the dental/dental hygiene practice.	View presentation Read Chapter 9 Quiz over Chapter 9 due DATE at TIME Visit Dentalcare.com for Dental Care Practice Management Watch video from Kimberly Cipriani FINAL Digital Portfolio due DATE Final Printed DATE	Lecture/ Reading 50 minutes reading, completing web resources IN CLASS with PERSON at DATE at TIME

		12. Identify patient needs as they relate to dental hygiene. 13. Discuss how marketing relates to the dental/dental hygiene practice		
9 SB	DATE		FINAL Digital SUBMISSION OF PORTFOLIO Due Thursday March 19st Final Portfolio Printed on Resume paper due DATE in person	
10	DATE	Social Responsibilities (Chapter 7) 1. Lists several facts about oral health disparities in America 2. Describe how HIPAA protects patient confidentiality. 3. Recognize the signs of abuse (child, spouse, and elderly) 4. List barriers to access to care and reasons for disparities in oral health care. 5. Discuss the advantages and disadvantages of various reimbursement or insurance plans (Medicaid, Medicare, and managed care) and distributive justice issues. 6. Recognize holistic approaches to dentistry 7. Compare and contrast the holistic approach and the progressive dentistry approach 8. Describe the role of the DH in meeting the oral health care needs of the public	Read Chapter 4 View Chapter 4 Presentation Read alternative approaches to dentistry Review how the mouth is related to the whole health of your patients. Complete Discussion board and comment on 3 other classmates thread by March 27th 24th 4pm	Lecture/ Reading 60 minutes Reading and web resources. Students present information that correlates with Professional membership topics IN CLASS with PERSON at DATE at TIME Special Guest TBD Student Chapter meeting TIME

12	DATE	Professional Membership and Planning for the Future 1. Interview and discuss membership with a member of the American Dental Hygienist Association	3 Minute Presentation on assigned ADHA topic comment/ respond to atleast 4 other classmates in the discussion board by DATE at TIME Contact Professional Member , Interview should take place this week, No later than DATE Professional Interview paper due DATE	MOCK INTERVIEWS TIME
13	DATE	Midlevel Provider/ Teledentistry 1. Understand the role of the Midlevel Practitioner 2. State the positive roles and negative outcomes of a mid level practitioner 3. Define teledentistry	Professional Interview paper due DATE at TIME Read 4 published scientific literature articles Pg 134 Case 12 Midlevel Practitioner assignment due DATE Create Discussion board thread and	IPE Event TBD

			respond to 5 classmates by DATE	
14	DATE	Legislation and Advocacy 1. Overview of current legislation 2. Intro talking points for legislative reception 3. Etiquette for talking to legislators 4. Discussion of Advocacy	Complete Legislative Assignment by DATE OR attend Advocacy Day on DATE	IN CLASS with PERSON at DATE at TIME Guest: TBD Student Chapter Meeting with ODHA President TIME
	DATE	ODHA ADVOCACY DAY, TIME		
15	DATE	Higher Learning/ Transferring/ Continuing Education 1. Understand the value of continuing education 2. Recognize options for degree completion programs 3. Discuss Advantages of higher education 4. Describe what it means to be an Expanded Functions Dental Auxiliary	View Continuing Education/Transfer options power point Watch Video from EFDA Visit web resources located on Blackboard Complete quiz on Dimensions website Take Final Exam by DATE	ONLINE/ Virtual with PERSON at DATE at TIME
16	DATE	Wrapping things up!	Final Ohio Law Exam	Exam available online

		1. Student Conversion and ODHA Component applications 2. Understand the laws of Ohio	Due by DATE Failure to complete results in a 5% lowering of the overall course grade.	until TIME! Student Awards today!
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Date	Location	Topic	DUE	Guests	Student Chapter Meetings
DATE	Online, Synchronous Class	Dental Practice Act	Pre Law Exam DATE		
DATE	IN CLASS	Practice Act/ Informed Consent	Ch 7/8 Quiz DATE Pre Law Corrections DATE	After class Guest: TBD	YES
DATE	Online, Synchronous Class	Risk Management/ social media	LinkedIn DATE	Guest: Team Placement TIME	
DATE	IN CLASS	Resume Writing	Draft #1 DATE	Resume Writing Workshop until TIME	
DATE	Online, possibly recorded lecture or synchronous	Ethical Principles & Values/ Ethics and Professionalism/ Code of Ethics	Ch 3 Quiz DATE Draft #2 DATE		
DATE	IN CLASS	Seeking a DH Position	Hourly Rate DATE Career Assignment DATE Draft #3 DATE	After class- TBD	YES
DATE				TBD Happy Hour	
DATE	Online, Synchronous Class	Licensure Continuing Education/ Permissible Duties	Lori Owens Review #3 DATE Sign up for Mock Interviews DATE		
DATE	IN CLASS	Aspects of Practice Management/ Employer Relationship	CH 9 Quiz DATE Digital Final Portfolio DATE Final Printed DATE	Portion in class/ After class :TBD	

DATE	SB	How to prepare for Mock Interview	Final Printed DATE		
DATE	IN CLASS	Social Responsibilities	Discussion Board DATE Legislation Assignment DATE OR Attend Advocacy Day	<u>TBD DATE</u>	YES
DATE	Online, no class	Professional Membership/ Planning for the Future	ADHA Assignment 1 st part DATE 2 nd part DATE Job Fair Attendance Form DATE	Dental Job Fair	X
DATE	No class	Professional Membership	Conduct ADHA Interview by DATE ADHA Interview Paper DATE	Mock Interviews with TBD	
DATE	IPE Event- NO CLASS	Midlevel Provider/ Tele dentistry	ADHA Interview Paper DATE Discussion Board DATE Case #12 DATE		
DATE	IN CLASS	Legislation	Legislation Assignment DATE OR Attend Advocacy Day	TBD	YES
DATE				Advocacy Day, TIME Columbus Ohio	
DATE	Online, Virtual	Higher Learning Education		In class Guest: TBD (10 minutes)	
DATE	Online		Final Exam		Awards

Last Updated DATE: This is to give you a guide as to what we are going to cover in this course and when.

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.