Credit and Contact Hours: 0-2-1
Prerequisites: B.S.D.H. Admission
Lab Sessions: Fridays 10:00- 11:40; 12:00-1:40; 1:50-3:30
Location: Dental Hygiene Clinic Laboratory
Course Director: Ximena Zornosa, DMD
Office Hours: TBA
Office: STC 115-B
Phone: (678) 466-4914 (I can only be reached at this number during office hours, so Georgia View email is the best means of contacting me.)
Email: XimenaZornosa@clayton.edu

IMPORTANT: Please do not change your assigned CSU account #, as this will prevent you from receiving any campus or instructor email. I will respond only to emails sent via the CSU email account. I will respond to all emails by the end of the following business day.

COURSE DESCRIPTION

This course provides a laboratory study of hard tissues of the head and oral cavity with emphasis on applications to dental hygiene practice. This course includes a detailed study of the anatomy of the human dentition and the bones of the skull in the laboratory setting.

PROGRAM OUTCOMES

Requisite skills with a strong knowledge base, hands on experience and the mindset required for success in the dynamic field of dental hygiene.

Thorough foundation in the diversified fields of dental hygiene i.e., clinician, educator/health promoter, consumer advocate, administrator/manager, change agent and researcher.

Emphasis on importance of life-long learning in the ever-changing profession of dental hygiene.

PROGRAM COMPETENCIES

C1: Collect, analyze and accurately record baseline data on the general, medical, oral and psychosocial health status of a diverse patient population.

C2: Critically evaluate conditions of the oral cavity, identify actual and potential problems, etiological and contributing factors and recommend appropriate treatment for the child and adult.

C6: Identify the essential components of formulating a diagnosis that will lead to a definitive diagnosis and then appropriately refer patients for comprehensive care.
COURSE OBJECTIVES

Following the completion of this course, the student will be able to:

1. Describe the hard tissue anatomy of the head and neck.
2. Discuss the interrelationships of the various hard tissues of the head from a regional approach.
3. Use basic terminology concerning the gross anatomic structures of the oral cavity and perioral structures.
4. Explain how the various hard tissues of the head and neck contribute to the function of the whole.
5. Discuss the interrelationships of the various tissues, organs and structures of the head from a regional approach.
6. Describe the normal structure and function and the variations of the structure that are within normal anatomical and functional limits.
7. Formulate accurate mental images, through close observation and study of the anatomic specimens and models provided, of the three-plane spatial relationships of the various hard tissues to each other.
8. Apply identification of anatomic structures from the two-plane textbook illustration to the specimen skull or anatomic model (three-plane) identification.
9. Understand basic terminology concerning the gross anatomic structure of the oral cavity and perioral structures.
10. Understand the terminology associated with the primary and adult dentitions and that associated with occlusal relationships.
11. Know the basic shape (crown and root) of each tooth and the functional interrelationships of the teeth.
12. Discuss the importance of crown contour in relation to function and periodontal health.

ASSESSMENT

This course will consist of two hours of laboratory instruction and practice per week. The objectives will be achieved by lecture, discussion, assigned readings, self-instruction supported by audiovisual aids, online assignments, models, computer programs and study of skulls and teeth. Due to the sequential nature of the BSDH program, a student earning a grade of D or F in any upper division program requirement will be immediately dismissed from the program.

GRADES

Grades will be determined by written and laboratory practical examinations.

Exam I: 25%  
Exam II: 25%  
Exam III: 25%  
Final Exam: 25%

Students can access their grades in Georgia View under the "My Grades" function on the toolbar. My goal is to have grades posted within 2-3 after the exam
GRADE SCALE

A = 93-100%
B = 85-92%
C = 75-84%
D = 66-74%
F = 65 and below

MID-TERM PROGRESS REPORT

The mid-term grade in this course reflects approximately 25% of the entire course grade. Based on this grade, students may choose to withdraw from the course and receive a grade of “W.” Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar or online at http://adminservices.clayton.edu/registrar/, by mid-term. A student earning a grade of D or F at midterm will be required to meet with course director for a midterm evaluation.

