

## Course Information

Course Number: *DDHS 3160*  
Course Title: *Preclinical Dental Hygiene*  
Section: *Fall 2024*  
Time/ Location: *Class: Mon, 8-12 p; AEB- Main Building; Rm 603, 310, Sim Lab (basement)*  
*Clinic: Tues, 8-12 p; Fri, 8-12 p, CEB- Clinic Building, 7<sup>th</sup> floor*  
Credit Hours: *6 credit hours*

## Instructor Details

Course Director: *Brandy Cowen, RDH, BSDH, MS (she/her)*  
Office: *AEB; Rm 139 F*  
Phone: *214-828-8325 (office); Contact personal for **emergencies only!***  
E-Mail: [\*bcowen@tamu.edu\*](mailto:bcowen@tamu.edu)  
Office Hours: *Tuesdays 1:00-3:00; Thursdays 10-12 or by appointment (F2F or virtual)*

## Additional Participating Faculty

Maureen Brown, RDH, BSDH, MS- HIED  
Jane Cotter, RDH, MS  
**Rocio Estrada, RDH**  
**Eric Fox, RDH, MS**  
**Eliska Gauthier RDH, BSDH, MBA**  
**Chelsi Graham RDH, BSDH**  
**Thao Kim, RDH, BSDH**  
Ariana Vargas, RDH, MPH  
**Chelsea Moorman, RDH, BSDH**  
**Leigh Ann Nurick, RDH, MS**  
**Kayla Reed, RDH, BSDH, MS-EDHP**  
**Leah Spittle, RDH, MS**

## Course Description

*This course introduces the student to the foundational knowledge and skills needed to provide basic dental hygiene services. With faculty guidance, the student learns how to assess a patient's oral health needs, plan dental hygiene services to meet those needs, and implement and evaluate newly learned preventive and therapeutic procedures. Credits 6. 4 Lecture Hours. 0.5 Lab Hours. 8 Other Hours. <https://catalog.tamu.edu/>.*

### Course Learning Outcomes

- 1.1 Apply ethical reasoning to dental hygiene practice with professional integrity.
- 2.1 Apply critical thinking skills and evidence-based decision-making to the practice of dental hygiene.
- 2.2 Commit to self-assessment and lifelong learning in order to provide contemporary clinical care.
- 2.3 Communicate effectively with diverse populations without discrimination.
- 3.1 Prepare for career opportunities within health care, industry, education, research, and other roles as they evolve for the dental hygienist.
- 4.2 Identify the health needs of individuals and assist them in developing appropriate and individualized self-care regimens.
- 6.1 Determine medical conditions that require special precautions or consideration prior to or during dental hygiene treatment.
- 6.2 Perform an intra-oral and extra-oral examination of the patient, including assessment of vital signs and radiographic examination, and distinguish normal from abnormal findings.
- 6.3 Manage the patient at risk for a medical emergency and be prepared to handle the emergency should it occur during an appointment.
- 6.4 Recognize predisposing, etiologic risk factors, and lifestyle choices that may require intervention to prevent disease.
- 6.5 Analyze and interpret the assessment data to formulate a dental hygiene diagnosis related to and congruent with the diagnosis of the dentist and other health professionals.
- 6.6 Determine the need for referral to the appropriate health professional.
- 7.1 Determine priorities and establish oral health goals with the patient/family and/or guardian as an active participant.
- 7.2 Acknowledge cultural differences in populations when planning treatment.
- 7.3 Establish a planned sequence of educational and clinical services based on the dental hygiene diagnosis using the problem-based approach.
- 8.1 Provide an environment conducive to health by using accepted infection control procedures.
- 8.3 Select and administer the appropriate preventive and/or antimicrobial (chemotherapeutic) agents and provide pre- and post-treatment instructions.
- 8.4 Apply basic and advanced principles of instrumentation.
- 9.1 Determine the clinical outcomes of dental hygiene interventions using indices, instruments, and examination techniques, and determine the appropriate maintenance schedule.

### Course Schedule/Outline & Specific Learning Objectives

The course topic outline will serve as your map and guide for the semester. Students should prepare for class by completing assigned readings, videos, or audio listed on the course topic outline and studying specific learning objectives. Thoroughly review and study preparation can assist in successfully completing course activities and evaluation methods. A copy of both can be found below as well as on Canvas.

