

Course Information

Course Number: DDHS 4240
Course Title: Clinical Dental Hygiene IV
Section: *Spring 2025*
Time: *Tuesday 1:00PM-4:00PM, Wednesday 9:00AM- 4:00 PM,
Thursday 9:00 AM-4:00 PM*
Location: *See individual clinic schedule for times and location*
Credit Hours: *4 CEU*

Instructor Details

Course Director: *Kayla M. Reed, RDH, MS-EDHP*
Office: *3302 Gaston Ave., Dallas, Tx, 75246, 139C*
Phone: *214-828-8342*
E-Mail: *KaylaMReed11@tamu.edu*
Office Hours: *As needed or by appointment*

Additional Participating Faculty

Maureen Brown, RDH, MS-HIED	Thao Kim, RDH, BSDH
Jane Cotter, RDH, MS	Amanda McNiel, RDH, MS
Brandy Cowen, RDH, MS	Joanne Martinez, RDH, BS
Martha Estrada, RDH, BS	Chelsea Moorman, RDH, BSDH
Rocio Estrada, RDH, BS	Leigh Ann Nurick, BSDH, MA, MS
Eric Fox, RDH, MS	Leah Spittle, RDH, MS-EDHP
Chelsi Graham, RDH, BSDH	Mary Tolentino, RDH, MS
Ariana Mendoza, RDH, BSDH	Cassie Malone, RDH, BS <i>grad student</i>

Course Description

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

Course Prerequisites

Successful completion of DDHS 4140 Clinical Dental Hygiene III

Course Learning Outcomes

For Course Objectives, see “Standards for Clinical Performance” in the Dental Hygiene 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**, Department of Dental Hygiene, revised 8/2016.

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.

9.2 Determine the patient's satisfaction with the dental hygiene care received and the oral health status achieved.

9.3 Compare actual outcomes to expected outcomes when expected outcomes are not achieved and modify therapy as necessary.

Textbook and/or Resource Materials

- Texas A&M College of Dentistry Clinic Manual
- Dental Hygiene Clinic Handbook
- Clinical Practice of the Dental Hygienist, Boyd, LD, Mallonee, LF, Wyche, CJ, 14th Ed, 2023.
- Dental Management of the Medically Compromised Patient, 10th Ed, 2023
(you may purchase, or it is available online through eBooks in the Baylor Health Sciences Library)
- Medical Emergencies in the Dental Office, 8th Ed, 2022
- Fundamentals of Periodontal Instrumentation and Advanced Root Instrumentation. Gehrig JR, Sroda, R, Saccuzzo, D, Lippincott Williams & Wilkins, 8th Ed, 2019.
- Darby and Walsh Dental Hygiene Theory and Practice. Bowen, DM, Pieren, JA, 5th Ed, 2020.
- Lexicomp online for Dentistry. Access via College Library.

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Grading Policy

Grading Scale

*Points Pathway				
Letter	Percentage Points	Total Points	Grade Points	Descriptor
A=	90-100	1,215+	4.0	Excellent
B=	80-89.99	1,080-1,214.99	3.0	Good
C=	75-79.99	1,012.5-1,079.99	2.0	Fair
D=	70-74.99	945-1,012.49.99	1.0	Requires remediation
F=	<69.99	<944.99	0.0	Failure
<i>*It is up to the discretion of the course director to determine if the current grade scale is reflective of the course requirements and students' effort. If there is evidence that this scale is not a good representation of students' course work, this scale may change with advanced notice to the students. The general rule is that anyone who completes the minimum requirements of the course with a passing grade will be awarded a "C" grade. Any changes to the grade scale will only be in the favor of the student and will not decrease the grade.</i>				
Private Practice Pathway				
Starting Grade*		Date approved for Private Practice Protocol	Grade Points	Descriptor
Letter	Percentage Points			
A=	100	January 8- January 26	4.0	Excellent
	95	January 29- February 16		
	90	February 19- March 8		
B=	85**	March 18- March 29	3.0	Good
	80**	April 1-April 12		
**Or current grade if higher than PPP starting grade				

