COURSE SYLLABUS

Educational Concepts

DEH 3730, Section # 3526
Spring 2019  Semester 0555

View How to Be a Successful Student which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.

WELCOME

In order for any profession to go forward and grow, it needs it's own body of research. As licensed health care professionals, we are all researchers........welcome to the course!

INSTRUCTOR

Name: Dr. Mary Haumschild, RDH, RN, BA-HCA, BASDH, MHSc, DHSc
Email: Please use the Mail tool from within MyCourses. If MyCourses in unavailable, my school email address is haumschild.mary@spcollege.edu
Phone: Please feel free to call me anytime
Office and Online Chat Hours: As this in an online course, you can expect a response from me within 24-48 hours of an inquiry via email.
Office Location: Online only

ACADEMIC DEPARTMENT

Dean
Name: Deanna Stentiford,
EdS, RDH
Office Location: Health Education Center
Office Phone Number: 727-341-4150
College of Health Science
727-341-3771 (Sandy Malkin, Staff Assistant)

Website
Dental Hygiene Program
COURSE INFORMATION

Course Description

This course is designed to provide the student with an introduction to educational concepts and theory relative to dental hygiene education. Topics included are principles of learning, learning styles and motivation, mechanics of course development and design, educational instruction methods, using educational media and software, and student evaluation. Emphasis will be on presenting the basic concepts of educational planning, development and evaluation.
Major Learning Outcomes

At the end of this course in Educational Concepts, the student will be able to do the following:

1. The student will differentiate between the theoretical foundation of the learning process including the broad learning theories and learning styles.
2. The student will perform the role of a professional healthcare educator.
3. The student will affirm the basic educational concepts and techniques for effective teaching and evaluation in the classroom, laboratory, and clinical environment.
4. The student will identify personal and professional values and skills that contribute to effective teaching and learning with students.
5. The student will design an organized professional presentation, based on current information and best practice standards.

Course Objectives

The Course Performance Objectives for Educational Concepts are stated at the beginning of each weekly module.

Prerequisites

Successful completion of the course Contemporary Issues in Dental Hygiene (DEH 3813) is the prerequisite for Dental Hygiene Educational Concepts.

Course Organization

Educational Concepts is organized into 6 modules of study relative to education. The following modules were designed to take one week each to complete, with approximately 8-10 hours of work included in each module. Please pace your study habits, and course activities accordingly.

- **Module 1:** Introduction to Learning Theories and Learning Styles
- **Module 2:** Mechanisms of Course Development
- **Module 3:** Developing Presentations and Learning Activities
- **Module 4:** Collaborative and Case-based Learning
- **Module 5:** Writing Assessment Tools and Evaluation of Learning and Instruction
- **Module 6:** Presentation of Final Teaching Project

Throughout the above modules, you will complete activities or projects that enhance and support the learning objectives for each of the topics. Activities and assignments are due at the conclusion of each week- Sunday at midnight, EST.

Other Critical 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 facilitate learning in dental hygiene educational settings. In order to successfully complete this course, you will:

- Complete required readings as assigned
- Respond 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
- Complete various activities, assignments, and projects

You are required to **think and work in an independent and scholarly manner** during this course. Learning is not a spectator sport; you are responsible for your own learning experience.

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION


**ISBN** 978-0-7879-6567-9

Reference Text:


View the [Textbooks](#) site.

View the [SPC Libraries and Services](#) site.

**Note about textbooks:** If utilizing e-books, please be aware that e-books may not contain the actual page numbers, and a student needs to hone in on Chapter titles and/or subheading titles to locate assigned reading.

LEARNER SUPPORT

View the [Accessibility Services](#) site.

View the [Academic Support and Student Success](#) site.
IMPORTANT DATES

**Course Dates:** March 18- April 28, 2019

**Drop Date:** Students can drop a course for a refund by a SPECIFIC date. The drop date with full refund for this course is March 19th. View the [Academic Calendar](#).
Withdrawal Date: 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 April 12th. Students voluntarily or involuntarily withdrawn after this date will receive a grade of "F."

Proctored Testing Dates: View the Proctored Testing Information.

Financial Aid Dates: View the Financial Aid Dates.

PARTICIPATION and ONLINE ATTENDANCE

View the college-wide attendance policy included in How to Be a Successful Student.

