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Course title and number	Clinical Dental Hygiene I, DDHS 3830
Term	Spring 2024
Meeting times and location	M, F 9:00am-12:00pm and 1:00pm-4:00pm, Clinic Building

### Course Description and Prerequisites

Comprehensive dental hygiene care through clinical application of procedures. Includes intramural dental hygiene and dental school rotations.

### Learning Outcomes or Course Objectives

For Course Objectives, see “Standards for Clinical Performance” in the DH Clinic Handbook.

The following list of beginning competencies identifies the knowledge, skills and attitudes the dental hygiene student must acquire by graduation in order to become a competent, curious and caring practitioner of dental hygiene. This course will begin to address these specific competencies that will be needed to treat patients in a professional and competent manner. Refer to ***Competencies for the Dental Hygienist, Caruth School of Dental Hygiene, revised 5/2013.***

#### **Ethics**

- 1.1 Apply ethical reasoning to dental hygiene and practice with professional integrity.
- 1.2 Comply with state and federal laws governing the practice of dentistry and dental hygiene.

#### **Information Management and Critical Thinking**

- 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.

#### **Self-Care Instruction**

- 4.1 Promote positive values of overall health and wellness to the public and organizations within and outside of dentistry.
- 4.2 Identify the health needs of individuals and assist them in the development of appropriate and individualized self-care regimens.
- 4.3 Encourage patients to assume responsibility for their health while respecting their goals, values, beliefs, and preferences.

#### **Community Involvement**

- 5.1 Identify services and agencies that promote oral health and prevent oral disease and related conditions.
- 5.4 Use screening, referral, and education to bring consumers into the health care delivery system.

#### **Assessment**

- 6.1 Determine medical conditions that require special precautions or consideration prior to or during dental hygiene treatment.
- 6.2 Perform an extraoral and intraoral 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.

### **Planning**

- 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.
- 7.4 Communicate the plan for dental hygiene services to the dentist or other interdisciplinary health team members to determine its congruence with the overall plan for oral health care.

### **Implementation**

- 8.1 Provide an environment conducive to health by using accepted infection control procedures.
- 8.2 Control pain and anxiety during treatment through the use of accepted clinical techniques and appropriate behavioral management strategies.
- 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.
- 8.5 Provide dental hygiene services in a variety of settings.

### **Evaluation**

- 9.1 Determine the clinical outcomes of dental hygiene interventions using indices, instruments, examination techniques, and determine the appropriate maintenance schedule.
- 9.3 Compare actual outcomes to expected outcomes when expected outcomes are not achieved and modify therapy as necessary.

## **Instructor Information**

Name	Brandy S. Cowen, RDH, MS
Telephone number	214.828.8325
Email address	bcowen@tamu.edu
Office hours	As needed or by appointment
Office location	139F
Other faculty	

Maureen Brown, RDH, MS-HIED  
 Jane Cotter, RDH, MS  
 Rocio Estrada, RDH, BSDH  
 Eric Fox, RDH, MS  
 Eliska Gauthier, RDH, MBA  
 Chelsi Graham, RDH, BSDH  
 Thao Kim, RDH, BSDH  
 Ariana Mendoza RDH, MPH  
 Kayla Reed, RDH, MS-EDHP  
 Leah Spittle, RDH, MS-EDHP

### **Textbook and/or Resource Material**

- *Texas A&M College of Dentistry Clinic Manual*
- *Dental Hygiene Clinic Handbook*
- *Wilkins' Clinical Practice of the Dental Hygienist*, Boyd, L.D., Mallonee, L.F. & Wyche C.J. J&B Learning, 13<sup>th</sup> Ed, 2021.
- *Dental Management of the Medically Compromised Patient*. Little, JW., Miller, C. & Rhodus, NL. Mosby, 9<sup>th</sup> Ed, 2017.
- *Medical Emergencies in the Dental Office*. Malamed, SF. Elsevier, 7<sup>th</sup> Ed, 2014.

- *Fundamentals of Periodontal Instrumentation and Advanced Root Instrumentation* Gehrig JR, Sroda, R, Saccuzzo, D, Lippincott Williams & Wilkins, 8th Ed, 2019.
- *Dental Hygiene Theory and Practice*. Bowen, D.M & Pieren, J.A. Elsevier, 5<sup>th</sup> Ed, 2020.
- *Lexicomp online for Dentistry*. Access via College Library.

### Grading Policies

All clinical performance will be evaluated using the “Standards for Clinical Performance” found in the *Dental Hygiene Clinic Handbook*. OSCE stations and objectives will be given at a later date in plenty of time for students to prepare for evaluation.

