



## **DHYG 245 Principles of Practice section name section credit hours Credits** **Syllabus**

### Course Information

**Meeting times and location:** section meeting\_times section location

**Catalog description:** Examination of the dental hygienists role in practice settings including dental office management, employment considerations in both traditional and non-traditional settings, the future role of the dental hygienist, resume preparation and job interviewing. Emphasis on the laws governing the practice of dentistry and dental hygiene in New Mexico and the ethical standards established by the dental hygiene profession.

**Prerequisites:** DHYG-229, DHYG-233, DHYG-234, DHYG-235, and DHYG-237 Take DHYG-243, DHYG-244, DHYG-247 and DHYG-248

**Terms offered:** Spring Only

#### **Section-specific Course Description:**

### Course Level Objectives

Upon successful completion of the course, the student will be able to...

1. Describe ethical and legal theories, principles and considerations that impact on moral and ethical decision making in the practice of dentistry and dental hygiene.
2. Explain, in detail, the Board of Dental Health Care Rules that governs practice for a dentist, dental hygienist, and dental assistant in the State of New Mexico.
3. Compare the present and future role of dental hygiene in both traditional and non-traditional practice settings.
4. Describe various employment settings, preparing for employment, successful employment strategies for improving the work environment, employment compensation and employment opportunities, and strategies for obtaining career satisfaction.

5. Describe ethical and legal theories, principles and considerations that impact on moral and ethical decision making in the practice of dentistry and dental hygiene.
6. Discuss numerous ethical issues faced by dental professionals via role play, video and case study
7. Apply a protocol for ethical decision making in case studies
8. Be familiar with the obligations of trust, fidelity, autonomy and informed consent
9. Be able to apply and discuss ethical standards of dental professional conduct in case studies
10. Be familiar with the ADHA Code of Ethics as it related to the practice of dental hygiene
11. Explain, in detail, the Board of Dental Health Care Rules that governs practice for a dentist, dental hygienist, and dental assistant in the State of New Mexico.
12. List they types and circumstances of supervision found in each dental state practice act
13. Describe the legal scope of dental hygiene practice in respective states
14. Be familiar with the legal scope of practice of dental assistants, centrists and dentists in respective states
15. Discuss expanded functions/independent practice and collaborative practice models nation wide
16. Be able to pass a jurisprudence exam, with 75% accuracy conveying the rules and regulations in respective states
17. Compare the present and future role of dental hygiene in both traditional and non-traditional practice settings.
18. Describe various employment settings, preparing for employment, successful employment strategies for improving the work environment, employment compensation and employment opportunities, and strategies for obtaining career satisfaction.
19. Write and develop a professional resume for a dental hygiene position
20. Be familiar with a typical professional interview process
21. Discuss employment benefits as they relate to the dental hygienist
22. Apply negotiating skills relating to employee benefits
23. Identify dental office management styles
24. Discuss the importance of staff meetings
25. Differentiate between employer expectations and employee expectations
26. Discuss how marketing related to dental hygiene practice
27. Describe the basics of investments and money management
28. Explain the importance of disability insurance, liability insurance
29. Discuss time management issues in dental hygiene practice
30. Be familiar with CDT insurance codes as they relate to dental hygiene practice
31. Evaluate ethical issues surrounding marketing, third party financing, hiring, and employee rights, and the dishonest or impaired practitioner.

## Required Texts and/or Materials



## **Ethics, Jurisprudence, and Practice Management in Dental Hygiene**

9780131708228

Vickie J. Kimbrough, Charla J. Lautar

Prentice Hall

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## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

## Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Course Requirements

Assignments

Questions to get you started 15%

The Doctor video questions 10%

Professional Resource Notebook 10%

Cover letter and Resume 15%

Ethics Exam 20%

Jurisprudence Exam 20%

Class Participation 10%

ill do the following activities:

## COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

[disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu) or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

## Student Support

### **Student Services and Support**

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

### **Academic Support**

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

## Participation and Attendance Policy

**Attendance Policy:** Students are expected to attend all regularly scheduled classes for which they are registered. Valid reasons for missing classes do not relieve the student from making up any missed work.

**Participation Policy:** All students are expected to participate in an active and productive manner which enhances learning for all in the classroom and clinical settings. Students are considered mature enough to seek faculty assistance and to monitor their own progress in meeting course requirements. Professional language and demeanor are expected at all times.

## Other Classroom Policies and Expectations

**Make-Up Policy:** If a major examination is missed, it is the student's responsibility to make arrangements with the instructor and schedule a Make-Up Examination. The Make-Up Exam will be different from the one given to the other students and may be oral, written, or a combination of both.

**Examinations:** Please keep up with the class and the material presented, and you should have no problem doing well on the exams.

**Assignments:** Assignments are to be handed in properly labeled at the start of class on the date designated. Assignments turned in later will receive a 10% reduction in grade.

**Lab/Clinic Usage:** Students are not allowed in the lab or clinic without direct faculty supervision.

## Canvas Participation and Expectations

Students are expected to monitor their own progress in Canvas and participate in all online discussion boards.

## Instructor Response Time

Emails are responded to daily during the week, weekend emails may not be responded to until the next business day. Exams are usually graded and posted within the week. In some cases it may take up to two weeks.

## Course Time Commitment

This course will require 6-9 hours per week of reading and studying outside of class.

## Grading

### Assignments

Questions to get you started 15%

The Doctor video questions 10%

Professional Resource Notebook 10%

Cover letter and Resume 15%

Ethics Exam 20%

Jurisprudence Exam 20%

Class Participation 10%

### Grading Scale

A = 90-100%

B = 80-89

C = 75-79%

D = 60-74%\*

F = below 60% \*\*

\*A dental hygienist must exhibit professionalism through the application of a professional code

of ethics. Unprofessional conduct will be reflected in the grade and may be grounds for dismissal. Refer to Policy and Procedure Manual for further information.

\*\*A final grade below a “C” (75%) will interrupt a student’s progress through the Dental Hygiene Program and may result in dismissal from the Program. If you are having trouble with this course, it is your responsibility to contact the instructor and arrange for tutoring or other assistance.

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

Exact schedule with due dates will be determined by instructor. See Course Requirements for general information on assignment expectations.

## College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

### 1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for “Request for Services” and complete all the steps.

You can also contact the college’s disability coordinator in the Advising/Counseling Center at 566-3271 or [disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu). More information is available on the website listed above.

### 2. **The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

### 3. **Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College

(July 2006).

#### **4. Student Conduct Statement**

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

#### **5. Student Safety**

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.

#### **6. Non-Discrimination, Sexual Harassment, and Retaliation.**

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran’s status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not



limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or [allens@sanjuancollege.edu](mailto:allens@sanjuancollege.edu).

## **7. Drop for Non-Attendance and/or Non-Participation**

### **Class Attendance and Participation Expectation:**

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

## **8. Failure to Meet Class Participation Expectation:**

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade

will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

## 9. Grading Policies

### **Incomplete: Incomplete Grade Assignment** ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

## 10. Grade Appeals

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

## Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)

## Program Handbook

The Dental Hygiene Student Handbook can be found on the Canvas course Important Information - The Cutting Edge