- [3160 Preclinical Dental Hygiene Course Outline](#)
- [Specific Weekly Learning Objectives](#)



## Textbook and/or Resource Materials

### Required Textbooks and Resources

- *Darby and Walsh Dental Hygiene Theory & Practice* Pieren JA, Gadbury-Amyot C. Elsevier, 6<sup>th</sup> Ed, 2024. ISBN 0323877826
- *Fundamentals of Periodontal Instrumentation and Advanced Root Instrumentation*. Gehrig JS. Lippincott Williams & Wilkins, 8<sup>th</sup> Ed, 2017
- *Patient Assessment Tutorials: A Step-By-Step Guide for the Dental Hygienist*, Gehrig JS. Jones & Bartlett Learning, 4th Ed, 2017
- *Dental Hygiene Clinic Handbook* via Canvas
- *DH Visual Membership* <https://www.visualdh.com/student>
- *axiUm Training Guide* via Canvas
- *Clinic Resources/ Building Blocks* via Canvas

### Additional Clinic Supplies (\*optional)

- [Ziploc Slider Freezer Gallon Bag](#) (1)
- [Silicone adjustable head strap for safety glasses](#) (2)
- Bottle of hand sanitizer **with pump** (**no fragrance** and at least 60% alcohol content)
- Black or blue pen (1)
- Fine point black permanent marker (1)
- Electronic touchless thermometer with oral disposable sleeves as needed
- [Patient Hand Mirror](#) (1)
- [Phone holder/stand for instructional videos/ virtual demonstrations](#) (you can find cheaper ones- this one works great, though!)
- Plastic sleeve protectors for papers or tablets in clinic
- [Clipboard](#) \*\*\* Fabric scrub cap (2) \*\*\*

## Grading Policies & Course Requirements

### Grading Scale

100-89.5 =	A	Exceptional
89.49-79.5 =	B	Good
79.49- <b>74.5</b> =	C	Average (minimally acceptable for DH program)
74.49- 69.5 =	D	Not passing in DH program
<70 =	F	

- ★ **All grades will be posted on Canvas and will not be curved or rounded.**
- ★ **All course requirements must be completed to pass the class, regardless of the grade.**
- ★ **Points will be deducted from the final grade for unexcused absences/ tardiness, incomplete/ unacceptable senior observations, unprofessionalism, and critical and excessive errors on the ECP.**

### Course Grade Components

Assignments	15%
Safety & Infection Control Exam (E1)	20%
Exams	35%
Daily ECP Record	30%
Formatives	Pass/ No Pass (≥75%)
<b>Total:</b>	<b>100%</b>

### *Course Requirements*

Assignments: There will be several assignments assigned during your time in this course. These assignments are intended to enhance and assess your understanding of course content throughout the semester and provide practice opportunities to develop professionalism and clinical skills. **Therefore, completion of assignments are required for successful completion of the course.**

Senior Clinic Observation: The purpose of this observation time is to demonstrate how newly acquired skills look while providing dental hygiene services to a “real patient.” Your goal is to understand better how your developing dental hygiene skills fit together into the entire process of care and to get you acclimated to working in the clinic with patients and faculty. You are required to attend **three** assigned senior clinic observation sessions. You must submit proof of documentation from your group practice to canvas by each Friday following your Thursday AM rotation. Read and review the Senior Clinic Observation Guidelines on canvas before each clinical rotation. **Plan ahead and check the course outline and and block schedule (team color) to know where you’re assigned to and the days of your observations- mark this on your calendar NOW!**

Safety and Infection Control Exam: The safety and infection control exam will be an open book/resource exam consisting of all short answer questions. Spelling must be correct and penmanship must be legible for answers to be considered. If you begin the exam late for any reason, you will not receive a time extension for the exam. Exam content will address assigned readings, lecture material and specific instructional objectives.

Examinations: All other examinations will be in multiple choice, short answer, fill in the blank, and/or short essay format. Exams will be taken via **Canvas and Respondus Lockdown Browser/ ExamSoft**. Exams will cover lecture material, Power Point presentations, lesson objectives, formative evaluations, and assigned reading. Exam grades will not be curved or rounded. The use of cell phones, smart watches or any other aids not approved by the course director during exams are strictly prohibited. Students may review exams in the course director’s office **by appointment only** within two weeks of the exam date. **If a student wants to discuss a question, they must make an appointment with the course director and provide evidence/proof in the lecture material, Power Point presentations, lesson objectives, formative evaluations, and assigned reading to support their dispute.**

#### Daily Evaluation of Clinical Performance Record:

Your ECP Record is an individual electronic document that outlines all expectations for clinical performance in the ADPIE process as well as clinical best practices, standards, and protocols. Your faculty will use this document to provide you with feedback based on your daily clinical performance. This ongoing document will be used to track strengths and deficiencies. You are to review your clinical feedback after each clinic session to ensure you're adjusting or maintaining skills to help increase your level of competence regarding all aspects of the ADPIE process.

