Leadership in Dental Hygiene
DEH 4854
Course Syllabus

Instructor Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Dr. Mary Haumschild RDH, RN, BA-HCA, BASDH, CRA, MHSc, DHSc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Please use email from within MyCourses to contact me. If MyCourses is unavailable, my SPC email address is: <a href="mailto:Haumschild.mary@spcollege.edu">Haumschild.mary@spcollege.edu</a></td>
</tr>
<tr>
<td>Virtual Office Hours</td>
<td>As this is an online course, you can expect a response from me within 24-48 hours of an inquiry via email.</td>
</tr>
<tr>
<td>Academic Department</td>
<td>College of Health Sciences Dean Deanna Stentiford, EdS, RDH HEC-Room 178 <a href="mailto:Steniford.Deanna@spcollege.edu">Steniford.Deanna@spcollege.edu</a> 727-341-3771 (Sandy Malkin, Staff assistant)</td>
</tr>
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Course Description:

This course focuses on the theories, concepts and principles of leadership. Emphasis will be on the development of leadership skills related to personal behavior, communication, organization and self-evaluation. This course explores opportunity to develop leadership roles appropriate to the dental hygiene profession.

Credit Hours: 3

Text:

There is no formal text requirement for this course. You will, however, be choosing a book of your choice (minimum of 150 pages in length) to read on the topic of leadership.
**Major Learning Outcomes:**

1. The student will be able to differentiate between the concepts of leadership and management in relation to the goals of the individual and the oral health care organization.
2. The student will be able to use the principles and processes of leadership and research findings to describe roles and functions of dental hygiene leaders.
3. The student will be able to understand the effect leaders' communication behaviors have upon fellow attitudes, motivation, commitment, trust and self confidence.
4. The student will be able to incorporate critical thinking skills in the decision making process to plan strategies for change consistent with the purpose, philosophy, goals, and objectives of an organization.

**Course Organization:**

Leadership in Dental Hygiene is organized into 4 modules of study relative to leadership theory and practice. Of the following modules, Module 1 and 4 are designed to take 2 weeks to complete, and Module 2 and 3 are designed to take 1 week to complete. Expect to spend approximately 7-10 hours of work each week to successfully complete this course. The general topics and module titles are:

- Module 1: Leadership Theory
- Module 2: Personality and Leadership
- Module 3: Communication and Leadership
- Module 4: Developing Leadership Skills and the Roles of the Dental Hygiene Leader

Throughout the above modules, you will complete activities, exercises and or projects that enhance and support the learning objectives for each of the topics. All activities and assignments associated with the module are due at the conclusion of the module- Sunday at midnight.

**Course Expectations:**

This course covers a great deal of material and, as in all courses in the BASDH program, you are expected to be an involved, active participant. Active participation will ensure that you gain the knowledge and skills necessary to effectively apply leadership theory and skills to a variety of leadership opportunities. In order to successfully complete this course, you will:

- Complete required readings as assigned
- Work collaboratively in group projects and assignments
- Read one leadership book from the list provided in the course
• Post to the discussion forums with scholarly, thoughtful postings according to the directions in the module, and according to the participation and attendance policy stated below.
• Satisfactorily complete various activities, assignments and projects

**Participation and Online Attendance:**

Regular online attendance and class participation is essential for the successful completion of this course. Respond to each of the weekly discussion forums with well written, grammatically correct postings that contain scholarly thought. For full participation points, you are expected to log on to the course and do the following:

• Post your *first original post* to a discussion forum by **midnight Wednesday**

• Post **all other original posts** by **midnight Friday**

• Make the **required number of substantive replies** to other students’ forum postings at any time during the module week and **read the majority of postings.**

• Complete all of the assignments including but not limited to emails, dropbox assignments and discussion forums

• After completing the module assignment(s), post your **Module Summary** by midnight Sunday of the module (in this course there are 4 modules)