There are two pathways for grading in 4240 Clinical Dental Hygiene IV:

Points Pathway

All accrued points from Patients, Progress Exam, Syllabus Quiz and other clinical requirements will be added to determine final grade. The below evaluation criteria/methods will be employed throughout the semester. All students begin the semester on this pathway. Students may choose to stay on the points pathway and move to private practice protocol. However, these students will be graded using the private practice protocol evaluation guidelines in which the maximum grade per patient is 21 points. Students will be automatically moved to private practice protocol once they have met all requirements (clinical service requirements, patient requirements, "sweet 16", and radiology requirements). **Students completing the Progress Exam after April 12th will be moved to private practice protocol, however, their final grade will be calculated using the points pathway criteria with a maximum grade of 85%, not inclusive of points deducted for incomplete requirement(s).**

Private Practice Pathway (PPP):

All students are encouraged to begin "Private Practice Protocol" as soon as possible in the semester to improve their clinical efficiency and prepare for employment after graduation. Patients completed on PPP are evaluated using feedback and points can only be lost during a clinical session. To avoid

students choosing not to start Private Practice Protocol due to the possibility of earning a lower grade at the end of the semester, PPP will be introduced the first week of the semester. Students are given a starting grade based on when they are approved for Private Practice Protocol (see above grading scale for details). Students can and will LOSE points if they commit a critical error, such as, but not limited to, not following OSHA and TAMU guidelines for asepsis (see below for consequences for receiving a “0” in Aseptic Technique), or unprofessional behavior. Students will also lose points for no patient clinic sessions (after an initial grace period of 3 no patient clinic sessions).

Evaluation Criteria/Methods:

All performance will be evaluated using the “Standards for Clinical Performance” found in the Dental Hygiene Clinic Handbook.

PATIENTS	Points
Minimum 20 patients	18-85/pt
QUIZ	
Syllabus Quiz	0 or 20
COMPETENCIES	MAX
LIVE PATIENT: Progress Exam	100
OTHER CLINICAL REQUIREMENTS	MAX
Alginate Impressions, Care of RPD*, Sealant Placement*	9 each
Desensitization, Fluoride, Stone Pour up, Model Trim	6 each
Chart Audit	10
<i>Clinical requirements denoted by * may be completed an unlimited # of times per semester for points. All other requirements may be completed one time per semester for points, but an unlimited number of times per semester to count towards graduation requirements. For example:</i> <ul style="list-style-type: none"> • Student A successfully completed 2 RPD on 2 separate patients. They earned 9 pts on each for a total of 18 points and both counted toward graduation requirements. • Student B successfully completed 2 fluoride competencies on 2 separate patients. They earned 6 points for the first fluoride and 0 points for the second fluoride for a total of 6 points. Both fluorides counted toward graduation requirements. 	

Avoid waiting until the end of the semester to complete these requirements. Faculty will not have time to complete several competencies during a clinic session. FAILURE TO PLAN ON YOUR PART DOES NOT CONSTITUTE AN EMERGENCY ON THE FACULTY’S PART.

The final clinic grade for the course will reflect a 5-point deduction for each incomplete Clinical Service Requirement, incomplete Competency Examination and each incomplete Patient Requirement. Points will be deducted from the final clinic grade for those requirements not completed by the deadline. These requirements will then need to be completed during make-up clinic and/or finals week. A final grade will not be given until all requirements have been completed. The maximum grade in this course is 1,350 points (100%).

*The following are the consequences for receiving a “0” in Aseptic Technique. The “0”s are **cumulative** beginning with DDHS 3830 Clinical Dental Hygiene I:

- 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 the 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.