The policy notes that each instructor is to exercise professional judgment and define "active participation" in class (and therefore "attendance"), and publish that definition in each syllabus.

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

Read a majority of posts (including the Weekly Summary) in any given module discussion forum.

- Note: MyCourses allows faculty to see the number of posts within each discussion forum that each student reads. Notice in the grades section at the end of this syllabus that .5 points are awarded for reading a majority of posts.
- After completing the module assignment(s), post your Weekly Summary by midnight Sunday of the module and read your classmates’ summaries.

Attendance is mandatory in this program. 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 in this program.

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.

GRADING

The FINAL GRADE for this course is based on the successful completion of all components of the modules and an accumulation of available points as follows:

<table>
<thead>
<tr>
<th>Method</th>
<th>Points</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>50 (5 quizzes @ 10 points each)</td>
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</tbody>
</table>
Participation Points: Posting to the various weekly discussion forums

16 (3 points per week for 5 weeks; 1 point for week 6 summary) includes the following breakdown:

Out of the 3 points per week:

1 = content of original and reply postings (thoughtful, scholarly, grammatically correct)
.5 = participating in discussion forums according to policy stated
.5 = reading a majority of student/faculty posts to any given discussion forum in the content module (this includes the weekly summary)
1 = weekly summary post (150-200 words; except week 6)

<table>
<thead>
<tr>
<th>Module 2 Assignment</th>
<th>10 points</th>
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<tbody>
<tr>
<td>Module 3 Assignment</td>
<td>10 points</td>
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<tr>
<td>Module 4 Group Assignment</td>
<td>10 points</td>
</tr>
<tr>
<td>Module 5 Assignment</td>
<td>10 points</td>
</tr>
<tr>
<td>Module 6 Final Teaching Project</td>
<td>25 points</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>131</strong></td>
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</tbody>
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The letter grade will be computed as follows:

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<tr>
<th>Grade Computation</th>
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<tbody>
<tr>
<td>A</td>
<td>118-131</td>
</tr>
<tr>
<td>B</td>
<td>105-117.999</td>
</tr>
<tr>
<td>C</td>
<td>92-104.999</td>
</tr>
<tr>
<td>D</td>
<td>79-91.999</td>
</tr>
<tr>
<td>F</td>
<td>Below 79</td>
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</table>

Total points of **92 points** are required to receive a C and pass this course. A minimum grade of C is required to continue in the BASDH program. As in all courses in the BASDH program, the initial submission with grade stands as is. No resubmissions will be accepted for additional points. Also, there is no extra credit assignments in this course, nor in any other courses within the program.

**Note:** It is best to print out a copy of the Syllabus and Online Organizer for easy access and reference.
How to check your Grades and review feedback:

- Checking Your Grades
- Reviewing Dropbox Submissions
- Checking Discussion Grades and Feedback
- Reviewing Quiz Submissions

ASSIGNMENTS

Weekly 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, activities, projects or 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. This report is posted on the discussion board under the appropriate title for the module. The weekly summaries will be included in your weekly participation grade for the module. Be sure to read your classmates’ weekly summaries as well. They will be an additional learning resource and most likely, very informative.

Weekly Quizzes

Short online quizzes will be given at the conclusion of each module, with the exception of Module 7 and 8. The questions (generally about 10 in number) are in true/false, multiple choice, or matching format. The quiz questions will primarily be taken from the text reading assigned for the module. You may use your text book, course content or notes while taking these quizzes but you must work independently. **Working on a quiz with your classmate/s is in violation of the Academic Honesty policy at SPC.** A grade of zero will be assigned to the quiz for alleged academic dishonesty, pending the appeal process. Penalties may include dismissal from the BASDH program and expulsion from St. Petersburg College. Quizzes are limited to 15 minutes each.

**NOTE:** It is considered cheating and a violation of SPC's Academic Honesty policy to consult with current or former students while taking an online quiz (or any other submitted assignments). Also, saving, printing (including screen shots) and or sharing of quizzes and quiz questions is strictly prohibited. DO YOUR OWN WORK and BE PROUD OF IT!

Weekly Assignments

Most modules in this course will have a Weekly Assignment. These assignments could be a written report, power point, case study, video, etc. Weekly Assignments will be submitted in a designated dropbox, evaluated by your instructor, and returned within one week (exceptions may arise; your instructor will notify you in advance).