Dental Hygiene is a profession that requires high standards of behavior in addition to the mastery of a large body of knowledge and clinical skills. In addition to fulfilling all academic requirements, students must display behaviors consistent with accepted standards of professional conduct. Minor and major Infractions and/or consistent patterns related to poor core values and/or professional conduct objectives, which are found on the first page of ECP, will result in grade deductions from the ECP column in the grade book. Also, consistent patterns showing that the student is not improving skills based on the feedback given to them at previous clinic sessions will also be deducted from this grade column. The ECP grade is 30% (all students start with 30 points) of the student’s grade. All grade penalties will be assigned by the course director and are dependent upon the gravity of the infraction.

- Minor infractions -3 pts

- Major -5 pts.

Formative Evaluations: Formative evaluations (FE) will be conducted throughout the semester after a new skill is introduced and students have ample time to practice the skill. FEs allow the student an opportunity to demonstrate their ability to safely perform a skill or clinical procedure in the clinical setting on a student partner. All FEs must be passed with a minimum score of 75%. Students not achieving a passing score will receive remedial instruction and must re-take and pass the evaluation by 12/8/23 to pass the clinical portion of the course.

**The FEs conducted in this course include:**

- *Vital signs formative evaluation (FE)*
- *Safety and infection control formative evaluation (FE)*
- *Extraoral & Intraoral Examination (EOIO) formative evaluation (FE)*
- *Explorer formative evaluation (FE)*
- *Periodontal probing formative evaluation (FE)*
- *Rubber cup polish formative evaluation (FE)*
- *Fluoride varnish application formative evaluation (FE)*
- *Sickle scaler formative evaluation (FE)*
- *Universal curette formative evaluation (FE)*
- *Area specific curette formative evaluation (FE)*
- *Powerscaling Formative evaluation (FE)*

***Graded Class Participation***— Class participation is expected. Be prepared to take notes, critically think, share your opinions and respectfully, challenge ideas presented by the course director and classmates, and take part in all scheduled course activities. Failure to fully participate in activities and/or discussions and/or, socializing or engaging in any other activities that are not related to the course will result in a 1 point deduction from the final course grade for each occurrence.

***Graded Attendance/Punctuality*** –Texas A&M University views class attendance as an individual student responsibility. Regular and punctual attendance is **mandatory** for scheduled or rescheduled classes, clinics, labs, and related activities/events. The course director will check attendance at the start of the class/activity. Students who are not present at that time will be marked absent. The Office of Student Affairs (OSA) will determine if the absence or tardiness is excused or unexcused for didactic courses and the Clinic Coordinator will determine excused/ unexcused absences for clinic sessions.. See Attendance Policy listed below in the Course/ Clinic Policies and Procedures

### **Late Work Policy**

- *Any work submitted after the assigned due date will receive **10 points off for each day** it's not turned in.*
- *Make up work for an excused absence is not considered late work, however, if the make up work is submitted after the make up assignment due date, 10 points will be deducted for each day it's not turned in.*
- *Regardless of lateness, all course assignments must be completed prior to the last week of the semester in order to pass the course.*
- **IMPORTANT:** *Failure to remediate and repeat a score of <75% exams or make up assignments for all absences (excused or unexcused) by December 9, 2024 may result in an "F" for the course.*

### **Course (Class/Lab/Clinic) Policies and Procedures**

#### ***Attendance/Punctuality***

Attendance and punctuality are professional expectations of all dental hygiene students. Attendance will be tracked in class and clinic. Remember, students who have unexcused absences and tardiness in class, lab, clinic, or senior observations will result in two points off your final grade with each occurrence and you will not be compensated with

additional clinic/class time or instruction as well as be subjected to [Texas A&M Student Rule 7.1](#). More than 15 minutes late for class will result in an unexcused absence

**Excused absences:** It is understood that absences due to severe or contagious illness, injuries or emergencies may occur. An absence due to illness may require a medical confirmation note from a student's medical provider. For injuries or illnesses that require a student to be absent from class for three or more business days, a note from his or her medical provider is mandatory. If a student has frequent sick days, the OSA may require a medical provider's note for each absence. **Note:** An absence for a non-acute medical service does not constitute an excused absence. **Religious holy day:** A student whose absence is excused under or the observance of religious holy day will be allowed to take an examination or complete an assignment from which the student is excused within 3 days after the absence. **If the student fails to schedule and complete the exam or assignment within three days, a grade of zero will be given.** Make-up exams, assignments and observations must be completed within **one** week of the excused absence. Late assignments due to an excused absence will be accepted with no point deduction, however, if you turn in assignments after the assigned "make up" due date, the assignment is considered late and 10 points will be deducted for each day it's late.