Course Requirements:

To receive full credit, all of the following must be completed by **Thursday, May 1st, 2025**:

1. Complete comprehensive dental hygiene services on at least twenty (20) patients with Healthy, Gingivitis, or Slight (Stage I) Periodontitis classification. *
2. Complete comprehensive dental hygiene services on at least two (2) patients with Moderate or Advanced Periodontitis classification. *
3. Complete comprehensive dental hygiene services on at least two (2) patients with moderate or heavy calculus deposit classification.
4. Complete the final progress exam on a live patient.
 - i. **LIVE PATIENT EXAM: Complete no later than April 10th.**
Progress exam
Patients must have the following to qualify for this competency.
 - Students' own recall patient (or another student's recall with approval) that can be completed in one appointment.
 - Does not need radiographs or exam.
 - At least 6 teeth (including implants) in all quadrants.
 Deduction of FIVE (5) percentage points from Progress Exam Grade if the patient does not fit ALL the above requirements.
 Deduction of FIVE (5) percentage points from FINAL GRADE if completed AFTER April 10th.
 - ii. **May 7th, PM: Make-up Day- Only on case-by-case basis.** Five (5) percentage points will be deducted from the final grade if make-up day is needed for remediation of competency or failure to complete Live Patient competency by assigned date.
5. "Mini" chart audits of every completed patient during the 4240-clinic semester.
 - a. Each chart audit must be completed within 2 weeks of patient completion. If a chart audit is not complete within the 2-week time frame, 10 points will be deducted from the final patient score. If the student fails to complete 3 chart audits within the allotted time, 10 PERCENTAGE points will be deducted from the student's final grade.
6. Full chart audit of one (1) assigned hygiene recall patient (determined by Clinic Coordinator) completed in 4140 Clinical Dental Hygiene III.
7. Participate in Mid-semester advising (5 percentage points)
 - a. Mid-semester advising is NOT optional and is required to be completed between **March 3rd** and **7th**. Failure to participate in Mid-semester advising will result in a 5-percentage point deduction from the student's final clinic grade. Mid-semester advising will follow the same format as Final advising and the following will be required to be completed prior to scheduling this advising session:

- i. Confirm all grade sheets are entered accurately in teams.
- ii. Confirm chart audits have been completed and entered appropriately in both chart audit form and grade sheet.
- iii. Ensure all assigned patients are accounted for and scheduled. If not, make sure there is a reason documented and appropriate actions have been taken to remove them from the assigned patient list.
- iv. If the Competence Report ("Sweet 16") document has not been verified, have this filled out and ready to present to the clinic coordinator. If program requirements are not yet met, be prepared to discuss your plan for completing requirements.

If any of the above is not completed or the student is not prepared at the time of the advising appointment, up to 5 percentage points will be deducted from the student's final clinic grade.

- 8. Complete the syllabus quiz
- 9. Complete the following Clinical Service Requirements:
 - a. 2 Fluoride treatments
 - b. 3 sets of Alginate impressions
 - c. 2 Stone pour-ups
 - d. 1 Model trim
 - e. 2 Desensitization
 - f. 4 Sealants
 - g. 1 Care of RPD
 - h. 1 Ortho hygiene service
- 9. Participate in Mock Board Examination
- 10. 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 college. 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) percentage 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 College's due process procedures set forth in the "Texas A&M College of Dentistry Disciplinary Due Process Document" found at:
<https://intranet2.tamhsc.edu/cod/student-resources/docs/student-code-8jul19.pdf>

NOTE: Patients assigned to students must be completed to count toward course requirements. Patients completed on rotation must have at least 2 of 4 quads complete to competence* (see below for definition of competence) to count toward course requirements. Exceptions to this rule is case-by-case and will only be reviewed in the final semester (DDHS 4240).

Students must complete **all** patient requirements and obtain a 70% average to meet graduation requirements.

A completed patient will count toward the patient load requirement if all quadrants are completed and 3 of the 4 quadrants are in the acceptable range for hard and soft deposit removal.

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.

