

# COURSE SYLLABUS (SPRING 2026)

**COURSE:** DENTAL HYGIENE IV (Lecture) - DNHY 4032 - 2 Credit Hour Course

**DAY/TIME:** Thursday 10:00 -11:50 AM (Unless otherwise scheduled)

**LOCATION:** Centennial Hall - Rm. #103 A

**INSTRUCTOR:** Mrs. Kelly Holcomb, RDH, BSDH, M.Ed

OFFICE: Centennial Hall, Rm. #125 Ext. 4481

Mon. 1-5:00 PM, Tues. 8:00 AM-12:00 PM, & Thurs. 1:00 - 4:00 PM

Friday by appointment

**SYLLABUS CHANGE POLICY:** This syllabus is a guide for the course- not a "contract" – and is subject to change.

Syllabus changes will be communicated via written revisions with a minimum of 48 hours' notice before relevant changes take place. Please keep this syllabus as a reference. Students are responsible for this information and any changes to the syllabus as explained above.

## COURSE

**DESCRIPTION:** As listed in the current MSU Catalog (2024-26)

DNHY4032	<b>Dental Hygiene IV</b> Prerequisite(s): DNHY 4023 Concurrent enrollment in DNHY 4038 (Clinical Practice IV). A study of the rationale, indications and/or contraindications, and utilization techniques for air-powdered polishing units. CPR recertification and a general review of dental hygiene science, as needed in preparation for the National Board Examination. Preparation for the transition from the school setting to private practice dental offices and/or public health institutions with guest lecturers and discussions on new developments in patient care, resume writing and job interviewing, patient and personal insurance, and legal and ethical decisions facing healthcare providers. Other major concepts included are the political aspects of dental and dental hygiene care, decision-making, responsibility, and accountability. The study of this content assists the students in developing responsibility for personal and professional growth.	2(2-0)
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## REQUIRED

**COURSE TEXTS:** All textbooks have been used in previous dental hygiene courses  
*Clinical Practice of the Dental Hygienist*, 14<sup>th</sup> Ed, by Esther Wilkins  
*Dental Hygiene Theory & Practice*, 5<sup>th</sup> Ed. By Darby & Walsh  
*Fundamentals of Periodontal Instrumentation*, Nield-Gehrig, 8<sup>th</sup> Ed

## COURSE

**PURPOSE:** This course continues the study of the etiological and/or precipitating factors of various medical conditions to determine appropriate modifications and/or contraindications for dental treatment. Treatment considerations for hospitalized patients and patients who present with severe physical impairments will be examined. The rationale, indications/contraindications, and utilization techniques for air-powder polishing will be discussed to prepare the student to utilize available units in Clinical Practice IV.

This course is designed to prepare the student for the transition from the "educational setting" to the "real world" of dental hygiene by including a general review of dental hygiene science, as needed in preparation for the National Board Examination, resume writing and job interviewing, placement services, career alternatives, and insurance in the dental office. Discussion of legal and ethical issues facing dental professionals today will concentrate on the hygienist's decision-making, responsibility, and accountability. Role-playing and discussion of case studies will aid the student in examining his or her

personal views regarding the issues. The study of this content will assist the student in developing an appreciation for the need for continued (lifelong) personal and professional growth.

## **KEY**

### **CONCEPTS:**

1. Dental and dental hygiene procedures are constantly evolving/improving
2. Dental hygienists have a critical role in treating patients with physical impairments/disabilities.
3. Legal and ethical issues facing dental professionals today warrant serious and thoughtful consideration.
4. An employment search involves planning, well-constructed resumes, and good interviewing skills.
5. There are employment opportunities outside of the traditional private practice setting.
6. In the dental office, no one staff member is more important than another.

## **COURSE**

### **OBJECTIVES:**

Given reading assignments, lectures, class discussion, guest speakers, and hands-on lab work as applicable, upon completion of this course, the student should be able to:

1. Discuss air-powered polishing in regard to the rationale for use, contraindications, utilization techniques, and types of units available.
2. Discuss Piezo ultrasonic scaling in regard to the rationale for use, contraindications, utilization techniques, and types of units available.
3. Discuss the role of the dental hygienist in treating hospitalized/bedridden patients.
4. Discuss various physical disabilities and the indications and/or contraindications for dental and dental hygiene treatment.
5. Develop and construct his/her personal resume.
6. Identify key elements for successful job interviewing.
7. Conduct a successful job search.
8. Complete various samples of dental insurance forms.
9. Discuss legal and ethical issues facing dental professionals today.
10. Analyze various case studies to determine what ethical, moral, and legal issues might exist, and to determine how to deal with the issues.
11. Learning objectives related to specific topics are given for each content area.
12. Discuss Nitrous Oxide and oxygen-conscious sedation in regard to indications, contraindications, and techniques for administration. Demonstrate setup and administration/monitoring.