Outline and Tentative Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Bones of the Head and Neck</td>
<td>F &amp; H: Chapter 3</td>
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<tr>
<td>Week 2</td>
<td>Overview of the Dentitions</td>
<td>B &amp; F: Chapter 15</td>
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<td>Week 3</td>
<td>Maxillary Incisors</td>
<td>B&amp;F: Chapter 16</td>
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<td></td>
<td>Mandibular Incisors</td>
<td>Pgs 200-213</td>
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<tr>
<td>Week 4</td>
<td><strong>Exam I</strong></td>
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<tr>
<td>Week 5</td>
<td>Osteology and Cranial Nerves</td>
<td>F&amp;H: Chapter 3</td>
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<td>F&amp;H: Chapter 8 Pgs 182-192</td>
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<tr>
<td>Week 6</td>
<td>Osteology and Cranial Nerves Lab Review and Video</td>
<td>F&amp;H: Chapter 3</td>
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<tr>
<td>Week 7</td>
<td>Maxillary Canines</td>
<td>B&amp;F: Chapter 16</td>
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<tr>
<td></td>
<td>Mandibular Canines</td>
<td>Pgs 213-221</td>
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<tr>
<td>Week 8</td>
<td><strong>Exam II</strong></td>
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<td>Week 8</td>
<td>Last day to withdraw without accountability</td>
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<td>Week 9</td>
<td>Maxillary Premolars</td>
<td>B&amp;F: Chapter 17 Pgs 222-236</td>
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<td></td>
<td>Mandibular Premolars</td>
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<tr>
<td>Week 10</td>
<td>Maxillary Molars</td>
<td>B&amp;F: Chapter 17 Pgs 237-254</td>
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<td></td>
<td>Mandibular Molars</td>
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<tr>
<td>Week 11</td>
<td>Primary Dentition</td>
<td>B&amp;F: Chapter 18</td>
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<tr>
<td>Week</td>
<td>Topic</td>
<td>Resource(s)</td>
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<tr>
<td>12</td>
<td>Occlusion</td>
<td>B&amp;F: Chapter 20</td>
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<td>13</td>
<td>Exam III – Lab practical includes ALL teeth</td>
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<tr>
<td>14</td>
<td>Temporomandibular Joint Anatomy of Anesthesia</td>
<td>B&amp;F: Chapter 19, F&amp;H: Chapter 5, 9</td>
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<tr>
<td>15</td>
<td>Thanksgiving Week – No Class</td>
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<tr>
<td>16</td>
<td>Final Exam</td>
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**COURSE RESOURCES**


**UNIVERSITY POLICIES**

**Attendance**

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students’ ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

**Add/Drop**

It is the student’s responsibility to drop this course during the drop/add period if he or she has not properly satisfied the prerequisite/corequisite requirements. If the student has not satisfied the prerequisite/corequisite requirements and does not drop the course during the drop/add period, the instructor will advise the registrar’s office to drop the student from the course. The student will receive a grade of “W” and no refund will be given. The student alone will be responsible for any loss of funds or financial aid that may result.
COURSE POLICIES

Department of Dental Hygiene Standard of Care Policy

Any student providing patient services and not maintaining the program’s Standard of Care may be dismissed from the dental hygiene program. The faculty member observing a breach of the Standard of Care will complete an incident report. A copy will be provided to the student and another to the department head for appropriate action. Standard of Care means the student follows procedures as taught in the program’s didactic, clinical, and/or laboratories classes.

Attendance/Participation

Class attendance is mandatory. This is a required course that consists of weekly lectures, demonstrations, activities, and instruction for a total of 1 semester credit hour. The student will receive 1 (one) point off the final grade for each unexcused absence and ½ (one half) point for each tardy. Excused absences include personal illness (with a doctor’s excuse or one from the University Health Services office on campus), death of an immediate family member with obituary or program from the funeral, jury duty, and military leave. It is the student’s responsibility to provide documentation to the instructor prior to absences for military leave or jury duty.

Attendance at all lab sessions is REQUIRED. Only under the most dire circumstances will a student be excused from a lab session. Students are expected to appear for lab sessions prepared and on time. There is no feasible mechanism for making up time missed in lab. Students will receive a zero for any assignment of a missed lab session or exam.

Make-up Policies

Students are responsible for any material covered in class. Make up tests will be allowed in emergency situations but only with prior approval of the instructor. Make up tests may be in essay and/or short answer form. The student is responsible for taking the initiative to schedule a make up test with the instructor and should be prepared to take such a test the first day back at school, or at the earliest convenience of the instructor.

An unexcused absence for an examination or a late assignment will result in a zero for that portion of the course grade. Should an absence to an examination be unavoidable, the course instructor must be notified personally and prior to the examination date and time. The absence must be verified by submitting appropriate documentation upon return to campus. Excused absences include personal illness (with a doctor’s excuse or one from the University Health Services office on campus), death in the family with obituary or program from the funeral, jury duty, and military leave. It is the student’s responsibility to provide documentation to the instructor prior to absences for military leave or jury duty. If an examination is missed due to the absence without prior documentation, the maximum grade that can be earned is an 84 (eighty-four). The make-up exam will be given in a format at the discretion of the course director.
Professional Appearance

Students are expected to be in clinic attire during ALL clinic and laboratory sessions in the dental hygiene clinic. Please refer to dress code as outlined in course DHYG 3100C syllabus and clinic manual. Appearance is determined by adherence to the department’s dress code. The student will not be allowed in the clinic until appearance and attire meet clinic requirements. If an incident occurs placing the student out of compliance with clinical attire requirements, the student will be asked to leave the clinical floor and correct the problem.