• **Capstone Zoom Meeting:** during the fourth week of this course we will hold a synchronous virtual meeting. This is a required session that will provide important information about your Capstone course, securing a mentor, and answer questions about the practicum experience. It will last no longer than one hour. You are required to attend **one** of these meetings: **Wednesday, October 28th at 8:00 p.m. or Friday, October 30th 1:00 p.m.**

Since our BASDH courses have been developed on the foundation of discussion, reading, writing, and critical thinking it is imperative that you are present (online) to learn. Should you find it necessary to miss an entire week (seven days, Monday through Sunday) you will be expected to complete the assignments as required by the faculty; however, your final course grade will be lowered one letter grade for the absence. (Note: Attendance is determined by posting to the discussion forums within the weekly modules.) There are **no excused absences.** The schedule for the entire curriculum has been presented during the
online orientation so students can plan their vacations and personal matters accordingly. You can always access the calendar for your cohort in the DH Commons.

**Late Assignments**

Any assignment that is turned in late for any reason will be penalized. For each day the assignment is late, one point will be deducted from the grade. A maximum of 4 points per week will deducted from the overall grade. Failure to submit an assignment in this course will result in a zero for the assignment. In addition, the final course grade will be lowered by one letter grade for each assignment that is not submitted. **NOTE:** If an assignment is not submitted *within two weeks from the due date*, it will be considered a non-submission. Non-submitted assignments in this course will result in a zero for the assignment. In addition, the final course grade will be lowered by one letter grade. Please be sure to copy and or view the Online Organizer frequently as this document lists all assignments and due dates.

**Late final assignments:** Assignments due as part of the last module in the course will result in the following penalties:

- 1 day late: 50% deduction from the graded value
- No submissions accepted after 1 day following the final day of the course
- Non-submission of the final assignment will result in a zero (0), along with the final course grade being lowered by one letter grade

**Module Summary:**

At the end of each module, you will submit a **150-200 word summary** that critically reflects on and summarizes what was learned from the readings, research, activities and assignments for the module. This is intended as a tool to enhance participation, provide feedback to the instructor, and allow reflection on the part of the learner. As you are given a word count range (150-200), you must fall within that count or you may have a portion of your participation points deducted. This brief report is considered as part of your participation points and is to be posted to the discussion forum at the end of each module.

**Online Library:**

The Online Library is best accessed through MyCourses. Once logged in to MyCourses, locate ***Student Resources*** on your home page. Under the list, click on ***Library Resources & Services***. That will open a new window in the SPC's library. Once there, use the toolbar at the top of the page to take you to the proper tab.

To reach the **Reference desk** at the **Health Education Center** library,
call: 727-341-3775.

Josh Brown is the librarian working with our BASDH students. He can be reached at brown.josh@spcollege.edu He may also be reached by phone at 727-341-3657.

Academic Honesty:

All academic work submitted to satisfy course assignments and requirements is expected to be the result of each student’s own thought, research, and self-expression. A student will have committed plagiarism if someone else’s work is reproduced and or copied without acknowledging its source. It is also considered cheating/dishonest to submit the same paper or project that you created in more than one class. A grade of zero will be assigned to any assignment, paper, report, or project for alleged academic dishonesty, pending the appeal process. Penalties may include dismissal from the BASDH program and expulsion from St. Petersburg College. It is your responsibility to be familiar with the policies, rules, and the consequences of violations. Read about the complete policy at: http://www.spcollege.edu/academicichonesty/

Dropping an Online Course:

The drop date with full refund for this course is October 6, 2020.

Withdrawals

A withdrawal ("W") grade will be assigned if the student voluntarily withdraws from the class by completing the proper forms. The withdrawal date for this course is October 30, 2020. Students voluntarily or involuntarily withdrawn after this date will receive a grade of "F".

Incompletes

An Incomplete ("I") may be extended to a student who for valid reason is unable to complete the course, provided that he/she is in good standing in the course and has completed at least 80% of the coursework. The student must sign a form acknowledging the work to be completed and the date by which the work must be completed. If the work is not completed by that date, the "I" will convert to an "F".

