

## Course Information

Course Number: *DDHS 4620*  
Course Title: *Theory of Dental Hygiene Practice II*  
Section: *Fall 2023*  
Time: *Monday 2:30 – 4:30*  
Location: *Room 6 In-Person*  
Credit Hours: *2*

## Instructor Details

Course Director: *Maureen Brown BSDH, MS-HIED, RDH*  
Office: *Room 139H*  
Phone: *214-828-8405*  
E-Mail: *maureen.brown@tamu.edu*  
Office Hours: *By Appointment*

## Additional Participating Faculty

Celeste Abraham DDS, MS  
Jane Cotter RDH, MS  
Jacqueline Plemons DDS, MS  
Leigh Ann Wyatt RDH, MS  
Guest Lecturer:  
Stacy Davis, PT, DPT

## Course Description

*Fundamental knowledge and techniques in managing patients with special needs.*

## Course Prerequisites

*Pre-clinical Dental Hygiene, Theory of Dental Hygiene Practice I.*

## Special Course Designation

None

## Course Learning Outcomes

- *Discuss societal attitudes towards patients with disabilities in terms of federal and state legislation, availability of educational programs, employment opportunities, and provision of dental care.*
- *Describe the problems that patients with disabilities have in accessing dental care and solutions to help meet their oral healthcare needs.*
- *Explain the etiology, incidence, medical treatment and psychosocial implications of disabling and medically compromising conditions.*
- *Describe the oral manifestations and dental implications of disabling and medically compromising conditions.*

- *Assess oral self-care and the dental needs of patients with disabilities and medically compromised patients and develop an individualized treatment plan and oral self-care aids.*
- *Demonstrate verbal and nonverbal communication skills with patients with disabilities.*
- *Demonstrate wheelchair transfer techniques.*
- *Value the importance of developing individualized oral self-care and clinical service treatment plans for patients with disabilities or are medically compromised.*
- *Appreciate the emotional needs of patients with disabilities and medically compromised patients.*
- *Develop a positive attitude toward treating persons with a disabling condition.*
- *Recognize the barriers which patients with disabilities must overcome in seeking dental treatment.*

*Individual lesson objectives and reading assignments for each class session can be found on Canvas.*

### **Learning Outcomes/Competencies**

*The following list of beginning competencies identifies the knowledge, skills and attitudes the dental hygiene student must acquire by graduation in order to become a competent, curious and caring practitioner of dental hygiene. This course will begin to address these specific competencies that will be needed to treat patients in a professional and competent manner. Refer to Competencies for the Dental Hygienist, Caruth School of Dental Hygiene.*

#### **I. Professionalism**

- 1.1 *Apply ethical reasoning to dental hygiene and practice with professional integrity.*
- 2.3 *Communicate effectively with diverse populations without discrimination.*

#### **II. Health Promotion and Disease Prevention**

- 4.2 *Identify the health needs of individuals and assist them in the development of appropriate and individualized self-care regimens.*
- 4.3 *Encourage patients to assume responsibility for their health while respecting their goals, values, beliefs, and preferences.*

#### **III. Patient Care**

- 6.1 Determine medical conditions that require special precautions or consideration prior to or during dental hygiene treatment.
- 6.2 Perform an extraoral and intraoral examination of the patient including assessment of vital signs and radiographic examination and distinguish normal from abnormal findings.
- 6.3 Manage the patient at risk for a medical emergency and be prepared to handle the emergency should it occur during an appointment.
- 6.4 Recognize predisposing, etiologic risk factors, and lifestyle choices that may require intervention to prevent disease.
- 6.5 Analyze and interpret the assessment data to formulate a dental hygiene diagnosis related to and congruent with the diagnosis of the dentist and other health professionals.
- 6.6 Determine the need for referral to the appropriate health professional.
- 7.1 Determine priorities and establish oral health goals with the patient/family and/or guardian as an active participant.
- 7.2 Acknowledge cultural differences in populations when planning treatment.
- 7.3 Establish a planned sequence of educational and clinical services based on the dental hygiene diagnosis using the problem-based approach.
- 7.4 Communicate the plan for dental hygiene services to the dentist or other interdisciplinary health team members to determine its congruence with the overall plan for oral health care.
- 8.2 Control pain and anxiety during treatment through the use of accepted clinical techniques and appropriate behavioral management strategies.
- 9.1 Determine the clinical outcomes of dental hygiene interventions using indices, instruments, examination techniques, and determine the appropriate maintenance schedule.