PATIENTS	Points
Minimum 6 patients (completed at the competent level)	18-85/pt
<b>OBJECTIVE STRUCTURED CLINICAL EVALUATION</b>	<b>MAX</b>
OSCE	66
<b>axiUm Modules</b>	<b>MAX</b>
axiUm modules	0-20
<b>OTHER CLINICAL REQUIREMENTS</b>	<b>MAX</b>
Alginate Impressions	9
Care of RPD	9
Desensitization	6
Fluoride	6
Sealant Placement	9
Stone Pour-up	6
Trimming Study Models	6

\*The following are the consequences for receiving a 0 in Aseptic Technique. The 0's are **cumulative** beginning with clinical course 3830:

- First offense – Discuss error with supervising clinic faculty at end of clinic session.
- Second offense – Same as first offense **and** meet with Clinic Coordinator within 48 hours of receiving error.
- Third offense – Same as second offense. In addition, one (1) percentage point will be deducted from final grade. Also, an infection control topic will be given and the student will be required to write a paper on the chosen topic.
- Four+ offenses – One (1) percentage point will be deducted from final grade for each offense and the student will be required to write a paper for each 0 received in aseptic technique. Topic(s) will be chosen by the clinic coordinator.

The final clinic grade for the course will reflect a 2-percentage point deduction for **each** incomplete clinical requirement and each incomplete patient requirement. All incomplete requirements must be completed during the following semester.

Any student completing extra patients or clinic service requirements over the minimum requirements may carry over to satisfy requirements for the next semester.

### Grading Scale

Letter Grade	Percentage Points	Total Points
A=	90-100	360+ (MAX grade 400)
B=	80-89.99	320-359.99
C=	75-79.99	300-319.99

D=	70-74.99	280-299.99
F=	<69.99	<279.99

### Clinic Policies and Procedures

#### Clinical "Semester" Course Requirements:

To receive full credit, all of the following must be completed by **4:00 p.m. on Friday, May 10, 2022.**

- Successfully complete comprehensive dental hygiene services on at least **six (6) patients** with a periodontal classification of Healthy, Gingivitis or Slight Periodontitis at the competent level.
  - Competence for 3830 patient care is defined as no more than one (1) score of 0 on the clinic evaluation sheet(s) in the categories of #1-#11 and #13 and at least 3 of the 4 quadrants receive a minimum score of 1 for hard **and** soft deposit removal. Students must complete a minimum of 6 patients and obtain a 75% average to be passed to the next clinical course level; however, 10 percentage points will be lost for not completing the required amount of patients for the semester.
  - Half patient credit will count toward the patient load requirement if the patient is completed and 2 of the 4 quadrants are in the acceptable range for hard **and** soft deposit removal. The patient's dental hygiene treatment plan must be fully completed to receive credit towards the patient requirement count.
- Successfully complete the Objective Structured Clinical Examination (OSCE) with a score of 75%. The OSCE will be administered in the dental hygiene clinic- see block schedule for planned OSCE day. OSCEs are very helpful in healthcare education because they allow students to practice and demonstrate clinical skills in a standardized healthcare scenario. Students can demonstrate competency in communication, history taking, physical examination, clinical reasoning, medical knowledge, and integration of these skills. It is meant to be a fair and accurate way to assess competence and identify areas that need more work and practice. During the clinical component, students will progress through stations where they will perform procedures and skills that they've learned and practiced during the semester. The OSCE is timed; if you arrive late, you will not receive a time extension. Information regarding OSCE stations, topics, and instructions will be given closer to the time of the OSCE. OSCE stations may include but are not limited to: Safety and Infection Control, Medical emergencies, HHX review, Medication search, vital signs, EOIO, dental charting, gingival description, periodontal probing, periodontal assessment, instrumentation, treatment planning, axiUm navigation and documentation, polishing & fluoride, and power scaling.
- axiUm Training Modules- axiUm training assignments will be due throughout the semester based on new tasks learned during patient care. Students' H charts (same chart used from preclinic) will be used for these assignments. If you correctly complete the assignment with minimal errors, you will receive full points for the grade. All axiUm training modules must be successfully completed to pass the course.
- Exhibit professionalism at an acceptable level as determined by the observing/supervising faculty. Unprofessional conduct subject to the Disciplinary Due Process Document will result in a permanent letter placed in the student's file and sent to Associate Dean of Student Affairs. Such infractions will be cumulative for the student's time here at the school.
  - After the first occurrence, the student will meet with the supervising faculty and Clinical Coordinator.
  - At the second occurrence, the student will meet with the supervising faculty, Clinic Coordinator and Program Director. In addition, **ten (10) points will be deducted** from the final course grade.
  - At the third occurrence, the student will meet with the supervising faculty, Clinic Coordinator, Program Director & Associate Dean of Student Affairs. In addition, the student will receive an "F" for the final course grade. Any unprofessional conduct may be subject to the School's due process procedures set forth in the "Texas A&M School of Dentistry Disciplinary Due Process Document" found at: <https://intranet2.tamhsc.edu/cod/student-resources/docs/student-code-8jul19.pdf>
- Complete Mid and Final Advising Forms to an acceptable level. **Points are deducted from final course grade** for unpreparedness, incomplete paperwork, incomplete chart audits, incomplete documentation in axiUm and teams, and lack of communication and follow-through with Ms. Lisa or patients, evidence of mismanaging patient's or care of patients. **(1-20 points may be deducted)**