Patients with a classification of Stage II Periodontitis or Stage III/IV Periodontitis may be divided to satisfy Gingivitis or Stage I Periodontitis requirements as follows:

Stage II Perio = two (2) Healthy/Gingivitis/Stage I Perio patients

Stage III/IV = one (1) Stage II Perio patient AND one (1) Healthy/Gingivitis/Stage I Perio patient

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

Mock Boards:

Mock boards will take place on a typodont with pre-placed calculus. Students who do not pass the Mock Board Examination will have their final grade deducted by 5 points. A passing grade is $\geq 75\%$. Students who do not take the exam will have their final grade deducted by 10 points.

Recall Patients and Progressive Care Rotation:

To help prepare students to manage their time during patient care, students may participate in the "Recall" Protocol for patients who return on a 3, 4 or 6-month recall schedule. Patients appropriate for this protocol include patients that are generally healthy with slight calculus. Other patient types may qualify; however, it will be up to the discretion of your supervising dental hygiene faculty. Faculty reviews, checks and grades all of Assessment, as well as Hard and Soft Deposit Removal on all quads. The student must let their faculty know they are participating in this protocol at the *beginning* of the clinic session.

Private Practice Simulation:

In an effort to prepare graduating students for private practice employment, an opportunity to participate in feedback driven clinical sessions will be given. Students successfully completing all patient requirements may participate. ALL patients are eligible for this experience. This will give the student experience of time management. *Appropriate documentation of completion of program requirements and permission from clinic coordinator required prior to beginning this protocol.*

Program Requirements:

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

1. (2) Children between the ages of 0-12
2. (2) Adolescents between the ages of 13-19
3. (2) Special Needs Patients
4. (5) Adults between the ages of 20-64
5. (5) Geriatric patients ages 65+

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

Remediation Policy:

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

Cell Phone Policy:

Cell phone use during clinic time will result in a 0 in Clinical Conduct. If the course director is alerted to unprofessional behavior (including, but not limited to cell phone use) by a staff member at an outside clinic rotation **Five percentage (5) points** will be deducted from the student's final grade. Exceptions to this are students who have a sick child or family member in which case it must be indicated to faculty (or supervisor at outside clinic) prior to the clinic session or rotation.

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. Final advising is scheduled the week of finals.

Five (5) points will be deducted from the **final grade** if one or more of the following occurs:

- The student arrives after their appointed time.
- The student runs over their assigned appointment time.
- The student must return at another time or day to complete their final advising session.
- The student has more than 5 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 completed quadrant have not been entered into excel on 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 Clinic Coordinator to determine if other behaviors are deemed inappropriate or unprofessional.

Extra credit (optional) – Students may choose to participate in the Clinic Teaching Assistant Rotation for extra credit. This is an optional opportunity for Senior Dental Hygiene students. Students assigned to this rotation will work with clinic faculty to observe and assist in clinic education and evaluation. The purpose of this rotation is to encourage students to consider a career in academia post-graduation. To qualify for this rotation students must be in good standing and approved by their academic advisor. Students who are tutors may not use this rotation as a tutoring session.

Graded Attendance – Attendance is required at all assigned clinical sessions as if in private practice. 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. These activities include but are not limited to:

- Practicing using the air polisher on a classmate
- Practicing taking alginate impressions on a classmate
- Observing/assisting a dental student in their designated group practice to become more familiar with dental procedures
- Sharpening instruments (after sharpening lab)
- Observing/assisting grad perio residents (check in with grad perio front desk)
- Assisting dental hygiene clinic manager with administrative duties
- Participating in the Dental or DH Screening process
- Observe/assist in the Special Care Clinic

Students on outside rotations not supervised by Dental Hygiene faculty will still request the supervising staff/faculty/dentist/hygienist to scan assigned QR code and note their attendance. Students will receive one (1) percentage point off their final grade for any notifications that the student did not show for their rotation on time (without reasonable notice or valid reason) and five (5) percentage points for any notifications that the student failed to show for their rotation (without reasonable notice or valid reason).