## **COURSE**

### **EVALUATION:**

### **FINAL COURSE GRADE WILL BE COMPOSED OF THE FOLLOWING:**

25% Exam 1  
25% Exam 2  
25% Resume  
25% Professional Development Portfolio (PDP)  
100%

Grading Scale: A = 92-100, B = 83-91, C = 75-82, < 74 considered failure in Dental Hygiene program

### **EXAMINATIONS:**

**TWO EXAMS** will be given for this course. Any student missing an exam due to illness will be allowed to take it on the first day, he/she returns to school.

**Water bottles, smart watches, cell phones, and hand-held calculators/computers are not allowed in the room during any examination. Possession of any of these items during an exam will be construed as academic dishonesty and will be dealt with accordingly.**

**RESUME:**

Each student will be required to construct his/her personal resume and submit it (laser printed on resume paper) by the date noted on the class schedule.

**FINAL COPY OF RESUME DUE (on Resume Paper) BY 5:00 PM Monday, April 20, 2026.**

**PROFESSIONAL DEVELOPMENT PORTFOLIO (PDP):**

A maximum of 100 PDP points can be utilized for 25% of the final course grade via the following documentation.

**The deadline for submission of the PDP for grading is 5:00 PM Tuesday, May 5, 2026.**

**Late submissions for Resume and PDP will not be accepted! You will receive a Zero (0).**

**Assigned Extra-Mural Clinical Enrichment Experiences:**

Each student will be required to submit a write-up, the content of which covers the objectives set for each of the assigned extra-mural experiences. The points earned will be based on the established criteria. (See Clinical Enrichment Experiences Syllabi for the specific rotation). Students can earn a maximum total of 60 points for the fall and spring assigned experiences. Additional points must be earned via documented attendance at extracurricular, professionally related activities.

**Assigned Rotations/Activities:****Fall**

Orthodontic Questions, Rotation & Write-up 5

Instrumentation CE & Write-up 5

Pit & Fissure CE & Write-up 5

Ortho Rotation & Write-up 5

SAFB Rotation & Write-up 5

Community Healthcare Center Rot & Write-up 5 = **30 Points**

**Spring**

Dentalcare.com CE's #525 & 401 10

Dentalcare.com CASE STUDY #38 & 44 10

Community Healthcare Center Rot. & Write-up 10 = **30 Points**

**MAXIMUM TOTAL 60 Points**

**Extra-Mural Professional Activities:**

Each student will be expected to attend/participate in extracurricular professionally related activities during the fall 2025 and spring 2026 semesters. Requirements and point values for qualifying activities/events are specified in the Clinical Enrichment Experiences Syllabi. Department-scheduled activities that can be included for points in the PDP are noted in the schedule for DH 4 (*Combined Schedule* for Spring 2026). Attendance and write-up for additional events will earn points per the criteria specified in the Professional Development Portfolio Clinical Enrichment Experiences Syllabi. **A minimum of 90 points must be earned on the PDP to qualify for 25% of the Dental Hygiene 4 final course grade.**

## PROFESSIONAL DEVELOPMENT PORTFOLIO (PDP)

### Assigned Extra-Mural Clinical Enrichment Experiences:

Each student will be required to submit a write-up, the content of which covers the objectives set up for each of the assigned extra-mural experiences. Points earned will be based on the established criteria for each specific rotation/experience. A maximum of 60 points total can be earned for the mandatory fall and spring rotations. Additional points must be earned via documented attendance at instructor approved extracurricular professionally related activities.

### NOT ASSIGNED Extra-Mural Professional Activities:

Each student will be expected to attend extracurricular professionally related activities during the fall and spring semesters. A maximum of 100 points total can be applied for 25% of the Dental Hygiene 4 grade. Required rotation write-ups and qualifying activities/events are specified below. **A minimum of 90 points MUST be earned on the PDP.**

**ATTENDANCE ONLY (2.5 points)** NO Write-up but MUST have documentation of attendance to receive credit.

**1) Certificates of attendance** - Must include presenter's name, professional titles & certifications, date, location & hours.

**2) Copies of all course notes and materials provided**

**ATTENDANCE & WRITE-UP (5 points combined):** Does not have to be a MSU sponsored event but must be approved by Mrs. Holcomb

**1) Write-up:** One page, type written & double-spaced. Includes date, location, hours attended & a brief synopsis of experience.