**Unexcused absences:** Tardiness and non-emergent appointments (illnesses not considered severe or contagious) scheduled during class time will be considered an unexcused absence. Students who have unexcused absences and tardiness in class, lab, clinic, or senior observations will result in **two points off your final grade with each occurrence** and you will not be compensated with additional clinic/class time or instruction. If a student misses a senior observation, the student will be required to make-up the observation time at the discretion of the course director. For an unexcused absence on the day of an exam, the student must contact the course director to schedule a time to remediate the exam and must schedule to take the make-up test proving 75% competency within two weeks, but the student will receive a "0" for that exam. Examinations will not be administered in advance for a planned/anticipated unexcused absence.

**For any absences:** (excused or unexcused), it will be the student's responsibility to review the lecture recordings for the class(es) missed. Additionally, the student must complete a make-up assignment(s) within one week after returning to school. The make-up assignment will require the student to thoroughly answer the learning objectives (written by hand) for the class session(s) missed and any other assignments missed during the absence.

### ***Dress Code***

See TAMU DH dress code policy in the [professionalism document](#) located on Canvas.

### ***Clinic & Sim Lab Practice Sessions***

Appropriate **clinic dress code is required in clinic and sim lab**. Please refer to the course outline to see what days we will be in the Sim Lab (Monday morning) and what items are needed for the clinic and lab sessions- noted on the course outline. Check announcements regularly to ensure you are aware of any changes to items that are needed for the week. Borrowing another student's typodont/instruments is prohibited. Failure to bring the necessary items to the clinic or sim lab will be considered an unexcused absence. Practice time in the clinic and sim lab is very precious, and we don't have time to make up missed sessions, therefore, every attempt should be made to effectively use **all** your scheduled practice time! Not efficiently utilizing your clinic/sim lab practice time will result in points off your clinical conduct grade in your ECP for the day. Independent practice outside of normally scheduled class time is strongly encouraged and often necessary to meet the requirements of this course on time.

### ***Remediation Policy***

**A grade of 75 or "C" is the minimum acceptable grade on all exams and formatives.** If any exam grade is below 75, you will be required to meet with the course director to pursue additional study and remediation session reviewing your exam. This is so you can demonstrate an adequate level of knowledge of the material before treating live patients.

Your academic advisor and the Office of Student Development will be informed, as it may also be recommended that you meet with an educational specialist to review study habits, note taking and test taking strategies.

In the event that all formative evaluations are not completed by the last week of clinic, an additional clinical session will be scheduled for the student on the week before or during final exam week. This session will be mandatory. Deduction of points will still be applicable as stated above.

***Absences/ Late Arrivals:*** Attendance and punctuality is expected and required. Punctuality means that you arrive for class on time and that you are prepared to begin scheduled activities for the class session on time. Failure to meet this requirement will result in the student being marked tardy.

**Class-** For any class absences (excused or unexcused), it will be the student's responsibility to contact the appropriate people/offices regarding their absence. All absences will go through the Office of Student Affairs (OSA). The OSA will decide if your absence is excused or unexcused for didactic courses. If you are absent during a didactic course, please contact them by sending an email to [Sod-attendance@tamu.edu](mailto:Sod-attendance@tamu.edu) ASAP or prior to the start of class session.

When contacting the Office of Student Affairs, please include the five pieces of information below.

1. Your name,
2. Your class level
3. The date(s) of absence and reason for your absence
4. The names of the instructors that need to be notified
5. Any required documentation. Documentation from a medical provider must be on letterhead with the provider's signature and be submitted within 3 business days of returning to school.

**Clinic-** If you are absent during a clinic session, please notify Ms. Lisa Pradarits ([lpradarits@tamu.edu](mailto:lpradarits@tamu.edu)) and your Clinic Coordinator(CC) ([bcowen@tamu.edu](mailto:bcowen@tamu.edu)) of your absence or tardiness needed ASAP or prior to the start of the clinic session. It will be up to the discretion of the CC if the tardy or absence is considered excused or unexcused. Make up clinic sessions are not guaranteed due to scheduling issues and available faculty.