Laboratory Schedule

In order to maintain the proper student/faculty ratio in laboratory sessions and because it is often necessary to work in pairs in labs, students will not be allowed to switch lab times without the prior approval of the course director.

Laboratory Clean Up

Every student is responsible for cleaning up their work area at the end of each laboratory session. No student may leave a laboratory session until all laboratory benches, sinks, tables, and chairs have been cleaned and floors have been kept swept as needed. All materials and/or equipment must also be returned to the proper area as instructed by the instructor.

Risks

Participation in pre-clinical, clinical and laboratory activities involve an inherent risk of injury. In the event of an injury, the student should immediately inform the instructor, who will call the Office of Public Safety to file an accident report. The injured party will be given first aid as determined by the Public Safety Officer and referred to appropriate medical facilities for follow up if necessary.

Cell Phones and Pagers

Please turn off any cell phones and pagers before entering the classroom. If you are expecting an emergency message, set your cell phone for one quiet ring and/or set your pager on vibrate. Disruptions will result in the student being asked to leave the room, and the student will not be permitted to return during that class period.

Cameras and Video Recordings

At no time should any photographs be taken of patients without their written consent. Photographs involving the clinical setting should not be posted on any social networking site (i.e. FaceBook). Postings of photographs deemed inappropriate will jeopardize the students’ final course grade and their continuance in the BSDH dental hygiene program
**Academic Honesty and Basic Student Responsibilities:**

Students are expected to maintain professional ethical standards and reflect adherence to the Clayton State University (CSU) Student Handbook, the CSU Dental Hygiene Student Handbook, and the CSU Basic Student Responsibilities document located at [http://adminservices.clayton.edu/registrar/](http://adminservices.clayton.edu/registrar/).

**Basic Undergraduate Student Responsibilities**

Students have responsibility for the development of their academic, social, and career goals. As part of their educational experiences at Clayton State, students are responsible and accountable for their academic choices and actions. They are responsible for reviewing, understanding, and abiding by the regulations, procedures, requirements, and deadlines described in official publications including the Catalog, the Student Handbook, Class Schedules, and applicable Departmental Student Handbooks.

**Interactions with Faculty, Staff and Other Students**

Each student is expected to:

- understand the concept of academic misconduct as outlined in the Student Code of Conduct;
- be respectful and polite to all faculty, staff, and other students;
- be familiar with and abide by the University’s sexual harassment policies as well as University policies regarding consensual relationships between instructors and students;
- consult the Student Code of Conduct about other aspects of student conduct in and out of the classroom.

**Responsibilities in the Classroom**

Each student is expected to:

- attend class regularly unless other arrangements are made;
- arrive for class on time and leave the classroom only at the end of class;
- engage in class discussions and activities when appropriate;
- exhibit classroom behavior that is not disruptive of the learning environment; make arrangements so that any children or other non-enrollees for which the student is responsible are not brought into classroom buildings during class time;
- secure and turn off all electronic communications and entertainment devices during class time unless otherwise directed by the course instructor. Any use of a cell phone or other unauthorized electronic device during an examination may lead to an accusation of academic misconduct, which may ultimately lead to expulsion from the University.

**Course Responsibilities**

Each student is expected to:

- observe the prerequisites, co-requisites and other requirements for the course;
- obtain and understand the course syllabus;
• keep up with the coursework, complete all course requirements, submit all assignments, and take all scheduled examinations;
• address any conflicts in scheduling with the instructor as soon as possible and in accordance with course policies concerning scheduled course activities;
• review all graded material and seek help if necessary;
• register any disabilities with the Office of Disability Services prior to the beginning of classes, and notify the instructor of any documented disabilities that might interfere with completion of course work prior to the end of the drop-add deadline;
• fairly and thoughtfully complete the course and instructor evaluation form(s);
• check for emails regularly at the university-issued email address;
• have ready access to a notebook computer with software that is appropriate to each course.