Writing Tutor:

A tutor is available to any student who desires help and direction with writing skills. This service is provided at no cost. Shilo Smith (Smith.Shilo@spcollege.edu) coordinates the tutoring at the HEC library. Email her with questions, send drafts for feedback, or call and make an appointment to meet with her.
NOTE: please be sure to **give plenty of lead-time** for your tutor to review your paper and provide feedback.

Also, tutors are not provided to proof and correct **all** grammatical or APA style errors. Tutors will give direction, guidance and suggestions for how to improve writing, along with pointing out areas that need revision or edits, but it is not their role to make the actual corrections. It is your responsibility to make final edits, revisions, and corrections.

**Technology/Computer Assistance:**

If you are experiencing computer related problems or have questions in regard to computer software, hardware, or Angel functions, please contact the **HelpDesk** at 727-341-4357 or email at [onlinehelp@spcollege.edu](mailto:onlinehelp@spcollege.edu)

**Email Communications outside your SPC Courses:**

Your **Live@edu** student email is the college’s official way to communicate with you **outside** of MyCourses. It is important that you use your **SPC student email** account for any electronic correspondence with SPC, as your personal email may get sent to spam and/or be deleted. You will periodically be receiving important updates, notices, or official communication from SPC that will **only** be sent to your school account, thus be sure to regularly check your **Live@edu** email.

**Accommodations:**

St. Petersburg College recognizes the importance of equal access for all students. **Accessibility Services** is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Instructors may not grant accommodations without proper documentation from the Office. Students registered with Accessibility Services, who have a letter requesting accommodations, are encouraged to contact the instructor early in the semester. Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact **Accessibility Services** for a confidential discussion at **727-341-3721** (V/TTY) or at **silvers.stefanie@spcollege.edu**. Additional information is available at **
the college-wide Accessibility Services website: http://www.spcollege.edu/accessibility/"

**College-Wide Syllabus Addendum:**

Please click on the link below for important college-wide information on How to be a Successful Student as an addendum to this syllabus: http://www.spcollege.edu/addendum/

**Evaluation:**

The final grade for this course is based on successful completion of all components of the modules as follows:

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<thead>
<tr>
<th>Method</th>
<th>Points</th>
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<tbody>
<tr>
<td>Leadership Book Report</td>
<td>22</td>
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<tr>
<td>Participation Points: Posting to the Discussion Forum according to participation and attendance policy with thoughtful, scholarly and grammatically correct content.</td>
<td>15 (3 points per week for weeks 1, 2, 3, 4, 5 weeks)</td>
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<tr>
<td>Out of the 3 points per week:</td>
<td></td>
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<tr>
<td>2= content of postings (thoughtful, scholarly, grammatically correct)</td>
<td></td>
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<tr>
<td>1= participating according to stated attendance and participation policy</td>
<td></td>
</tr>
<tr>
<td>Participation Points: Posting to the Discussion Forum according to participation and attendance policy with thoughtful, scholarly and grammatically correct content.</td>
<td>3 (1 point per Module Summary)</td>
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<td>1= module summary (150-200 words)</td>
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<tr>
<td>2 Final Summary</td>
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<td>2 Capstone Zoom Call</td>
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| Assignment 1 (Group Leadership PPT)        | 10     |
| Assignment 2: Personality and Leadership   | 12     |
| University/Master’s program posting (mini-assignment) | 4     |
| Assignment 3: Informative Abstract         | 10     |
| Final Project (Leadership in DH PPT)       | 20     |
| Total                                       | 100 points |
Total points of **70** or more are required to receive a C and pass this course. You must receive a minimum of a C to go on to the next course in the curriculum.

**Note:** Grades are not “rounded up”—you must achieve the stated points for the grade to be assigned. For example, if you earned 89.75 points, your grade will be a “B”

Please click on the **Online Organizer** for a complete schedule of this course with dates.