**2) Certificates of Attendance:** Should include presenter's name (including professional titles & certifications), date, location and hours of attendance

**3) Copies of materials provided**

2025-26 Assigned Clinical Enrichment activities, Rotations, & Write-ups      Total Possible Points 60

2025-26 **Not Assigned** Extra-Mural Professional Enrichment Activities      Required Points 40

**100 Points for PDP**

### **POSSIBLE ENRICHMENT ACTIVITIES:**

Area Dental/Dental Hygiene CE Programs

Other College of HSHS CE Programs

Enhance Multiculturalism: MSU International Student Organization's Activities (minimum 2 per semester for credit)

College of Health Sciences & Human Services Interdisciplinary Events/Activities (BRIDGE)

Webinars & CE Courses approved by the course instructor

### **HYBRID COURSE:**

Taking a hybrid course requires you to have access to a computer (with internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. All assignment submissions made by students in D2L are considered final submissions. It is the student's responsibility to ensure the correct and complete file is uploaded. If a student submits an incorrect document, an incomplete draft, or any unintended version, the assignment will be graded as submitted. ***Students are strongly encouraged to double-check their upload before finalizing the submission.*** Additionally, Apple file formats, such as .pages, .numbers, and Keynote

files, will not be accepted. ALL submissions must be uploaded in Microsoft Office formats, such as .doc, .docx, and .ppt. or .xlsx or otherwise specified in assignment instructions.

**Computer labs are available for student use in Centennial Hall (3<sup>rd</sup> floor), Moffett Library, Legacy, and Clark Student Center. Your computer being down is not an excuse for missing a deadline!!**

Contact your instructor immediately if you have any computer trouble or technical difficulties in the course. The University cannot work directly on student computers due to liability and resource limitations; however, they can help you connect to our online services. For help, log into D2L.

### **SUBMISSION OF ASSIGNMENTS:**

*All assignment submissions will be made by students in D2L and are considered final submissions. It is the student's responsibility to ensure that the correct and complete file has been uploaded. If a student submits an incorrect document, an incomplete draft, or any unintended version, the assignment will be graded as submitted. Students are strongly encouraged to double-check their upload before finalizing the submission.*

*Additionally, Apple file formats such as .pages or Keynote files will not be accepted. All submissions must be created **utilizing Microsoft Office 365 on the MSU website**. All submissions must be uploaded in — such as .doc, .docx, .ppt, or .xlsx—or as otherwise specified in the assignment instructions.*

### **ATTENDANCE:**

Attendance is critical. Reviewing notes and the reading assignments without active participation in the course's clinical and didactic activities will not permit the student to adequately meet course objectives. Therefore,

**MORE THAN 2 ABSENCES FOR ANY REASON WILL RESULT IN FINAL COURSE GRADE BEING LOWERED ONE FULL LETTER GRADE.** In cases of extreme illness and/or hospitalization, individual decisions may be made.

Two (2) tardies will be the equivalent of one absence. You will be considered tardy if you enter class after the lecture has begun.

### **PHONE USE:**

Cell phone use (texting or verbal) is extremely disruptive to your fellow classmates and to the faculty teaching your course. Therefore, the use of cell phones will not be tolerated, FOR ANY REASON. If you utilize your cell phone it will be confiscated for the remainder of the scheduled day. Repeat offenders will be asked to leave the classroom and will be required to meet with the faculty and the chair of the Dental Hygiene Department. In cases of emergencies, please notify spouses, family, and friends to contact you via the program secretary at 940-397-4764.

**AUDIO AND VIDEO RECORDING OF ANY COURSE MATERIAL IS NOT ALLOWED!**

### **OTHER POLICIES**

#### **ACADEMIC DISHONESTY**

##### **Dental Hygiene Honor System:**

**All Dental Hygiene courses adhere to the MSU Code of Conduct.** In particular, academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that his or her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the current Student Handbook for answers to any questions about the code

Many components of DNHY 4032 are designed to be highly interactive with students helping each other learn. Students are encouraged to take full advantage of many resources available, including course resources, Internet sites, other textbooks and journals, faculty, and peers when answering objectives. This interactive, collegial learning environment is conducive to lifelong learning.

Cheating includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or (3) the acquisition of tests or other academic materials belonging to the university faculty or staff without permission.

