CLASS DAYS and TIME: July 5, 2017 – December 8, 2017

CLASSROOM: This class is a combination of fully online, asynchronous instruction and practicum experience in the clinical setting. Clinical times are dependent on the clinic schedule at the COHR.

COURSE FACULTY: Lynn Smiley Med, RDH Assistant Professor, Dept. of Periodontics, Dental Hygiene Div.

OFFICE LOCATION and HOURS: 2.500U.14 School of Dentistry by appointment

EMAIL OFFICE HOURS: Monday through Thursday 8:00am-5:00pm, excluding holidays. Electronic messages sent Monday through Thursday will be responded to within 48 hours. Messages sent after 5:00pm on Thursday through the weekend will be responded to by the following Tuesday.

EMAIL: Smiley@UTHSCSA.edu

TELEPHONE: (210) 567-3847

READ THIS DOCUMENT CAREFULLY - YOU ARE RESPONSIBLE FOR ITS CONTENTS.

COURSE RATIONALE:
Preparing students as leaders and future administrators in the educational setting is of major concern in the world of academia. Preparing qualified dental hygiene educators for clinical teaching and administration in the clinical setting is no exception to this statement. This course, through research, analysis, and experiential activities, will provide the student with the knowledge and skills needed to be effective dental hygiene educators and clinical administrators. Students participating in this course will gain experience in areas such as student and faculty counseling, extramural sites, and remediation. Moreover, this course will enhance clinical administrative skills with modern technology, i.e.: use of web based instruction and research, email, videoconferencing, etc.

CODA STANDARDS:
This course satisfies a portion of the CODA, ADA Accreditation Standard 2-20, 2-21, 2-22, 2-23, 2-24, 2-25, 2-26, 5-1, 5-2, 6-1, 6-2, 6-3, 6-4, 6-5, 6-6. A complete set of Standards for Dental Hygiene Programs may be accessed at: http://www.ada.org/prof/ed/accred/stand/index.html

COURSE DESCRIPTION AND OBJECTIVES

This course provides students with an opportunity to establish or enhance administrative skills in a clinical environment. Although the course is formatted for distance education, there will be some assignments that require the student to participate in a clinical setting. These assignments will allow students to engage in interactions with first and second year dental hygiene students, pre-clinic and clinic faculty, and clinic coordinators. This engagement is intended to expand and refine teaching and evaluation skills and clinic administration skills including, but not limited to, leadership, mentoring, outcomes assessment, quality

assurance, and information technology. The course will prepare the student to become a clinic course director in a dental hygiene program.

Pre-requisites – DENH 3007 Preclinical Teaching Practicum, DENH 3017 Clinical I Teaching Practicum NOTE: *Teaching experience and/or portfolio development may suffice for prerequisites after discussions with course instructor and final approval by the Program Director.*

Semester credit hours – 4 semester credit hours

Course Time: Student discretion; however, all students will be required to post AT LEAST once a week concerning assigned material.

By the end of this course, each student should be able to:

- Apply information skills: locating, applying, compiling, managing, analyzing, evaluating, etc.
- Understand, articulate, and apply current educational knowledge, methods, and theory to teaching at the college or university level.
- Effectively mentor students to promote individual professional growth.
- Demonstrate skill in conceptualizing, planning, facilitating, and evaluation learning experiences.
- Use a variety of teaching methods appropriate for an array of learning needs, e.g., face-to-face instruction, discovery methods, technology-based instruction, etc.
- Evaluate student-learning outcomes using appropriate assessment and evaluation methods.
- Demonstrate ethical and professional behavior and values.
- Understand, appreciate, articulate, and promote cultural competence in teaching, clinical care, and service.
- Understand and articulate leadership models.
- Engage in life-long learning in order to promote professional development.
- Select and use appropriate modes of communication for disseminating information to a variety of audiences, including students, public and professionals.
- Use effectively a variety of methods for communicating with professional and lay audiences, e.g., written, oral, and electronic modes.
- Work as an effective team member in teaching, clinical care, and service in professional settings.

COURSE OUTCOMES:

The student will be able to assume an administrative role in clinical dental hygiene education.

COURSE ORGANIZATION

The main teaching modalities used in this course include:

1. The teaching methods used in this course will be a combination of web-based instruction, on-line research, and collaborative learning clinical activities.
2. Regular posting on the web will provide instructor feedback for discussion and/or grading purposes. This course is focused on student centered learning. Inherent to this format is the possibility for individualized approaches to learning. Because students have differing interests and learn on differing timetables, the management of the course material will be the responsibility of the student.
3. There are three important points the student should remember when managing the course material: The student is expected to complete all assignments and submit them to the appropriate destination. No late work will be accepted. It is the responsibility of the student to inform the course director should the student need assistance during the semester for any reason.

Materials: There are no required materials for this course.

Computer Access The student is required to have a computer, internet access that will be capable of utilizing CANVAS Learning Management System, Microsoft Outlook Email, UTHSCSA.edu website, and UTHSCSA Library resources. The student is required to have a compatible/ up to date Microsoft Office Suite with Word, and PowerPoint. The student is responsible for contacting UT IMS at http://ims.uthscsa.edu/student_support/index.aspx or 210-567-7777 to ensure their computer has the appropriate security software installed.

Reading Assignments – Reading assignments will be dependent on student requirements to fulfill individual projects.

ATTENDANCE

Fully online courses do not have attendance policies. However, attendance in the course will be monitored by discussion board interactions, completed assignments, and conferences.

TEXTBOOKS

Required: There are no required textbooks for this course

References: 1. Darby, M. and Walsh, M. Dental Hygiene Theory and Practice, 3rd ed. Philadelphia: WB Saunders, 2003. 2. Nield-Gehrig, JS. Fundamentals of Periodontal Instrumentation, 3rd ed. Philadelphia: Williams and Wilkins, 2003. List details of recommended textbooks and/or readings

LEARNING ACTIVITIES:

Students will be required to read the online material presented through the course and participate in online postings and research of additional online sources. It will be up to the student to decide how much or how little additional research they choose to apply to each topic. Additional activities include:

- Written work on Management and Leadership
- Editing and improving a clinical course manual
- Conducting a Site Visit with interview
- Developing and teaching a station exercise

GRADING POLICIES AND EXAMINATION PROCEDURES

Describe in detail how grades for assignments/projects/tests will be weighted and factored into final grades, also include other information relevant to grading if applicable – for example information about extra credit, examination protocol, make-up exams, etc. Any grade below a C (700) is failing. A Master Student must maintain a B average to remain in the program.

Grading System

    A = 900-1000 pts B = 800-899 pts C = 700-799 pts F = < 690 pts

REQUESTS FOR ACCOMODATIONS FOR DISABILITIES

In accordance with policy 4.2.3, **Request for Accommodation Under the ADA and the ADA Amendments Act of 2008 (ADAAA)**, any student requesting accommodation must submit the appropriate request for accommodation under the American with Disabilities Act (ADA, form 100) to his/her appropriate Associate Dean of their School and a copy to the ADA Coordinator. Additional information may be obtained at http://uthscsa.edu/eeo/request.asp.

ACADEMIC INTEGRITY AND PROFESSIONALISM

Any student who commits an act of academic dishonesty is subject to discipline as prescribed by the UT System Rules and Regulations of the Board of Regents. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an exam for another person, signing attendance sheets for another student, and any act designed to give unfair advantage to a student or the attempt to commit such an act. Additional information may be obtained at
http://catalog.uthscsa.edu/generalinformation/generalacademicpolicies/academicdishonestypolicy/

ADDITIONAL SPECIFICS ON PLAQIARISM:

All academic work submitted to fulfill course requirements is expected to be the results of each student's own thought, research and self-expression. A student will have committed plagiarism if someone else's work is reproduced without acknowledging its source. Examples of sources that must be acknowledged include verbiage, ideas or other direct quotes from published articles, chapters of books, computer programs, graphic representations, research paper, and other kinds of works from a source not generated as part of the public domain.

TITLE IX AT UTHSCSA

Title IX Defined:
Title of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

UT Health San Antonio's Commitment:
University of Texas Health Science Center San Antonio (UTHSCSA) is committed to maintaining a learning environment that is free from discriminatory conduct based on gender. As required by Title IX, UTHSCSA does not discriminate based on sex in its education programs and activities, and it encourages any student, faculty, or staff member who thinks that he or she has been subjected to sex discrimination, sexual harassment (including sexual violence) or sexual misconduct to immediately report the incident to the Title IX Director.

In an emergency, victims of sexual abuse should call 911. For non-emergencies, they may contact UPD at 210-567-2800. Additional information may be obtained at http://students.uthscsa.edu/titleix/

HIPPA STATEMENT:

As a student at UT Health San Antonio, you have a legal and ethical responsibility to safeguard the privacy of all patients and protect the confidentiality and security of all health information. Protecting the confidentiality of patient information means protecting it from unauthorized se or disclosure in any format- oral/verbal, fax, written, or electronic/computer. Patient confidentiality is a central obligation of patient care. Any breaches in patient confidentiality or privacy may result in disciplinary action, up to and including dismissal from the educational program.

EMAIL POLICY

Every student is issued a University email address and account at the time of enrollment. This account is disabled if it is not accessed regularly. It is the student's responsibility to establish, maintain, and regularly access their email account. Per the UTHSCSA policy, only the students' University email address shall be used for any electronic institutional communication of an official nature. If students need help with their email accounts, they must contact Computing Resources/Triage at 567-7777.

USE OF RECORDING DEVICES

Not applicable to distance learning courses

ELECTRONIC DEVICES

Not applicable to distance learning courses

Class Schedule: This is in the course in CANVAS