



**Dental Hygiene Capstone  
DEH 4947  
Course Syllabus**

**Instructor Information:**

<b>Name</b>	Mary Haumschild, RDH, RN, BA-HCA, BASDH, CRA, MHSc, DHSc
<b>Email</b>	<b>The best (and fastest) way to reach me is to email from within MyCourses using the email tool under the Communications tab.</b> If MyCourses is unavailable please email me using my school account: <a href="mailto:haumschild.mary@spcollege.edu">haumschild.mary@spcollege.edu</a>
<b>Office Location</b>	<b>Office Location:</b> Health Education Center, St. Petersburg College (offsite)
<b>Virtual Office Hours</b>	As this is an online course, you can expect a response from me within 24 hours on weekdays and 48 hours on weekends.
<b>Phone</b>	<b>Phone Number:</b> (727) 341-3452 (you will only be able to leave a message at this number; I will call back (my number will come across as “No Caller ID” but please still answer); <b>Email through MyCourses will get a quicker response</b> <b>Fax Number:</b> (727) 444-6442
<b>Academic Department</b>	<b>Academic Department:</b> College of Health Sciences Dean: Rebecca Ludwig, PhD <a href="mailto:Ludwig.rebecca@spcollege.edu">Ludwig.rebecca@spcollege.edu</a> 727-341-3771 (Staff Assistant, Sandy Malkin)

**Course Description:**

This course is designed to provide the student an opportunity to apply their knowledge of a chosen professional role through teaching, internship, observation or work experience. This course will use selected sites on and off campus to develop the expanding role of the dental hygienist in the health care system.

**Credit Hours: 7**

**Required Text:** No new text books are required. However, you may want to refer to previously purchased texts such as:

- Dental Hygiene Theory and Practice (Darby and Walsh)
- Tools for Teaching, Gross Davis, Barbara
- Practice Management for Dental Hygienists, Andrews, Esther
- Research Text
  - Also, selected journal readings may be required as assigned

**Major Learning Outcomes:**

At the end of the Dental Hygiene Capstone the student will be able to do the following:

1. The student will demonstrate knowledge of a selected professional role in dental hygiene.
2. The student will demonstrate an understanding of leadership and management skills associated with their new role in dental hygiene.
3. The student will demonstrate readiness to enter an advanced professional field.

**Course Objectives:**

1. The student will demonstrate knowledge of a selected professional role in dental hygiene by:
  - a. explaining the policies and procedures relative to the selected healthcare setting.
  - b. describing the position desired and the required academic qualification and work experience.
  - c. developing goals, objectives and outcomes to the practicum experience which are approved by the faculty and workforce coordinator.
  - d. Each student will work with the employer or role model (mentor) to identify additional learning objectives.
2. The student will demonstrate an understanding of leadership and management skills associated with their new role in dental hygiene by:
  - a. selecting resources that will enhance and coordinate the practicum experience.

b. analyzing the leadership skills of your mentor and how they relate to your personal managerial style.

c. Each student will work with the employer or manager to identify additional learning objectives.

3. The student will demonstrate readiness to enter advanced professional field by:

a. Implementing a working relationship within the selected dental hygiene position in completion of the self-directed learning contract.

b. Evaluating the impact of completing the St. Petersburg College Bachelor of Applied Science in Dental Hygiene Program on current and future professional goals.

c. Investigating professional organizations with a mission to advance the profession of dental hygiene.

d. Utilizing journal documentation to validate the assessment and completion of expected outcomes of the practicum experience.

### **Course Overview and Organization:**

This capstone course is designed to provide BASDH students with opportunities to integrate and apply previously learned knowledge and skills in a practicum format. Students develop specific learning objectives and a self-directed capstone learning contract that is related to their area of interest. The following is a list of expectations for the capstone course:

- At least 75 documented hours **on task** in your selected area of interest. This means participating in your area of interest as observation, internship, practicum, or project development and implementation.
  - Selected areas of interest may be in any of the following settings:
    - Education
    - Business
    - Marketing
    - Research
    - Sales
    - Community/Public Health
    - Leadership
    - Other Non- traditional Oral Health Care settings (hospital, nursing home, medical offices)
- After selecting your area of interest, you will identify a mentor within the professional role that you are interested in that would be willing to

mentor you throughout this Capstone course. Also, a site, a business, or project will be identified, contacted and approved as the means for completing the **75 hours of practicum time**.

- The remaining **37 hours of this 7 credit course** will be spent doing OTHER assignments and requirements listed for successful completion of this course (Resume, Interview, ePortfolio, etc).

### **Additional Notes:**

- You **may not begin logging or accruing the 75 hours** of the practicum portion of this course until you have **BOTH the Learning Contract and the Mentor Agreement forms submitted and approved**. This means that you must usually wait until about the 2<sup>nd</sup> week of this course before you will be ready to begin the practicum portion—this gives you time to identify your mentor and write your Learning Contract, and gives time for the facilitator to evaluate and approve them.
- To minimize conflict of interest, **you may not be related** to the person that you choose as your mentor. For example, your mentor cannot also be your wife, husband, brother, sister, daughter or son. Also, your mentor **may not be currently enrolled in the BASDH program**, nor be a classmate within your cohort. Also, your mentor may not be a full-time faculty member of SPC's BASDH program.
- You **may not be compensated monetarily** for any of the 75 hours of the practicum (you cannot be paid for work done as part of the Capstone experience)
- You **may not count travel time** for the 75 hours (for example, the time it might take you to travel to and from your agency, school, or business)

### **Capstone Learning Contract:**

Each student will develop a learning contract that will include the following information:

- Mentor
- Agency/facility/business/site/project that will provide the venue for the capstone experience
- Three learning objectives (written by the student) in performance terms that the student will achieve as part of the capstone experience
- Learning resources and strategies.
- Evidence of learning

- Outcomes of learning experience (Learning Contract Evaluation)

### **Capstone Journal:**

The Capstone Journal is a formal documentation that records your activities and experiences in achieving your learning objectives in the Capstone Learning Contract. Also, it is a means of recording and documenting the hours spent on task in your area of interest to fulfill the required 75 hours of contact time. You will submit your journal at the mid-point of your Learning Contract, and at the completion of the practicum. Please consult the Online Organizer for latest submission date.

### **Interview of Mentor:**

As part of the mentoring process, you will conduct an interview with your mentor that will enhance your knowledge of the skills, attitudes, and professional behaviors of a person in your position of interest. A summary of the interview will be included in your BASDH Portfolio.

### **BASDH Portfolio:**

The BASDH Portfolio is a compilation of work completed throughout the BASDH program, and includes the following: **Note:** the portfolio is to be presented online in MyCourses.

- **One piece of work** representative of each course previously taken in the BASDH curriculum. This could include essays, research papers, projects, etc. Submit samples of your work that verify, exemplify and validate the **achievement of the BASDH Program Outcomes**. You may use only **ONE group project** for representation of the course, and validation of a program outcome.
  - The capstone facilitator will indicate validation and verification of the successful completion of each of the **Program Outcomes** within the e-Portfolio. All students **MUST** satisfactorily present content within the portfolio that **verifies that each of these outcomes have been achieved as a condition of passing this Capstone course**. If a student is lacking in one or more of the outcomes, he/she will be required to re-submit work that will successfully validate the Outcome(s).
- **Resume**- an updated version of your resume that includes your most recent accomplishment of Bachelor's degree in Dental Hygiene (no cover letter is required).
- **Interview with Mentor**

## **Attendance:**

Attendance is mandatory in this program. Since 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 in the Capstone is determined by posting to the Weekly Summary discussion forums, and submitting assignments by the due date. 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 this 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 be 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. Please be sure to copy 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.

Regular online class participation is essential for the successful completion of this course. Participation is defined as completing and submitting assignments by the due date, posting to the Weekly Summary discussion forums with thoughtful, scholarly postings, and communicating with the instructor and classmates via email. 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.

**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

### **Weekly Summary:**

At the end of each week, you will submit a **150-200 word** summary that reflects on and summarizes what was learned from your individual experience in the capstone course through readings, writings, or experiences in the practicum. You are required to respond or reply to 2 other postings within each Weekly Summary. This is intended as a tool to enhance participation and interaction between students, provide feedback to the instructor, and allow reflection on the part of the learner. Also, as there are no formal module discussions in this course, it is the only means to stay connected with your classmates, and for others to gain an appreciation and understanding of each unique practicum experience. 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 point deducted.

### **End of Program Survey:**

At the end of this course, you will be required to complete the **BASDH Program Survey**. This survey is anonymous and will provide feedback on your educational experience in the BASDH program (**Note:** this survey is different from the "**Student Survey of Instruction**" that you complete at the end of every course). Your instructor will provide the link to the survey towards the end of this course. As an incentive to complete this survey, you will be awarded **two bonus points** that will be in addition to your final point tally. To receive the bonus point, take the survey, and then email your instructor indicating the date that you completed and submitted the survey.

### **Drop and Withdrawal:**

Students who wish to drop this online course and receive a full refund must do so by **August 16, 2016**. 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 12, 2016**. Students

voluntarily or involuntarily withdrawn AFTER this date will receive a grade of "WF".

### **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. 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 policy at: <http://www.spcollege.edu/academichonesty/> . There is no tolerance for cheating and academic dishonesty. Discipline can range from a zero on that specific assignment to expulsion from the class with a grade of F. Note that copy/pasting published information, whether it's from your textbook or the Internet, without citing your source is plagiarism and violates this policy. Even if you change the words slightly, the ideas are someone else's, so you still have to cite your sources. Cheating, plagiarism, bribery, misrepresentation, conspiracy and fabrication are defined in Rule 6Hx23-4.461 Student Affairs: Academic Honesty Guidelines, Classroom Behavior. Cheating, plagiarism, bribery, misrepresentation, conspiracy and fabrication are defined in Rule 6Hx23-4.461 Student Affairs: Academic Honesty Guidelines, Classroom Behavior.

### **Online Library:**

Access the Online Library from the main SPC webpage--click on Online Library from the menu on the left side of the page.

Log into the library page using your **student number** for the **Username**, and the last four digits of your **social security number** for the **PIN**.

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](mailto:brown.josh@spcollege.edu) He may also be reached by phone at 727-341-3657.

### **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 the following tutors:  
Tiffany Schuyler: [tiffanyschuyler@gmail.com](mailto:tiffanyschuyler@gmail.com)  
Leo Johnson: [johnson.leo@spcollege.edu](mailto: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.

### **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** email. Your student email account includes features other than just communication that you may find useful in planning and managing your college experience. For more information on the full capabilities of the system, go to MYSPC and click on Technical Support/Support Center.

## **Career Development Center:**

The Career Development Center offers a variety of career-related services including career exploration and assessment, local job postings (ie **Burning Glass** which is the industry's leading developer of solutions for resume parsing, job matching, and real-time labor market analytics), employment opportunities, and resume assistance (ie **Optimum Resume**). For more information, please visit [Career Services](#) website.

### **Computer Assistance:**

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, [chat online](#), or email at [onlinehelp@spcollege.edu](mailto:onlinehelp@spcollege.edu). Helpdesk hours are Monday through Sunday 7AM to Midnight.

### **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".

### **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](mailto: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 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 assignments and components of the Dental Hygiene Capstone Course as follows:

<b>Assignment</b>	<b>Points</b>
Capstone Learning Contract	10
Learning Contract Evaluation	10
Midpoint Capstone Journal (submitted half way through 75 contact hours)	5
Final Capstone Journal (submitted at end of practicum, including all required hours)	5
BASDH Portfolio	15
Validation of all 4 Program Outcomes	5
Interview with Mentor	10
Resume	15
Mentor Evaluation	5
Capstone Facilitator Evaluation	10
Participation Weekly Summary (1 pt. for each of 10 summaries) Note: There are a total of 14 weeks with 14 summaries, however, only the first 10 will be graded.	10
<b>Total Points</b>	<b>100</b>

**The letter grade will be computed as follows:**

<b>Grade Computation</b>	
A	90-100
B	80-89.99
C	70-79.99
D	60-69.99

F below 60 points

**A total of 70 points or more are required to receive a C and pass this course.** Points are **not rounded up**...for example, if you earned 79.75 points, your grade will be a "C".

**A minimum grade of C is required to continue in the BASDH program.**

**Please print a copy of this syllabus and the Online Organizer and keep it close by.**