## Textbook and/or Resource Materials

### Required:

Wilkins EM. *Clinical Practice of the Dental Hygienist*. Lippincott, Williams and Wilkins, 13th Edition, 2019.

Darby ML and Walsh MM. *Dental Hygiene Theory and Practice*, 5th Edition. Elsevier, Inc., 2020.

### Recommended:

Little JW and Falace DA. *Dental Management of the Medically Compromised Patient*. Mosby Elsevier 9th Edition, 2018.

Available online through eBooks in the Baylor Health Sciences Library. Use Mozilla Firefox or Google Chrome as your web browser to access the library.

Assigned readings are an important component to learning and provide additional information that may not be covered in class. Reading assignments can be found within the lesson objectives for every class session. Some modules will contain a list of terminology that can be found in the reading assignment which the student will be responsible for completing outside of class. The assigned readings and list of terminology could be covered on the exams.

## Grading Policy

### Grade Scale

A = 90.0-100  
B = 80.0-89.99  
C = 75-79.99  
D = 70-74.99  
F = <70

**Grades, including the final grade will not be curved or rounded.**

- **45%**      Examinations:  
Three (3) electronically delivered examinations valued at 15% each for a total of 45%. Exams will cover content presented in class (power point presentations), case studies, assigned readings, and list of terminology for each topic. All examinations will possibly contain multiple choice, multiple-multiple choice, paired true false, short answer and case study type questions. **The exam must be taken on the assigned date and time using Exemplify. Make-up exams are permitted only for an excused absence. If a student has an excused absence, the make-up exam must be taken within ONE WEEK after returning to school. Failure to complete the make-up exam within the time frame allocated will result in a grade of 0 and will be required to discuss remediation with course director. Any exam grade earned below 75% will require remediation with course director.**
- **20%**      In-class Group Work and/or Case Study Assignments:  
Case studies and group assignments have been developed to enhance students' critical thinking skills. Each class will consist of in-class group work and/or case studies that will require every student to turn in a separate submission on Canvas. These assignments will be graded as a group for the work completed but each student will possibly receive a different final grade based on peer-evaluations. The group may be required to present their findings to the class. The due date for each assignment will be the conclusion of the class period. If all group members report on peer-evaluations that you did not participate in the group assignment, you will receive a zero for the assignment from me and will only be entitled to the points awarded by your group members. **No makeup assignments will be allowed, if student is absent due to an excused absence or illness, student is expected to contact instructor for the assignment to be open.**  
Outside of Class Assignments:
- **25%**      Discussion Board Assignments:  
Three (3) discussion board assignments have been developed to examine societal attitudes towards people with special health care needs and/or disabilities. All discussions will take place on Canvas. The intent of the discussion board is to provide an opportunity for the students to learn about issues individuals with special health care needs and/or disabilities encounter in their daily life and particularly in a healthcare setting. **See Appendix A, B, and C for Discussion Board Guidelines, Grading Rubrics and Due Dates.**
- **10%**      Pre-class Quizzes:  
Twelve (12) pre-class required reading comprehension quizzes have been developed to help guide the student through material learned from the required reading assignments. Each quiz will be available to complete prior to class on Canvas under each module or the Quizzes tab, range from 5 to 30 questions, and will have multiple attempts allowed to increase understanding of the material presented in the textbooks which will allow for optimal performance during the following class period discussions or activities. All quiz grades will be averaged together and account for 10% of the

final course grade. **No makeup quizzes will be allowed, if student is absent due to an excused absence or illness, student is expected to contact instructor for the quiz to be opened.**

**\*\*\*All assignments are required to be completed to receive credit for the course. Nothing listed above is optional.\*\*\***

- **EXTRA CREDIT:**

**Optional extra credit** points are available by completing papers described in assignments on Canvas course and proof of End of Course Evaluation Survey completion:

Two (2) extra credit points can be earned to the final course grade by completing up to two (2) extra credit paper options described in detail in the assignment tab on Canvas.

One (1) extra credit point can be earned to the final course grade by showing proof of completion of the End of Course Evaluation Survey. Students will be given classroom time to complete their anonymous End of Course Evaluation Survey and will be rewarded with One (1) extra credit point if they show proof of submission by 4:30PM of the last class period prior to final exam week (12/4/23).

The learning management system for 4620 will be Canvas (Canvas <https://canvas.tamu.edu/>). All oral presentations will be given live at the scheduled time and day of the week. Course delivery methods that will be utilized: in-person live lecture in the assigned main building room, in-person lab in the clinic building; or virtual class will be on-line interactive classes via Zoom virtual platform. In the event that individual class periods are required to be delivered virtually, these virtual classes will be recorded and can be found on the Mediasite Collection on Canvas.

The teaching methods that will be utilized in this course will include: lecture, classroom and online discussions, and in-class small group work in which students will analyze clinical case scenarios, answer questions and possibly present their findings to the class. Case study assignments have been developed to enhance student's critical thinking skills. Unfinished group assignments are required to be completed outside of class but will require approval by course director on a case by case basis. It will be at the discretion of the instructor when course assignments must be completed and submitted to Prof. Brown. Most lectures will be recorded and can be found in Canvas under Mediasite Collection.

### *Graded Class Participation*

*No separate graded class participation will be completed by faculty but realize that your group members will be evaluating your participation during the case study assignments. Depending on how much participation is observed by classmates, your grade may differ from the rest of the group.*

### *Graded Attendance*

*Attendance is considered mandatory. Attendance will not be graded separately except for in the case that make-up work is not turned in within 10 days of returning to campus following either an excused or unexcused absence. Failure to complete make-up work could result in final grade reduction. Also, if an unexcused absence occurs when a student is required to give an in-class presentation, loss of points for that assignment will also affect final grade. Please see the full explanation in the Make-up Work Policy that follows.*

### Late Work Policy

- *Submission of Discussion Board and Case Studies are due as stated by the Course Director. Assignments submitted after the due date will be considered late and students will be penalized five (5) points per calendar day the assignment is submitted late (this includes weekends).*

### Course Schedule

4620 Theory of Dental Hygiene Practice II COURSE OUTLINE				
WEEK	DATE/ROOM	TIME	MAJOR CONTENT	FACULTY
1	August 14 <sup>th</sup> Room 6	2:30-4:30  7:00PM	Introduction to Course Attitudes Towards People with Disabilities <a href="#">Objectives</a> <b>CASE STUDIES/SOAP NOTE ACTIVITIES</b> In-class	Prof. Brown  Monday
2	August 20  August 21 <sup>st</sup> Room 6	11:59PM  2:30-3:30  2:30-4:30  7:00PM	Required Reading Comprehension Canvas Quiz  <b>CASE STUDIES/SOAP NOTE ACTIVITIES</b> In-class  Access and Barriers to Dental Care for Patients with Special Health Care Needs <a href="#">Objectives Terms</a> Care of the Patient with an Intellectual Disability <a href="#">Objectives Terms</a>	Sunday  Prof. Brown  Monday
3	August 27  August 28 <sup>th</sup> Room 6	11:59PM  2:30-3:30  3:30-4:30	Required Reading Comprehension Canvas Quiz  <b>CASE STUDIES/SOAP NOTE ACTIVITIES</b> In-class  Care of the Patient who has Arthritis <a href="#">Objectives Terms</a>	Sunday  Prof. Brown
4	September 4 <sup>th</sup>		<b>NO CLASS - LABOR DAY HOLIDAY</b>	
5	September 10  September 11 <sup>th</sup> Room 6	11:59PM  2:30-3:30  3:30-4:30	Required Reading Comprehension Canvas Quiz  <b>ARTICLE/SOAP NOTE ACTIVITIES In-</b> class  Care of the Patient who has Dementia <a href="#">Objectives</a>	Sunday  Prof. Brown
6	September 18 <sup>th</sup>	2:30-4:30	<b>EXAM 1 – Bring your own device</b>	Prof. Brown



	<b>Room 6</b>	<b>7:00PM</b>	<b>DISCUSSION BOARD INITIAL POST DUE</b>	<b>Monday</b>
<b>7</b>	<b>September 24</b>  <b>September 25<sup>th</sup></b> Room 6	<b>11:59PM</b>  <b>2:30-3:30</b>  3:30-4:30	<b>Required Reading Comprehension</b> <b>Canvas Quiz</b>  <b>CASE STUDIES/SOAP NOTE ACTIVITIES</b> <b>In-class</b>  Care of the Patient who has Cancer <a href="#">Objectives Terms</a>	<b>Sunday</b>    Prof. Cotter
<b>8</b>	<b>October 1</b>  <b>October 2<sup>nd</sup></b>	<b>11:59PM</b>  <b>2:30-3:30</b>  3:30-4:30	<b>Required Reading Comprehension</b> <b>Canvas Quiz</b>  <b>ARTICLE/SOAP NOTE ACTIVITIES In-</b> <b>class</b>  Care of the Patient who has Parkinson's <a href="#">Objectives Terms</a> Care of the Patient with Multiple Sclerosis <a href="#">Objectives Terms</a>	<b>Sunday</b>    Prof. Nurick
<b>9</b>	<b>October 8</b>  <b>October 9<sup>th</sup></b> <b>Room 6</b> <b>Room 244 - 2<sup>nd</sup></b> <b>Floor Clinic Main</b>	<b>11:59PM</b>  2:30-3:30  3:30-4:30	<b>Required Reading Comprehension</b> <b>Canvas Quiz</b>  Care of the Patient who has a Spinal Cord Injury <a href="#">Objectives Terms</a> Wheelchair Transfer Lab	<b>Sunday</b>    Dr. Davis, PT Brown/Reed/Graham
		<b>7:00PM</b>	<b>DISCUSSION BOARD RESPONSE DUE</b>	<b>Monday</b>
<b>10</b>	<b>October 15</b>  <b>October 16<sup>th</sup></b> Room 6	<b>11:59PM</b>  <b>2:30-3:30</b>  3:30-4:30	<b>Required Reading Comprehension</b> <b>Canvas Quiz</b>  <b>CASE STUDIES/SOAP NOTE ACTIVITIES</b> <b>In-class</b>  Care of the Patient who has had a Cerebrovascular Accident <a href="#">Objectives Terms</a>	<b>Sunday</b>    Prof. Brown
<b>11</b>	<b>October 23<sup>rd</sup></b> <b>Room 6</b>	<b>2:30-4:30</b>	<b>EXAM 2 – Bring your own device</b>	Prof. Brown
<b>12</b>	<b>October 29</b>  <b>October 30<sup>th</sup></b> Room 6 <b>Room 244 - 2<sup>nd</sup></b> <b>Floor Clinic Main</b>	<b>11:59PM</b>  2:30-3:30  3:30-4:30	<b>Required Reading Comprehension</b> <b>Canvas Quiz</b>  Care of the Patient with a Sensory Impairment <a href="#">Objectives Terms</a> Sensory Impairment Lab	<b>Sunday</b>    Prof. Brown Fox/Cotter/Graham
		<b>7:00PM</b>	<b>DISCUSSION BOARD INITIAL POST DUE</b>	<b>Monday</b>
<b>13</b>	<b>November 5</b>  <b>November 6<sup>th</sup></b> Room 6	<b>11:59PM</b>  <b>2:30-3:30</b>	<b>Required Reading Comprehension</b> <b>Canvas Quiz</b>  <b>CASE STUDIES/SOAP NOTE ACTIVITIES</b> <b>In-class</b>	<b>Sunday</b>





Division of IT Central Help Desk Website: <a href="https://it.tamu.edu/help/">https://it.tamu.edu/help/</a> Phone: 1-979-845-8300 Email: <a href="mailto:helpdesk@tamu.edu">helpdesk@tamu.edu</a>	SOD Local Division of IT Office Room: 519 Phone: 214-828-8248
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### SOD Instructional Design Team

For electronic exam support or problems concerning other academic technology, such as the LMS (Canvas), ExamSoft, or Examplify, students should contact the Instructional Design team.

Room: 516 through Academic Affairs

Carmina Castro

[ccastro@tamu.edu](mailto:ccastro@tamu.edu)

(214-828-8316)

Jeff Lowry

[lowryj1@tamu.edu](mailto:lowryj1@tamu.edu)

(214-828-8243)

## University Policies

### Attendance Policy

The university views class attendance and participation as an individual student responsibility. Students are expected to attend class and to complete all assignments.