**Clinical Graduation Requirements:**

The student must complete the following requirements to competence\* prior to graduation:

- (2) Children between the ages of 0-12
- (2) Adolescents between the ages of 13-19
- (2) Patients with Special Needs
- (5) Adults between the ages of 20-64 (*you'll usually get this completed this semester- YAY!*)
- (5) Geriatric patients ages 65+ (*or maybe this one depending on the age of your patients- YAY!*)

*\*Competence is defined as no more than one (1) score of 0 on the clinic evaluation sheet(s) in the categories of #1-#11 and #13, and zero scores of 0 in #12 (hard/soft deposit) for all appointments with the patient.*

**Other Clinical/ Graduation Requirements:**

The student must complete the following clinical requirements to competence\*\* prior to graduation. *The student will have the opportunity to complete a maximum of ONE (1) of each requirement per semester (unless otherwise noted) but is not required to complete requirements in any one specific semester.*

- (2) fluoride treatments (*one of these will happen this semester- YAY!*)
- (3) sets alginate impressions
- (2) stone pour-ups
- (1) model trim
- (2) desensitization
- (4) sealants<sup>†</sup>
- (1) RPD<sup>†</sup>
- (1) Ortho hygiene service<sup>†</sup>

*\*\*Competence is defined as a completed requirement with no scores of 0.*

*†There is no limit for these specific clinical requirements in a semester. However, the student may not complete more than one Care of RPD/RFD on the same patient per recare appointment and sealants will only be evaluated from beginning to end one time per semester (max 9 points) and evaluated on product after (max 3 points).*

*Refer to the SOD Clinic Manual and the Dental Hygiene Clinic Handbook for the entire list of clinic policies and procedures.*

**Other Pertinent Course Information****Attendance Policy:**

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 clinical faculty will take attendance at each session. Students who are not present at that time will be marked absent. Excessive absences (excused or unexcused) may result in an "F" for the course due to the lack of time in clinic to meet clinical requirements of the course. However, for any absences (excused or unexcused), it will be the student's responsibility to contact the Clinic Coordinator to discuss the student's plan of action for remain on track with clinical requirements for the semester.

**The designation of excused or unexcused absence will be determined on an individual basis by the DH Program Director and Student Affairs.**

**Unexcused absences:** Tardiness and non-emergent appointments (illnesses not considered severe or contagious) scheduled during clinic, rotation, and/or class time will be considered an unexcused absence. This may result in a loss of scheduled clinic time during the next semester in order to make up the rotation. All absences and tardies must be reported by phone to Lisa Pradarits at 214-828-8421 and must be received by 8:00 AM (or one hour prior to clinic start time, whichever is earlier) or earlier if possible so your patient or rotation supervisor can be notified. You **MUST** leave a voicemail if they don't answer. Failure to do this may be reflected in your clinical grade under Clinical Conduct or Professionalism at the discretion of the Clinic Coordinator.

- Each unexcused absence will result in a four (4) point deduction from the final grade for each missed clinical session.

- Three (3) tardies are equivalent to one (1) unexcused absence= **4 pt deduction** from final grade.
- Two (2) unexcused absences without notice from clinic or rotations may result in written documentation for unprofessional behavior as well as applicable point deduction.
- Three (3) unexcused absences will include all of the above as well as possible failure of the course.

**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 program director may require a medical provider's note for each absence.

**Religious holy day:** A student whose absence is excused under or the observance of a 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 sessions 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 from the assignment grade for each day it's late.

#### **Rotations & Clinic Switches:**

Internal and external rotations are used to enhance and expand your clinical learning experience. It's required to attend all rotations and conduct yourself professionally: punctual, respectful, and intentional with your time. There are NO clinic or rotation switches unless approved and determined by the clinic coordinator. All exchanges will need to be approved by the Clinic Coordinator and Admin Clinic Assistant prior to scheduling the patient. External rotations will require you to bring to each session and be completed and signed by the supervising faculty on that rotation. Your rotation sheet is required to be uploaded to Canvas by 11:59 PM the Sunday following your rotation day(s); failure to do so may result in a **1-point deduction** from your final grade for each occurrence. **Keep paper form for your records.**

#### **No patient sessions:**

Attendance is required at all assigned clinical sessions as if in private practice, regardless if your patient shows or not. If the student does not have a patient for the session, they are required to participate in a clinical activity approved by their supervising clinical faculty.

The student is required to have a patient for every clinic session. You get three (3) "freebie" no-patient sessions (pt no-shows, cancels short notice, not able to find a patient, unexcused absence etc.) before it starts affecting your final grade, however, you still must stay for the entire clinic session and assist in clinical activities approved by your supervising faculty. Additional no-patient sessions will result in two **(2) points deducted** from your final grade for not having a patient in your chair (per occurrence.) An additional **1 point deduction** may also happen if other poor scheduling decisions are made by the student, especially if they affect a patient in a negative way. Unexcused absences will result in losing free no-patient sessions and 4 points off the final grade.

#### **Remediation Policy:**

Remediation will take place in the following semester and will put the student one semester behind for graduation.

#### **Mid-Semester & Final Advising/Professional Conduct**

At the end of each semester, the student will meet with the Clinic Coordinator for Final Advising to ensure all requirements are completed and all patients assigned to the student are accounted for. Students are expected to come organized and well-prepared. This meeting is scheduled during the week after Spring Break and Finals Week. All students are expected to participate and meet in-person. Vacations, travel, etc. are not valid reasons to miss the meeting. Meetings will not be rescheduled unless it is for an excused absence.

**Four (4) points** will be deducted from the final grade if one or more of the following occurs:

- The student arrives after their appointed time/ shows up late to clinic.

- The student runs over their assigned appointment time/ poor time management.
- The student has to return at another time or day to complete their Final Advising session.
- The student has more than 4 patients “in progress.” This will be evaluated on a case-by-case basis.
  - If it is found that any of the patients left “in progress” were not completed in a timely manner due to the student’s inability to schedule properly, a letter for Unprofessional Conduct may also be written and put in the student’s record. Please read the section under “Clinic Policies and Procedures” regarding professional maturity for further explanation.
- Patients “in progress” from the previous semester have not been completed and/or accounted for.
- “Completed Patient Report” is inaccurate.
- Grades for each patient have not been entered into teams accurately for all completed patients.
- One or more patients “in progress” do not appear on the Request/Active Report.

**NOTE:** This list is not all-inclusive; it is up to the discretion of the Course Director to determine if other behaviors are deemed inappropriate or unprofessional and will also result in a four-point deduction to the final grade.

## **Mental Health and Wellness**

### ***Psychological Counseling***

Up to three sessions of confidential, off-campus psychological counseling are available at no charge to all students (dental, dental hygiene and graduate) to provide adjustment counseling, brief psychotherapy and triage. Students must be referred for psychological services by the Office of Student Affairs.

All student contacts will be confidential as prescribed by state law. The Associate Dean for Student Affairs or the Director of Student Affairs may approve payment for a limited number of additional sessions if recommended by the consulting practitioner, the Student Promotions Committee or the Student Integrity Issues Committee.

If students present with difficulties requiring longer treatment, the Associate Dean for Student Affairs or the Director of Student Affairs will be notified by the consulting practitioner and the student may be referred outside this structure for consultation at his or her own expense.

### **Resources**

Office of Student Affairs	Associate Dean
Room 503	Dr. Ernie Lacy
214-828-8240	214-828-8232

\* Referrals Required

- Dallas Volunteer Attorney Program (<https://www.dallasbar.org/>)
- Suicide & Crisis Center of North Texas 24 hour hotline – 214-828-1000
- Dallas Rape Crisis Center 24 hour hotline - (972) 641-7273
- Genesis Women’s Shelter - (214) 389-7700
- Mental Health Resources at Texas A&M University (<https://caps.tamu.edu/?q=mentalhealthresource>)

## **Student Roles & Responsibilities**

1. **Be present:** Attend all classes/clinics on time as scheduled and intentional in the learning process.
2. **Be prepared:** Prepare for class/clinic by completing all assignments denoted on the course outline and actively participate in the learning discussions/activities.
3. **Be aware:** Contact the course instructor to make-up missed assignments/clinics and for extra help as needed.
4. **Be inclusive:** This classroom welcomes and supports all students, faculty, staff, and patients of all backgrounds and identities. Our differences can be our strengths. We can find strength in diversity. 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 that 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.