Plagiarism includes, but is not limited to, the use of, by paraphrase or direct quotation, without correct citation in the text and on the reference list, the published or unpublished works of another person. Students may NOT submit papers and assignments that they have previously submitted for this or

other courses. The use of materials generated by agencies engaged in "selling" term papers is also plagiarism. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism.

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure of whether a particular situation will be interpreted as academic dishonesty, he/she should ask the instructor for clarification. If students are guilty of academic dishonesty, a grade of zero (0) will be given for the quiz, assignment, etc. Cases may also be referred to the Dean of Students for possible dismissal from the university.

#### PLEASE NOTE

*By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and for educational purposes. Specifically, faculty may submit student papers and assignments to an external agency to verify originality and authenticity, and to detect for plagiarism.*

### MSU COHSHS Student Conduct Appeals Committee

All Midwestern State University (MSU) students may legitimately appeal a course grade if 1) the student has not be evaluated according to the same criteria as his or her classmates, or 2) an error has been made in grading and/or posting (MSU Student Handbook, p. 37.) In addition, the Office of the Dean of Students has the responsibility to enforce standards of conduct for students as outlined in the MSU Student Handbook (p. 70-80).

When enrolled in the College of Health Sciences and Human Services (COHSHS), students are often assigned to community agencies, such as health care facilities, social service agencies, or athletic environments, as part of their academic process. During these experiences, the student is expected to behave in a manner required of professionals working in this environment. COHSHS students may also be required to successfully complete a licensing/certification process following graduation. As a result, students in these programs are often held to a different academic and/or behavioral standard than students in other MSU programs. For example, students may not be allowed to progress in a program if they have been unsuccessful (D or F) in a certain number of courses in the major. In these circumstances, COHSHS faculty and administration, all of whom have had similar professional experience, may make decisions which negatively impact students' programmatic progress.

COHSHS students have a right to a review of decisions made by the program faculty, which prevent individuals from progressing in their program in a timely manner. However, those who participate in the review must understand the context of the professions involved. Therefore, **issues concerning the professional conduct of students in the COHSHS will NOT be brought to the University Grade Committee, but to the COHSHS Student Conduct Appeals Committee.** Specifically, the COHSHS Student Conduct Appeals Committee will review faculty decisions related to:

- Student conduct in a clinical experience, internship, or other work-related environment that negatively impacts the student's academic progress. This conduct may include behavior which is prohibited by licensing and/or professional standards or departmental policy. Student removal from a program because of a) professional conduct issues or b) failure to maintain academic standards required specifically by the program  
**SEE COHSHS WEB SITE FOR A COMPLETE COPY OF THIS POLICY**

### SOCIAL MEDIA

**DO NOT** use any social media site related to Midwestern State University or the Dental Hygiene Dept./Program to harass, threaten, insult, defame or bully another person or entity; to violate any College policy; or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud.

- Post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious.
- Post copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright. Remember, even information that is widely available to the public (such as text, photographs, or other material posted on the Internet) may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination.

### The Americans with Disabilities Act:

Midwestern State University does not discriminate on the basis of an individual's disability and complies with Section 504 and the Americans with Disabilities Act in its admission, accessibility, and employment of individuals in programs and activities. MSU provides academic accommodations and auxiliary aids to individuals with disabilities, as defined by law, who are otherwise qualified to meet academic employment requirements. For assistance call (940) 397-4618 or (940) 397-4515. It is the student's responsibility to declare any disabilities. After declaration, preferably at the beginning of each semester, the student needs to contact individual instructors to determine any reasonable accommodations that may be required.

### Campus Carry Syllabus Statement:

Senate Bill 11 Handgun Policy -Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from licensed concealed carry are appropriately

marked, in accordance with state law (Penal Code 30.06 signage). Please note, open carry of handguns, whether licensed or not, and the carrying of all other firearms (rifles, shotguns, etc.), whether open or concealed, are prohibited on campus. For more information regarding campus carry, please refer to the University's webpage at: Campus Carry.

### **ARTIFICIAL INTELLIGENCE USAGE POLICY**

The use of generative Artificial Intelligence Tools (AI) that emulate human capabilities (EX: ChatGPT, Dall-e, Gamma, etc.) is permitted in this course for the following activities and must be disclosed (this includes all graded assignments and activities) in an explanatory appendix describing which tool was used and how (including illustrations and editing):

- Brainstorming and refining ideas
- Discovery of information on your topic
- Illustration of topic
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However, the use of AI tools (mentioned above) are prohibited for:

- Discussion assignments
- Completion of assignments
- Making of PowerPoints
- All written assignments
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## Obligation to Report Sex Discrimination under State and Federal Law

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University's Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting: