Professional Communication
DENH 5024
Spring 2017

CLASS DAYS and TIME: This is a fully online, asynchronous, course with no set times or dates for classes

CLASSROOM: This is a fully online course which has not campus classroom

COURSE FACULTY: Melanie V. Taverna MSDH, RDH

OFFICE LOCATION and HOURS: School of Dentistry, Periodontics Dept. Division of Dental Hygiene 2.5001.U

EMAIL: Taverna@UTHSCSA.edu

TELEPHONE: 210-567-3858

<div style="border:2px solid black; color:red; text-align:center; font-weight:bold">
READ THIS DOCUMENT CAREFULLY - YOU ARE RESPONSIBLE FOR ITS CONTENTS.
</div>

COURSE DESCRIPTION AND OBJECTIVES

Course rationale:

Excellent verbal and written communication skills are essential for the master's student in and outside of an academic health care environment. Upon successful completion of this course, the master's student should know and be able to effectively utilize good communication skills in verbal, visual, and written professional settings.

Dental Hygiene Competencies:

This course fulfills the following competencies for the Master of Science in Dental Hygiene Program:
1.2, 1.7, 1.9, 4.1, 4.2, and 4.3

This course is designed to help the student develop concepts of professional communication including verbal, visual, and writing skills utilizing state of the art communication resources.

Pre-requisites – Acceptance into the Master of Science in Dental Hygiene Program, Acceptance into the Graduate School of Biomedical Sciences

Semester credit hours – 3 semester hours / 48 "contact" hours

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

- Apply information skills: locating, applying, compiling, managing, analyzing, evaluating, etc..
- Evaluate student learning outcomes using appropriate assessment and evaluation methods
- Demonstrate ethical and professional behavior and values
- 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
- Effectively us a variety of methods for communicating with professional and lay audiences, e.g., written, oral, and electronic modes

COURSE OUTCOMES

The student will understand and utilize good communication skills in verbal, visual and written professional settings.

COURSE ORGANIZATION

The main teaching modalities used in this course include:

The teaching methods used in this course will be a combination of web-based instruction and on-line research. 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 time tables, the management of the course material will be the responsibility of the student. 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.

COURSE REQUIREMENTS:

All students will have the opportunity to demonstrate professionalism by:
- Completing assignments on time
- Being respectful of others learning environment

All students will have the opportunity to demonstrate integrity by:
- Completing assignments individually
- Collaborating with others through postings and chats to enhance the learning experience

All students will have the opportunity to demonstrate the principles of life-long learning by:
- Researching and developing products either by expanding upon current knowledge and skills or acquiring new knowledge and skills.

Specific requirements are outlined in content of each Module and in the Assignment Manager.

EVALUATION CRITERIA:

The final grade will be based on a possible total of 1000 points. Various activities utilizing review, analysis, and synthesis of literature along with writing and presentations skills will be presented for individual and peer work.

LEARNING ACTIVITIES

Students will be required to read the online material presented through the course and participate in online postings and assignments. Additional activities include:
- Analysis and write abstracts
- Selecting an appropriate Journal for submission
- Creating and using grading rubrics
- Grant Writing Skills Lab
- Writing a Grant Proposal
- Create a PowerPoint presentation
- Peer review of various activities

Materials – All course materials will be referenced or provided online in CANVAS Learning Management System.

Computer Access – The student is expected to have a computer capable of: accessing their LiveMail account, the internet, the UT Heath website, the Library, CANVAS, stream videos, join "Conferencing" in CANVAS (microphone and web cam required). The student will be required to have a current Microsoft Office Suite to include, PowerPoint and Word. The student will need to have access to a printer

Reading Assignments –All required reading will be posted in modules of the course on CANVAS.

ATTENDANCE

There is no attendance policy in online education. However, participation will be graded. Student participation will consist of: Discussion Board interactions, interactions in response to comments by the Course Director in Assignments. It will also be monitored by the timeliness of all submissions and by monitoring the course analytics.

TEXTBOOKS

Required: "Publication Manual of the American Psychological Association", APA, Sixth Edition, 2nd printing; published by the APA, Copyright 2010   ISBN: 978-1-4338-0561-5

Recommended: "Surviving Your Dissertation", Third Edition, Kjell Erik Rudestam and Rae R. Newton, Sage Publications, Copyright 2007.   **"American Medical Association Manual of Style"**, AMA, Tenth Edition, Oxford, Copyright 2007.

GRADING POLICIES AND EXAMINATION PROCEDURES

There are no examinations in this course. There will be graded activities and capstone projects.

The final grade will be based on a possible total of 1000 points as follows:
- Readings, Activities   55pts
- Grant Writing Skills Lab   80 pts
- Journal selection and activities   75 pts
- Abstracts   200pts
- Annotated Bibliography   90 pts
- Grant Proposal & Ppt presentation   500 pts

Grading System

DEPARTMENT GRADING SCALE
> Students must receive a grade of ≥ 70% (C) to pass the course.
> 900-1000 points=A
> 800-899 points=B
> 700-799 points=C
> 001-699 points =F

The graduate student must maintain a "B" (80) average to remain in the program.

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

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."

University of Texas Health Science Center 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 on the basis of 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/

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

Online learning has no restriction on the use of recording devices

ELECTRONIC DEVICES

Online learning has no restriction on the use of electronic devices

The list of course work is attached in the Assignment Manager