The class will meet in-person on Monday afternoon from 2:30 pm-4:30 pm. In the event of a mandatory shutdown or a guest speaker is not able to conduct in-person lecture, this class will meet alternately by ZOOM on-line platform. In the Caruth School of Dental Hygiene, regular and punctual attendance is mandatory for scheduled or rescheduled in-person or virtual classes. The course director will check attendance at the start of each class or virtual class/activity. **In-person:** Each in-person class attendance will be recorded by completion of a background knowledge probe that will help the student identify current and prior knowledge of the subject to be covered. This will assist the student in linking prior knowledge with new material presented, thus increasing retention and application of material presented. **Virtually:** Each student must type their first and last name in the Zoom Chat Box for the virtual class session. This will provide the course director a time stamp and she will record them as present for class. Students who are not present at the beginning of class will be marked absent.

**IMPORTANT: If a student is ill on the day the class meets, in-person or virtually, they must contact Pam Hines by PHONE at 214-828-8340. All notifications that you are ill must be received prior to beginning of the class**

### *Excused Absences*

**Illnesses or emergencies:** It is understood that absences due to severe or contagious illness, injuries or emergencies may occur. An absence due to illness may require a medical confirmation note from a student's medical provider. For injuries or illnesses that require a student to be absent from class for three or more business days, a note from his or her medical provider is mandatory. If a student has frequent sick days, the program director may require a medical provider's note for each absence. **Note:** An absence for a non-acute medical service does not constitute an excused absence.

**Religious holy day:** A student whose absence is excused under or the observance of religious holy day will be allowed to take an examination or complete an assignment from which the student is excused within 3 days after the absence. **If the student fails to schedule and complete the exam or assignment within three days, a grade of zero will be given.**

### *Unexcused Absences*

Non-emergent appointments (illnesses not considered severe or contagious) scheduled during the class time will be considered an unexcused absence. **No make-up test will be given if an absence is unexcused on a test day.** In addition, examinations **will not** be administered in advance for a planned/anticipated unexcused absence.

Please refer to [Student Rule 7](#) in its entirety for information about excused absences, including definitions, and related documentation and timelines.

### Make-up Work Policy

Students will be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated in Student Rule 7, or other reason deemed appropriate by the instructor.

The designation of excused or unexcused absence will be determined on an individual basis by the Program Director and Student Affairs. For any absences (excused or unexcused), it will be the student's responsibility to review the lecture recordings for the class(es) missed. Additionally, the student must complete a make-up assignment(s) within **10 calendar days (including weekends) after returning to school**. The make-up assignment will require the student to thoroughly answer the learning objectives for the class session(s) and define any listed terminology. The assignment must demonstrate the student has listened to the recording(s) and read the assigned reading. **Make-up assignments must be typed, contain the title of the missed class session(s) and be sent via email within the 10-calendar-day deadline. Failure to complete the make-up assignment(s) within this time frame will result in TWO points being deducted from student's final grade. To review the comprehensive Texas A&M University student attendance rule, go <http://student-rules.tamu.edu/rule07>.**

Please refer to [Student Rule 7](#) in its entirety for information about makeup work, including definitions, and related documentation and timelines.

Absences related to Title IX of the Education Amendments of 1972 may necessitate a period of more than 30 days for make-up work, and the timeframe for make-up work should be agreed upon by the student and instructor" ([Student Rule 7, Section 7.4.1](#)).

"The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence" ([Student Rule 7, Section 7.4.2](#)).

Students who request an excused absence are expected to uphold the Aggie Honor Code and Student Conduct Code. (See [Student Rule 24](#).)

### Academic Integrity Statement and Policy

"An Aggie does not lie, cheat or steal, or tolerate those who do."

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“Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one’s work, should the instructor request it, may be sufficient grounds to initiate an academic misconduct case” ([Section 20.1.2.3, Student Rule 20](#)).

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You can learn more about the Aggie Honor System Office Rules and Procedures, academic integrity, and your rights and responsibilities at [aggiehonor.tamu.edu](http://aggiehonor.tamu.edu). You can also contact Graduate Studies at 214-828-8182, Student Affairs at 214-828-8210, or your Program Director, for guidance.