Additionally, students are to attend each rotation indicated on the schedule and complete the task assigned. A student who is absent from an assigned clinic rotation for any reason must schedule a make-up assignment through the Clinic Coordinator. This may result in a loss of scheduled clinic time during to make up the rotation.

Unexcused absences 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 and will result in a four (4) point deduction from the 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.

If a student knows in advance they will be absent from clinic, they must alert the clinic coordinator and dental hygiene clinic manager as soon as possible and attempt to find coverage for any missed rotations.

No patient sessions

The student is required to have a patient for **every** clinic session. If a student does not have a patient scheduled for a clinic session, and it is discovered this empty appointment could have been prevented by better management of the schedule by the student, points will be deducted from the final grade. Students will get THREE (3) “freebie” no-patient sessions (patient no-show, cancels short notice, not able to find a patient, unexcused absence) before the grade is affected, however; students are required to stay the entire clinic session and assist in clinical activities. Additional no-patient sessions will result in points deducted from your final grade for not having a patient in your chair (2 percentage points per occurrence). A 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 percentage points off the final grade.

Absence Protocol

IMPORANT: DO NOT email absenceclinic@tamu.edu for your absence. This email is for dental students ONLY.

Professional responsibility is an important component of being a healthcare professional. In the case of a clinic absence, you must **message** Clinic Coordinator and Dental Hygiene Clinic Manager. Be sure to indicate if you will be absent from a rotation and if so which rotation.

Tardy Protocol

On rare occasions, you may be delayed for some unavoidable reason. In the case of a delay, you must **message (if safe to do so) or call via TEAMs** Clinic Coordinator and Dental Hygiene Clinic Manager (214-828-8421). Be sure to indicate if you will be late for a rotation and if so which rotation. Failure to do this may be reflected in your clinical grade under Clinical Conduct for that patient or under Professionalism for a rotation.

Course Schedule

See posted clinic schedule for individual schedule.

Important Dates:

- January 6th - First day of the Spring Semester
- January 7th - Clinic Orientation 1 PM- 5 PM
- January 20th - Martin Luther King Jr. Day
- February 27th – March 2nd - TDHA Conference (no PM clinic Feb 27th; no clinic Feb 28th)
- February 15th - MOCK Board Exam
- March 10th-14th-Spring Break
- April 2nd – Scholar's Day (no PM clinic)
- April 4th-April 7th– Clinics closed for ADEX
- May 3rd - ADEX Make up exam
- May 7th - Make up day as needed

NOTE: Dates for exams and assignments will not be changed without written notification to all students in the course. Notices for this course will be posted in CANVAS.

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 COD. The Central Helpdesk provides 24-hour support.

Division of IT Central Help Desk Website: https://it.tamu.edu/help/ Phone: 1-979-845-8300 Email: helpdesk@tamu.edu	COD Local Division of IT Office Room: 519 Phone: 214-828-8248
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COD 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 - Academic Affairs

Carmina Castro

ccastro@tamu.edu

(214) 828-8316

Jeff Lowry

lowryj1@tamu.edu

(214) 828-8243

Canvas support 24-hours

(877) 354-4821

Lecture Recordings and Mediasite Support

Lecture recordings are posted to the Mediasite course catalog typically no more than 24 hours after they have been received. Unless otherwise specified, all course recordings are available via the Mediasite channel link within the Canvas course.

For missing recordings, contact your instructor and the Instructional Design Team.

For problems with recording playback, Mediasite access, or performance, contact IT's Health Technology Care Team (979.436.0250).

For technical difficulties and assistance with Microsoft Teams, contact the college's Health Technology Care Team **(979-436-0250)**.

University Policies

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.

Makeup assessments for excused absences must be administered either in advance of the scheduled exam or within 5 business days of the student's return from the absence.