If you have further questions about this policy, please refer to <https://student-rules.tamu.edu/rule07/> or contact the Office of Student Affairs for didactic absences via email to Beau Stewart ([bstuart@tamu.edu](mailto:bstuart@tamu.edu)) or Gloria Porras ([gporras@tamu.edu](mailto:gporras@tamu.edu)) and Brandy Cowen ([bcowen@tamu.edu](mailto:bcowen@tamu.edu)) for clinic absences.

***Classroom Cell Phone Policy:*** The full attention of each student is expected and required for the successful completion of this course. Electronic devices used in class for non-learning purposes can be distracting and may hinder learning. Please store cell phones in your backpack or locker, unless using for educational purposes (must be approved by the course director). Students will be asked to put away such devices OR to leave the classroom if the devices become distracting to faculty or other students. If a student is caught on their electronic device or cell phone during class time, this may be counted as an unexcused absence. Point deduction to the final course grade will be applicable in these instances.

***Preparation:*** Read, review, and complete all assignments listed on the course outline under the "prior to class" heading to be prepared for class and clinic each day. Typically the first 15 minutes of class will consist of time to answer questions or clarify information. Also, use the course outline to know what supplies and materials to bring to class and clinic. Not having all required supplies and/or materials necessary for each class/clinic session displays a lack of preparation for class. It is the student's responsibility to bring all items listed on the course outline.

***Professional Written Communication (emails/assignments):*** Effective written communication affects all aspects of your professional career, including your ability to successfully connect with your patients and colleagues, therefore,

spelling and grammatical accuracy are critical skills for dental hygiene practice. All written communication in this course will be presented in a professional tone with the content of the message presented clearly and in an organized manner. Communicating professionally in writing requires the writer to ensure that the message is free of spelling, grammatical and sentence structure errors. A professional tone is one that is free of jargon, informal abbreviations and emotion. In addition, professional written communication always begins with an appropriate salutation and ends with the signature of the author. Any written communication in this course which does not meet these criteria shows unprofessional behavior and can affect your overall course grade. You may use the TAMU Writing Center or [grammarly.com](https://www.grammarly.com) to help you with your writing. The course director may require proof of use of the use of the university writing center or [grammarly.com](https://www.grammarly.com) if a student continually struggles with their writing skills for the emails and course assignments.

***Announcements:*** Announcements posted on Canvas will be e-mailed to all students (check your preferences.) Students are responsible for checking e-mail and Canvas 2x a day and to keep their mailbox clear to receive emails. If you use a personal e-mail versus your TAMU email, you are responsible for forwarding TAMU email to your personal email.

***E-mail correspondence:*** Any email sent to the course director or other clinical instructors, from a student, must come from through the TAMU email or Canvas. The course director will not reply to emails from a non-TAMU email address. In general, emails will be sent and returned during regular business hours (within 24-48 hours.)

***Grading:*** It is the student's responsibility to check Canvas daily for announcements and current grade postings. Any questions regarding grades must be brought to the attention of the course director no later than two weeks after grades are posted.

***Professional Behavior:*** Students must demonstrate professional behavior and communication at all times. If a student fails to demonstrate professional behavior during the course, a meeting with the course director may be required. Unprofessional behavior includes, but is not limited to, a breach in integrity, excessive tardiness and absenteeism, unnecessary talking, loud talking/laughing, inappropriate language, or participating in any activities that do not directly relate to the course, disruptive and/or unprofessional behavior, failure to fully engage, failure to prepare for class, inappropriate handling of electronic devices, cheating, lying, and collusion, disrespect to peers, staff, faculty and refusal or lacking ability to follow all ethics, policies, and/or procedures. Unprofessional behavior or communication in clinic will be documented on the ECPR. See point deduction policy under ECPR and class will result in 1 point deduction for each offense on the overall course grade. [The TAMU DH Professionalism Document](#) Also, the unprofessional conduct will be subject to the Texas A&M College of Dentistry Disciplinary Due Process Document found in your orientation binder and on the SharePoint site.

### ***Student Roles & Responsibilities:***

1. **Be present:** Attend all classes/clinics on time as scheduled and be intentional in all aspects of the learning process.
2. **Be prepared:** Prepare for class/clinic by completing all assignments denoted on the course outline, bringing all required supplies, and actively participating in the learning discussions/activities.
3. **Be aware:** Contact the course instructor to make up missed assignments/clinics and for extra help as needed. It's the student's responsibility to self-reflect and to become self-aware of their learning and current skills and progress throughout the program.
4. **Be humanistic:** This classroom welcomes and supports all students, faculty, staff, and patients of all backgrounds and identities. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean they are wrong. Don't forget that we all make mistakes, and blaming each other doesn't get us anywhere. There is a ZERO TOLERANCE for harassment or discrimination of any kind. Our differences can be our strengths, so let's celebrate them!