## Americans with Disabilities Act (ADA) Policy

### **Texas A&M School of Dentistry**

Texas A&M University is committed to providing equitable access to learning opportunities for all students. If you experience barriers to your education due to a disability or think you may have a disability, please contact the Office for Academic Affairs in the Administration Building Room 514 or at (214)-828-8978 or [ajwilson@tamu.edu](mailto:ajwilson@tamu.edu). Disabilities may include, but are not limited to attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability related needs with Disability Resources and their instructors as soon as possible.

## Title IX and Statement on Limits to Confidentiality

Texas A&M University is committed to fostering a learning environment that is safe and productive for all. University policies and federal and state laws prohibit gender-based discrimination and sexual harassment, including sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

With the exception of some medical and mental health providers, all university employees (including full and part-time faculty, staff, paid graduate assistants, student workers, etc.) are Mandatory Reporters and must report to the Title IX Office if the employee experiences, observes, or becomes aware of an incident that meets the following conditions (see [University Rule 08.01.01.M1](#)):

- The incident is reasonably believed to be discrimination or harassment.
- The incident is alleged to have been committed by or against a person who, at the time of the incident, was (1) a student enrolled at the University or (2) an employee of the University.

Mandatory Reporters must file a report regardless of how the information comes to their attention – including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Although Mandatory Reporters must file a report, in most instances, a person who is subjected to the alleged conduct will be able to control how the report is handled, including whether or not to pursue a formal investigation. The University’s goal is to make sure you are aware of the range of options available to you and to ensure access to the resources you need.

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Students can learn more about filing a report, accessing supportive resources, and navigating the Title IX investigation and resolution process on the University's [Title IX webpage](#). School of Dentistry students can contact Graduate Studies at 214-828-8182, Student Affairs at 214-828-8210, Security at 214-828-8335, their Program Director, or their Department Head to report an incident.

**Statement on Mental Health and Wellness**

Texas A&M University recognizes that mental health and wellness are critical factors that influence a student's academic success and overall wellbeing. Students are encouraged to engage in healthy self-care by utilizing available resources and services on your campus

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Students who need someone to talk to can call the TAMU Helpline (979-845-2700) from 4:00 p.m. to 8:00 a.m. weekdays and 24 hours on weekends. 24-hour emergency help is also available through the National Suicide Prevention Hotline (800-273-8255) or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org). You can also contact Graduate Studies at 214-828-8182 or Student Affairs at 214-828-8210 for a referral to a local counselor. These counseling sessions are private and confidential, as are any referral requests.

**Campus-Specific Policies****Statement on the Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal law designed to protect the privacy of educational records by limiting access to these records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. Currently enrolled students wishing to withhold any or all directory information items may do so by going to [howdy.tamu.edu](http://howdy.tamu.edu) and clicking on the "Directory Hold Information" link in the Student Records channel on the MyRecord tab. The complete [FERPA Notice to Students](#) and the student records policy is available on the Office of the Registrar webpage.

Items that can never be identified as public information are a student's social security number, citizenship, gender, grades, GPR or class schedule. All efforts will be made in this class to protect your privacy and to ensure confidential treatment of information associated with or generated by your participation in the class.

Directory items include name, UIN, local address, permanent address, email address, local telephone number, permanent telephone number, dates of attendance, program of study (college, major, campus), classification, previous institutions attended, degrees honors and awards received, participation in officially recognized activities and sports, medical residence location and medical residence specialization.

## Department Policies

### *Other Pertinent Course Information*

In general, emails, phone calls, Canvas messages, and Teams chat messages (correspondence) will be returned by Prof. Brown during regular business hours. Please be aware that correspondence sent after 5:00 pm may not be answered until 9:00 am the next day. No printed materials will be provided for this course. Students will need to make their own copy of the PowerPoint or other course materials if they choose.

### *Remediation Policy*

A student who earns a grade of “F” must retake the course in the spring semester. A grade of “C” must be attained in order to pass the remedial course.