For this course, students will be required to complete a continuing education course/courses or case study/studies on dentalcare.com equivalent to the hours missed in the clinic or on rotation. For example, if the student missed 4 clinical hours, they will be required to complete and submit proof on CANVAS of completion for 4 case studies or 4 CE course hours (may be one 4-hour course or multiple courses that equal 4 hours). This must be completed within 10 days of the students return to campus (including non-business days).

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](#).)

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](#)).

Policy on Academic Integrity: Why it is important

Technical competence: I want you to be able to perform well technically as a dental professional. I want each of you to be able to perform well individually.

Personal integrity: I want you to be ethically competent. While you may be able to succeed in the short term by being unethical, just as you may get good grades by cheating in college, long- term success can only be achieved with ethical behavior. Cheating damages your self-worth and is a behavior based on lying to yourself and others.

Fairness: Those who cheat have an unwarranted advantage over those who don’t.

The Aggie Code of Honor: I am also bound by the Aggie Code of Honor. I will not tolerate those who cheat.

What I Will Do

1. I will do everything I reasonably can to prevent cheating.
2. When I determine a cheating violation has occurred I will (a) report it through the Office of Student Affairs and (b) punish the students involved.

What Constitutes Academic Misconduct

During an examination or quiz, looking at another student’s work or using external aids (for example, books, notes, conversation with others, internet resources, etc.) unless specifically allowed in advance by instructor.

Exceeding the allotted time for quizzes or exams.

Acquiring answers for any assigned work or examination from any unauthorized source. This includes obtaining information from students who have previously taken the examination or quiz.

Knowingly allowing another student to copy your work during a quiz or exam.

In this course, getting help on homework is not considered dishonest. You must work the homework individually but you may ask instructors, advisors, or other students for help.

Reporting an Academic Violation – What Happens

I will report the violation to the Office of Student Affairs, regardless of the magnitude of the violation. The report is submitted online and includes (1) the details of the violation, (2) an election to handle autonomously or refer to the Office of Student Affairs, (3) specification of sanction, and (4) student acknowledgement of acceptance/ rejection of violation and/or sanction. You have the right to appeal to the Office of Student Affairs.

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You can learn more about the Aggie Honor System Office Rules and Procedures, academic integrity, and your rights and responsibilities at 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

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Texas A&M University is committed to providing equitable access to learning opportunities for all students. All students are encouraged to discuss their disability-related needs with Disability Resources and their instructors as soon as possible. If you experience barriers to your education due to a disability which may include, but not limited to: attentional, learning, mental health, sensory, physical, or chronic health conditions, visit Disability Resources for more information. <http://disability.tamu.edu>.

The primary contact for any new disability accommodation requests and for any accommodation questions/concerns:

Tracey Forman, Associate Director of Disability Resources
979.845.1637 | traceyf@disability.tamu.edu |

Staff and administration in Student Affairs, Student Development and Academic Affairs are available as needed to discuss any concerns and navigate the accommodations process with our students locally.

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.

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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](#). College 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 wellbeing. Students are encouraged to engage in healthy self-care by utilizing available resources and services on your campus.

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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. 24-hour emergency help is also available through the National Suicide Prevention Hotline (800-273-8255) or at suicidepreventionlifeline.org. You can also contact 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. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

**Campus-Specific Policies**

Statement on the 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 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.

College and Department Policies

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	*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.	*Investigation by HIPAA Compliance Officer. *Referred to Associate Dean for Student Affairs. *If uncontested, Associate Dean for Student Affairs applies sanction.

	<ul style="list-style-type: none"> *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. 	<ul style="list-style-type: none"> *Subsequent infractions referred to Student Faculty Review Committee. *Notify Privacy Officer of all incidents.
Level II	<ul style="list-style-type: none"> *Requesting another individual to inappropriately access patient information. *Inappropriate sharing of ID/password with another coworker or encouraging coworker to share ID/password. 	<ul style="list-style-type: none"> *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	<ul style="list-style-type: none"> *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... 	<ul style="list-style-type: none"> *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	<ul style="list-style-type: none"> *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. 	<ul style="list-style-type: none"> *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.