5. Be socially and emotionally intelligent: Self-reflect, be aware of one's own feelings in the present moment and communicate effectively with others while controlling impulses or reactive behavior.
6. Be considerate: We all depend on each other to create a safe and healthy learning environment. Your decisions will affect patients, other students, faculty, and staff (your colleagues), and you should take those considerations into account when making decisions and carefully choosing your words. ***Don't make work for other people.***
7. Be respectful: We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. An environment where people feel uncomfortable or threatened is not a productive or creative one. We will all experience frustration from time to time but we cannot allow that frustration to become personal attacks or bleed into our dental hygiene community here at TAMU.
8. Be optimistic: Teams with winning attitudes are known for their competitive spirit and energy as well as their pragmatic optimism. Practicing optimism involves training yourself to make positive assumptions about your current and future circumstances and success. It also involves modeling optimism and spreading positivity to others on your team. Team optimism may not happen overnight, but with time and practice, you can generate more positivity within yourself and across your team!
9. Be professional and ethical: Comply with all program, school, and university policies. Take pride and uphold the Dental Hygiene Code of Ethics & Standards of Care by making a conscious effort to make sound ethical decisions that are based on the core values: Individual autonomy and respect for human beings, Confidentiality, Societal Trust, Non-maleficence, Beneficence, Justice and Fairness, and Veracity.

***YOUR VOICE MATTERS TO ME-*** When the time comes for course evaluations, please consider providing me and our department with constructive feedback regarding this course. Helpful feedback includes giving us some ideas that you have to improve the course. The course continues to change because of past students' innovative thoughts and ideas. Students will be given classroom time to complete an **anonymous and optional** End of Course Evaluation Survey for the course

***\*The syllabus can be amended with an addendum with adequate notice to students.\****

## Technology and IT Support

### ***Technology Support***

Students are responsible for maintaining their devices and ensuring that they are in proper working order throughout the semester. This includes maintaining access to the college wireless network, access to all accounts (both TAMU and TAMU Health) and keeping passwords up to date. Students are expected to keep their devices up to date in regard to patches and OS updates.

### ***Division of IT***

If the student experiences issues with an electronic device, wifi access, axiUm, Zoom, or user accounts, their first point of contact should be the Division of IT Central Help Desk or the local Division of IT at SOD. The Central Helpdesk provides 24-hour support.

<b>Division of IT Central Help Desk</b> Website: <a href="https://it.tamu.edu/help/">https://it.tamu.edu/help/</a> Phone: 1-979-845-8300 Email: <a href="mailto:helpdesk@tamu.edu">helpdesk@tamu.edu</a>	SOD Local Division of IT Office Room: 519 Phone: 214-828-8248
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***SOD Instructional Design Team***

For electronic exam support or problems concerning other academic technology, such as the LMS (Canvas), ExamSoft, or Exemplify, students should contact the Instructional Design team.

Room: 516 through Academic Affairs

Carmina Castro

[ccastro@tamu.edu](mailto:ccastro@tamu.edu)

(214-828-8316)

Jeff Lowry

[lowryj1@tamu.edu](mailto:lowryj1@tamu.edu)

(214-828-8243)

## School and University Policies

### *Dental and Dental Hygiene Students – PHI Disciplinary Guidelines*

Protected health information (PHI) is confidential and protected from access, use, or disclosure except to authorized individuals requiring access to such information. Attempting to obtain or use, actually obtaining or using, or assisting others to obtain or use PHI, when unauthorized or improper, will result in counseling and/or disciplinary action up to and including termination.

#### Definitions and Caveats

- PHI = Protected health information; this includes all forms of patient-related data including demographic information.
- Depending on the nature of the breach, violations at any level may result in more severe action or termination
- Levels I-III are considered to be without malicious intent; Level IV is considered malicious intent.
- At Levels II-IV, residents will be reported to the Texas State Board of Dental Examiners
- At Level IV, individuals may be subject to civil and/or criminal liability
- For any offense, a preliminary investigation will precede assignment of level of violation