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.

If an assignment is not submitted within two weeks from the due date, it will be considered a non-submission. In this program, non-submitted assignments will result in a zero for the
assignment. Additionally, the final course grade will be lowered by one letter grade for each assignment that is not submitted.
Please be sure to **print and or view the Online Organizer frequently** as this document lists all assignments and due dates. Remember that all BASDH courses run on **Eastern Standard Time (EST)** for due dates and dropbox deadlines. If you are submitting a late paper, you will need to do so via email attachment to your instructor as the dropbox will be closed and not visible to you.

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

- 1 day late: 25% deduction from the graded value
- 2 days late: 50% deduction from the graded value
- 3 days late: 75% deduction from the graded value
- No submissions accepted after 3 days following the final day of the course
- Non-submission of the Final assignment will result in a 0 along with the final course grade being lowered by one letter grade

**MyCourses ePortfolio**

The *ePortfolio* within MyCourses offers a convenient way to store and keep track of all graded papers/projects/assignments as well as syllabi for each course in the program. In the final course in the BASDH program -- the Dental Hygiene Capstone -- this tool will provide a means to create and present your **individual ePortfolios**.

It is your responsibility to **do following for each course** in the BASDH curriculum:

- Upload the **syllabus** for this course (as an artifact)
- Upload all **graded assignments** and your final weekly summary (as artifacts)
- Create a new **Collection** with the title of this course
- Place all artifacts from this course into the Collection

**STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS**

**Required Interaction**

**Learning Community**

Learning communities (aka group projects) of 3-4 members will work together in their assigned group throughout the program to complete assigned projects or papers. The learning assignments are designed to encourage cooperative and collaborative learning for the adult learner. You will be asked to apply group process and decision-making skills to group learning assignments, projects, and papers.

**Participation, Conduct, and Netiquette**

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in *How to Be a Successful Student*.

**Email Communications outside your SPC Courses**

Your **Live@edu** student email is the college’s official way to communicate with you **outside** of your MyCourses courses. 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**
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. Do not submit assignments from previous courses. 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.

NOTE: It is considered cheating and a violation of SPC’s Academic Honesty policy to consult with current or former students while taking an online quiz. Also, saving, printing and or sharing of quizzes and quiz questions is strictly prohibited.

It is your responsibility to be familiar with the policies, rules, and the consequences of violations. Read about the policy at: http://www.spccollege.edu/AcademicHonesty/

Copyright

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: Copyright.gov.

TURNITIN

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the Turnitin Usage Agreement. Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the Reviewing a TurnItIn/Originality Report tutorial.

STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

TECHNOLOGY

Minimum Technology Requirements

View the Technical Requirements for MyCourses.
SPC offers Microsoft Office software to current students at no additional cost. The software is
available for both Windows and Mac computers. View the How to Download Microsoft Office 2016 tutorial.

Minimum Technical Skills

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

Accessibility of Technology

- MyCourses (Brightspace by Desire2Learn) Accessibility
- Turnitin Accessibility
- Google (YouTube) Accessibility

Privacy

- MyCourses (Brightspace by Desire2Learn) Privacy
- Turnitin Privacy
- YouTube Privacy

SUPPORT

Technical Support

Technical support is available via the Technical Support Desk Call Center. If you are experiencing computer-related problems or have questions in regard to computer software or hardware, please contact the "helpdesk" at 727-341-4357 or email at onlinehelp@spcollege.edu. Helpdesk hours are Monday through Sunday 7 a.m. to midnight, EST.

College-Wide Syllabus Addendum/How To Be a Successful Student

Please click on the link below to access important information about college-wide policies and procedures:

http://www.spcollege.edu/addendum/

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.

Please open the Welcome to the Library letter for more information.

Writing Tutor

A tutor is available to any student who desires help and direction with writing skills. This service is provided at no cost, and is administered through the New Initiative Program (NIP). Call the NIP Center (727-341-3724) for further information, or directly email one of following tutors:

- Leo Johnson: Johnson.leo@spcollege.edu

**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. They will give direction 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.

**INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY**

The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom - possibly through duration of the course’s regularly scheduled end date. We will finish this course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments - both online and formerly on-campus - to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.