Academic Progress

Each student is expected to take an active part in assessing his or her academic progress each semester, and to monitor progress towards completion of graduation requirements. Each student is expected to:

• review academic policies and procedures described in the current Catalog as well as in applicable Departmental Student Handbooks and other official advisement materials.
• know basic University, school or college, and departmental admission, progression, and graduation requirements in his or her chosen majors and minors in order to plan completion of these requirements;
• communicate regularly with the assigned academic advisor to review academic progress, program plan and continuing enrollments.
• maintain personal copies of a tentative degree plan, progress reports, general educational material, and transfer credit evaluations until after graduation; see that any academic records from other colleges and universities are transferred and received by all the appropriate offices for evaluation.

Center for Academic Success

Students are encouraged to visit Clayton State’s Center for Academic Success (CAS). CAS offers a variety of personalized academic services to all Clayton State University students, including staff and peer tutoring in a variety of subjects and multimedia instruction. CAS tutors not only can help students understand the content of their classes, but also can help them develop the skills and strategies necessary to continue learning throughout their lifetimes. CAS hours are Monday-Thursday: 8:00 a.m. – 8:00 p.m. Friday: 8:00 a.m. – 5:00 p.m. Call 678-466-4070 or visit the website at http://adminservices.clayton.edu/caa/

Operation Study

At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic success such as study sessions, study breaks, workshops, and opportunities to earn Study Bucks (for use in the University Bookstore) and other items.
**Academic Dishonesty**

Students are expected to maintain professional ethical standards and reflect adherence to the Clayton State University Student Handbook with respect to academic honesty. Patient records, student notebooks, and clinical performance should accurately and honestly reflect students' performance with accurate documentation. Any misrepresentation of facts will be interpreted as academic dishonesty and procedures will be implemented with the Department Head and the Course Director for disciplinary action.

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs. If Judicial Affairs is called upon to make a decision involving academic dishonesty, any penalty applied is at their discretion unless the syllabus provides guidance. Judicial procedures are described at http://adminservices.clayton.edu/judicial/

**Disruption of the Learning Environment**

Behavior which disrupts the teaching–learning process during class/clinic activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom/clinical setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom/clinic behavior and/or behavior while participating in classroom/clinical activities may be dismissed from class/clinic. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

A more detailed description of examples of disruptive behavior and appeal procedures is provided at: http://a-s.clayton.edu/DisruptiveClassroomBehavior.htm.

**Drug Testing Policy – College of Health**

All dental and nursing students are expected to be free from any influence of drugs and/or alcohol while in class and during all clinical/lab experiences. All dental and nursing students must undergo drug screening prior to matriculation into the clinical portion of their majors. Additionally, the College of Health reserves the right to require any and all students accepted into its clinical programs to submit to random drug screening upon request and at any time a student is suspected of being under the influence. Failure to comply will result in immediate dismissal from the program.

If a student is suspected of being under the influence, they will be removed from class and/or lab/clinical experiences and asked to submit to drug testing within 24 hours using the procedure described below. Admission of drug/alcohol use will result in immediate dismissal
from the program and referral to University Student Affairs for possible additional disciplinary action.

If the student denies any drug or alcohol use, they must undergo drug screening, at their expense using the following protocol. If the drug screen comes back negative, the student is allowed to return to class and/or clinical experiences. If the drug screen comes back positive, the results will be reviewed by the appropriate university administrator and may result in dismissal from the program.

Students have the right to appeal any disciplinary action resulting from the drug/alcohol screen.

**ITP Choice Policy**

Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements. See http://itpchoice.clayton.edu for full details of this policy.

**Required Computer Competencies**

All course materials/activities will be made available to registered students from the Georgia View course site. Competent use of electronic communication, Microsoft Office Word and PowerPoint software, and a web browser are required for this course. Each student enrolled at Clayton State University is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students have signed a statement attesting to such access. Also, each student is responsible for monitoring the Clayton State issued email address on a regular basis for official communications from faculty and administrators. For further information on CSU’s Official Notebook Computer Policy, please go to http://itpchoice.clayton.edu/policy.htm for full details of this policy.

You must have access to the Internet, either through the local area network on campus, or through an Internet Service Provider (ISP) of your choice (the costs for the ISP are your responsibility). No excuses will be accepted for inability to access the Internet. You must activate your CSU Student E-mail account. For directions on activation, go to http://thehub.clayton.edu/ and click on Guides.

**Individuals with Disabilities**

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 255 or contact (678) 466-5445 or at disabilityservices@clayton.edu.

**In Case of Campus Emergency**

If there is an emergency on campus, please contact the Clayton State University Department of Public Safety. They are fully trained for emergency responses and they will contact 911 if necessary. The CSU Department of Public Safety can be reached by dialing 770-961-5151 or
678-466-4050. Please program this number into your cell phone. You can also use one of the Emergency Blue Light Network phones located around campus. To activate one of the Blue Light phones pick up the phone and press the black button. You will automatically be connected to the University Police Communications Center.