Level of Violation	Examples	Minimum Disciplinary/Corrective Action
Level I	Misdirected faxes, e-mails & mail. Failing to log-off or close or secure a computer with PHI displayed. Leaving a copy of PHI in a non-secure area. Dictating or discussing PHI in a non-secure area (lobby, hallway, cafeteria, elevator). Failing to redact or de-identify patient information for operational/business uses.	Investigation by HIPAA Compliance Officer. Referred to Associate Dean for Student Affairs. If uncontested, Associate Dean for Student Affairs applies sanction. Subsequent infractions referred to Student Faculty Review Committee. Notify Privacy Officer of all incidents.
Level II	Requesting another individual to inappropriately access patient information. Inappropriate sharing of ID/password with another coworker or encouraging coworker to share ID/password.	Investigation by HIPAA Compliance Officer. Referred to Associate Dean for Student Affairs. If uncontested, Associate Dean for Student Affairs applies sanction. Subsequent infractions referred to Student Faculty Review Committee. Notify Privacy Officer of all incidents.

Level III	Releasing or using aggregate patient data without facility approval for research, studies, publications, etc... Accessing or allowing access to PHI without having a legitimate reason. Giving an individual access to your electronic signature. Accessing patient information due to curiosity or concern, such as a family member, friend, neighbor, coworker, famous or "public" person, etc...	Investigated by HIPAA Compliance Officer. Referred to Associate Dean for Student Affairs. Student Faculty Review Committee hears case. Student Faculty Review Committee applies sanction. Notify Privacy Officer of all incidents.
Level IV	Releasing or using data for personal gain. Compiling a mailing list to be sold for personal gain or for some personal use. Disclosure or abusive use of PHI. Tampering with or unauthorized destruction of information.	Investigated by HIPAA Compliance Officer. Referred to Associate Dean for Student Affairs. Student Faculty Review Committee hears case. Student Faculty Review Committee applies sanction. Notify Privacy Officer of all incidents.

### ***Attendance Policy***

The university views class attendance and participation as an individual student responsibility. Students are expected to attend class and to complete all assignments. Please refer to [Student Rule 7](#) in its entirety for information about excused absences, including definitions, and related documentation and timelines.

### ***Makeup Work Policy***

Students will be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated in Student Rule 7, or other reason deemed appropriate by the instructor. Please refer to [Student Rule 7](#) in its entirety for information about makeup work, including definitions, and related documentation and timelines. Absences related to Title IX of the Education Amendments of 1972 may necessitate a period of more than 30 days for make-up work, and the timeframe for make-up work should be agreed upon by the student and instructor" ([Student Rule 7, Section 7.4.1](#)). "The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence" ([Student Rule 7, Section 7.4.2](#)). Students who request an excused absence are expected to uphold the Aggie Honor Code and Student Conduct Code. (See [Student Rule 24](#).)

### ***Resources for Writing***

The University Writing Center (UWC) is here to help you develop and refine the communication skills important to your success in college and beyond. The UWC provides this help in a welcoming atmosphere that respects all Aggies' backgrounds and abilities. Our trained peer consultants are available to work with you on any kind of writing or speaking project, including research papers, lab reports, application essays, or creative writing, and at any stage of your process, whether you're deciding on a topic or reviewing your final draft. You can also get help with public speaking, presentations, and group projects. We can work with you in person at our Evans or BLCC locations or via Zoom or email. To schedule an appointment or to view our handouts, videos, or interactive learning modules, visit [writingcenter.tamu.edu](http://writingcenter.tamu.edu). If you have questions, need help making an appointment, or encounter difficulty accessing our services, call 979-458-1455 or email [uwc@tamu.edu](mailto:uwc@tamu.edu).

### ***Academic Integrity Statement and Policy***

“An Aggie does not lie, cheat or steal, or tolerate those who do.” “Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one’s work, should the instructor request it, may be sufficient grounds to initiate an academic misconduct case” ([Section 20.1.2.3, Student Rule 20](#)).

You can learn more about the Aggie Honor System Office Rules and Procedures, academic integrity, and your rights and responsibilities at [aggiehonor.tamu.edu](http://aggiehonor.tamu.edu). You can also contact Graduate Studies at 214-828-8182, Student Affairs at 214-828-8210, or your Program Director, for guidance.

### ***Americans with Disabilities Act (ADA) Policy***

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Associate Dean for Academic Affairs in charge of Disability.

Texas A&M University is committed to providing equitable access to learning opportunities for all students. If you experience barriers to your education due to a disability or think you may have a disability, please contact the Department of Disability Resources at <https://disability.tamu.edu/process/> or contact Ms. Tracey Forman at [Traceyf@disability.tamu.edu](mailto:Traceyf@disability.tamu.edu) or call (979) 845-1637.