5. **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.
6. **Be respectful:** We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time but we cannot allow that frustration to become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.
7. **Be professional and ethical:** Comply with all program, school, and university policies and take pride and a conscious effort in making sound ethical decisions in honesty and fairness based on our professional code of ethics and standards.

***\*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 <a href="mailto:ccastro@tamu.edu">ccastro@tamu.edu</a> (214-828-8316) Jeff Lowry <a href="mailto:lowryj1@tamu.edu">lowryj1@tamu.edu</a> (214-828-8243)
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## School and University Policies

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

**Principles:** 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	<ul style="list-style-type: none"> <li>*Misdirected faxes, e-mails &amp; mail.</li> <li>*Failing to log-off or close or secure a computer with PHI displayed.</li> <li>*Leaving a copy of PHI in a non-secure area.</li> <li>*Dictating or discussing PHI in a non-secure area (lobby, hallway, cafeteria, elevator).</li> <li>*Failing to redact or de-identify patient information for operational/business uses.</li> </ul>	<ul style="list-style-type: none"> <li>*Investigation by HIPAA Compliance Officer.</li> <li>*Referred to Associate Dean for Student Affairs.</li> <li>*If uncontested, Associate Dean for Student Affairs applies sanction.</li> <li>*Subsequent infractions referred to Student Faculty Review Committee.</li> <li>*Notify Privacy Officer of all incidents.</li> </ul>
Level II	<ul style="list-style-type: none"> <li>*Requesting another individual to inappropriately access patient information.</li> <li>*Inappropriate sharing of ID/password with another coworker or encouraging coworker to share ID/password.</li> </ul>	<ul style="list-style-type: none"> <li>*Investigation by HIPAA Compliance Officer.</li> <li>*Referred to Associate Dean for Student Affairs.</li> <li>*If uncontested, Associate Dean for Student Affairs applies sanction.</li> <li>*Subsequent infractions referred to Student Faculty Review Committee.</li> <li>*Notify Privacy Officer of all incidents.</li> </ul>
Level III	<ul style="list-style-type: none"> <li>*Releasing or using aggregate patient data without facility approval for research, studies, publications, etc...</li> <li>*Accessing or allowing access to PHI without having a legitimate reason.</li> <li>*Giving an individual access to your electronic signature.</li> <li>*Accessing patient information due to curiosity or concern, such as a family member, friend, neighbor, coworker, famous or "public" person, etc...</li> </ul>	<ul style="list-style-type: none"> <li>*Investigated by HIPAA Compliance Officer.</li> <li>*Referred to Associate Dean for Student Affairs.</li> <li>*Student Faculty Review Committee hears case.</li> <li>*Student Faculty Review Committee applies sanction.</li> <li>*Notify Privacy Officer of all incidents.</li> </ul>
Level IV	<ul style="list-style-type: none"> <li>*Releasing or using data for personal gain.</li> <li>*Compiling a mailing list to be sold for personal gain or for some personal use.</li> <li>*Disclosure or abusive use of PHI.</li> <li>*Tampering with or unauthorized destruction of information.</li> </ul>	<ul style="list-style-type: none"> <li>*Investigated by HIPAA Compliance Officer.</li> <li>*Referred to Associate Dean for Student Affairs.</li> <li>*Student Faculty Review Committee hears case.</li> <li>*Student Faculty Review Committee applies sanction.</li> <li>*Notify Privacy Officer of all incidents.</li> </ul>

### **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***

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 Office for Academic Affairs in the Administration Building Room 514 or at (214)-828-8978 or [ajwilson@tamu.edu](mailto:ajwilson@tamu.edu). 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 and their instructors as soon as possible.

### ***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 that influence 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

Students who need someone to talk to can call the

- **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 Hotline** (800-273-8255) or at [suicidepreventionlifeline.org](https://suicidepreventionlifeline.org). 24-hour emergency help.
- **National Suicide & Crisis 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.

### ***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](https://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, GPR 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.

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

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 Disabil

## Course Agreement & Statement of Understanding

This 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, outline, and professionalism document for **DDHS 3830 Clinical Dental Hygiene I**
- I read the syllabus and understand the expectations and policies outlined for the course.
- The course director reviewed the syllabus in class, and I have had the opportunity to ask questions about it.
- 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 agree to abide by the course syllabus, outline, and professionalism document
- I understand the University Academic Honesty policies and agree to abide by the policies, including avoiding plagiarism and cheating, and doing my own work.

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

***\*Scan and upload THIS PAGE ONLY to the appropriate assignment submission in Canvas by the due date.\****