### *Examination Policy*

Dates for scheduled exams cannot be switched. Exams will be taken in Room 6 and proctored by Prof. Brown. Prior to beginning an examination, all cell phones, smart watches and fit bits will be turned into Prof. Brown and will be kept at the front of the class or in backpacks on the stairs until the student has completed the exam. In addition, **NO FOOD OR DRINK** is allowed. Scratch paper provided by instructor is allowed to be used during examination but must be turned in before leaving the room. All exams will be administered via Exemplify and will last up to 2 hours. **Students should take care of all personal business prior to beginning their test. However, if the student feels they need to leave during the exam, they will be required to log off Exemplify and will not be allowed to return to the classroom (regardless if they did or did not finish the exam). NO EXCUSES WILL BE ALLOWED.**

**It will be the student’s responsibility to make sure their device is working and they have downloaded the exam to their device before the exam session.** In preparation for the exam, the students are responsible for:

- 1) Rebooting their laptop before exam sessions.
- 2) Knowing their NetID and UIN.
- 3) Closing and exiting all applications on their device.
- 4) Ensuring that the DUO dual-authentication is functional and accessible.
- 5) Maintaining their device (laptop or iPod) in good working condition, including keeping their device up to date and patched.

### *Virtual Examination Policy*

Any exams administered electronically off-site will be noted well ahead of schedule. Exams needing to be scheduled electronically off-site will be **proctored by Exemplify remote proctoring tools, ExamID and ExamMonitor or the method indicated by SOD instructional design team.** The use of these proctoring tools requires that the student have a laptop or desktop with a working webcam and microphone. It is the responsibility of each student to ensure that they have a working computer that complies with these requirements. **The Apple iPad is NOT compatible with ExamMonitor. Students who do not have an appropriate laptop or desktop will need to be placed with the accommodations group to be proctored by a live person. It is the students’ responsibility to facilitate inclusion with the accommodations group.**

ExamMonitor records the student's screen and the student's facial movements via the webcam.

ExamMonitor will **flag** all activity, other than the student looking directly at the computer screen, as potential academic dishonesty. The student's entire face must be visible to the webcam. All sounds, such as talking or paper rustling, will be flagged as potential academic dishonesty.

Students must take every precaution to ensure that they will have a secure and quiet environment for the entirety of the scheduled exam session. This includes that no person or pet intrudes on the exam session. Students must put away all items, including phones, notebooks, paper, textbooks, or any other potentially distracting item. **No scratch paper is allowed during the exam.**

All proctoring reports will be reviewed for flagged incidents of academic dishonesty. The judgement of flagged incidents of potential academic dishonesty will be at the discretion of the course director. If an incident is determined to be an act of academic dishonesty, the student will then be subject to disciplinary action in line with the policies of Texas A&M University Health and the School of Dentistry.

If a student unintentionally triggers what they feel will be a flagged incident then **it is their responsibility to immediately communicate the incident to the course director once the exam session has concluded.** The act of reporting the incident to faculty does not guarantee that the incident is not deemed to be an act of academic dishonesty. All flagged incidents will be reviewed.

Unexpected technical issues can occur with electronic devices. Consideration will be given for unforeseen problems or IT infrastructure issues. The above guidelines are to ensure that the student has the best possible and least disruptive exam session as possible.

### *Virtual Classroom Expectations and Etiquette*

Classes will possibly be held in a virtual setting this semester. Class attendance is mandatory, and failure to attend the virtual sessions will be subject to the attendance policy. Students are required to enter the virtual classrooms with the audio muted. **VIDEO MUST BE ACTIVATED AT THE BEGINNING OF THE CLASS SESSION AND REMAIN ON UNTIL THE SESSION CONCLUDES.** Unless the instructor provides other directions, questions should be posted through the virtual chat/discussion board.

**During class, students are expected to be alert, engaged, and sitting upright in a well-lit environment that allows their faces to be clearly visible.** Students should attempt to minimize extraneous interruptions from other household members, including pets.

This course will have guest lecturers who are donating their time to speak to TAMCOD students. Any student who demonstrates behavior that is disruptive during class (i.e. talking, laughing, ringing cell phone), will be asked to leave the virtual classroom. **If you are asked to leave the virtual room, this will be counted as an unexcused absence.** If a student has a critical family matter that warrants the need for them to leave the virtual class early, the student should send Prof. Brown an email prior to the start of class