Disabilities may include, but are not limited to attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Resources as soon as possible. Information concerning proctoring of exams: Please contact the Office of Student Development at (214) 828-8987.

### ***Title IX and Statement on Limits to Confidentiality***

Texas A&M University is committed to fostering a learning environment that is safe and productive for all. University policies and federal and state laws prohibit gender-based discrimination and sexual harassment, including sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

With the exception of some medical and mental health providers, all university employees (including full and part-time faculty, staff, paid graduate assistants, student workers, etc.) are Mandatory Reporters and must report to the Title IX Office if the employee experiences, observes, or becomes aware of an incident that meets the following conditions (see [University Rule 08.01.01.M1](#)):

- The incident is reasonably believed to be discrimination or harassment.
- The incident is alleged to have been committed by or against a person who, at the time of the incident, was (1) a student enrolled at the University or (2) an employee of the University.

Mandatory Reporters must file a report regardless of how the information comes to their attention – including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Although Mandatory Reporters must file a report, in most instances, a person who is subjected to the alleged conduct will be able to control how the report is handled, including whether or not to

pursue a formal investigation. The University's goal is to make sure you are aware of the range of options available to you and to ensure access to the resources you need.

Students can learn more about filing a report, accessing supportive resources, and navigating the Title IX investigation and resolution process on the University's [Title IX webpage](#). School of Dentistry students can contact Graduate Studies at 214-828-8182, Student Affairs at 214-828-8210, Security at 214-828-8335, their Program Director, or their Department Head to report an incident.

### ***Statement on Mental Health and Wellness***

Texas A&M University recognizes that mental health and wellness are critical factors influencing a student's academic success and overall well-being. Students are encouraged to engage in healthy self-care by utilizing available resources and services on your campus.

If you or someone you are with are experiencing a life threatening emergency, call 911, otherwise students who need someone to talk to can call/ use the following resources below for mental health services.

- **TAMU Helpline** (979-845-2700) from 4:00 p.m. to 8:00 a.m. weekdays and 24 hours on weekends.
- **Graduate Studies** at 214-828-8182 or **Student Affairs** at 214-828-8210 for a referral to a local counselor. These counseling sessions are private and confidential, as are any referral requests.
- **National Suicide Prevention Lifeline** is designed to be a memorable and quick number that connects people who are suicidal or in any other mental health crisis to a trained mental health professional. It is live and can be accessed by dialing 988 on any phone. <https://988lifeline.org/>
- **TELUS APP**-This is a 24/7 Student Health Application that provides professional counseling by phone or chat in multiple different languages-  
<https://uhs.tamu.edu/mental-health/student-support.html>

### ***Family Educational Rights and Privacy Act (FERPA)***

FERPA is a federal law designed to protect the privacy of educational records by limiting access to these records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. Currently enrolled students wishing to withhold any or all directory information items may do so by going to [howdy.tamu.edu](http://howdy.tamu.edu) and clicking on the "Directory Hold Information" link in the Student Records channel on the MyRecord tab. The complete [FERPA Notice to Students](#) and the student records policy is available on the Office of the Registrar webpage.

Items that can never be identified as public information are a student's social security number, citizenship, gender, grades, GPA or class schedule. All efforts will be made in this class to protect your privacy and to ensure confidential treatment of information associated with or generated by your participation in the class.

Directory items include name, UIN, local address, permanent address, email address, local telephone number, permanent telephone number, dates of attendance, program of study (college, major, campus), classification, previous institutions attended, degrees honors and awards received, participation in officially recognized activities and sports, medical residence location and medical residence specialization.

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## Course Agreement & Statement of Understanding

*\*This document must be signed and turned in by the end of the first week of class.*

By signing my name below, I, (print name) \_\_\_\_\_, acknowledge and agree with the following statements below.

- ❖ I received a copy of the course syllabus and outline for **DDHS 3160 Preclinical Dental Hygiene**.
- ❖ The course director reviewed the syllabus and course outline in class, and I have had the opportunity to ask questions about it.
- ❖ I read the syllabus, course outline and understand the expectations and policies outlined for the course.
- ❖ I understand that when I have a question, my first step is to refer to the syllabus for assignments and policies, and my next step is to contact the course director.
- ❖ I understand the University's Academic Honesty policies and agree to abide by the policies, including avoiding plagiarism and cheating and doing my own work.
- ❖ I agree to abide by the course syllabus, outline, and professionalism document.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

*\*Upload a signed copy of **THIS PAGE ONLY** to the appropriate submission in Canvas by the due date.\**