

Course Information

Course Number: *DDDS 4220 300*
Course Title: *Comprehensive Care Seminar*
Section: *Summer, Fall, Spring*
Time: *Summer: Tuesday 8 AM- 12 PM*
Fall: Friday 11 AM-12 PM
Spring: Monday 8:50 AM- 10:00 AM
Location: *Summer: 310*
Fall: 310
Spring: 310
Credit Hours: *2 CEU*

Instructor Details

Course Director: *Kayla M. Reed, RDH, MS-EDHP*
Office: *Department of Dental Hygiene; 139 C*
Phone: *214.828.8342*
E-Mail: *KaylaMReed11@tamu.edu*
Office Hours: *By Appointment*

Additional Participating Faculty

Other Participating Faculty
Jane Cotter, RDH, MS, CTTS (Summer)
Brandy Cowen, RDH, MS (Summer)
Eric Fox, RDH, MS (Summer)
Lisa F. Mallonee, MPH, RDH, RD, LD (Fall)
Leigh Ann Nurick, RDH, MS (Summer, Fall)

Course Description

Topics and activities designed to integrate dental hygiene care with total patient care; includes a case presentation.

Course Prerequisites

None

Special Course Designation

Dental Hygiene, Bachelor of Science

Course Learning Outcomes

Upon completion of this course, the student should be able to satisfactorily:

1. Demonstrate the necessary skills to obtain intraoral clinical photographs.
2. Integrate and apply clinical photography skills in case documentation.
3. Identify the patient selection criteria and examination process in preparation for ADEX.
4. Understand the value of health maintenance and disease prevention as goals in nutrition.
5. Describe the role of nutrition and diet in oral health and disease.
6. Explain the impact of nutrition on oral disease management.
7. Recognize the need for dietary counseling as an integral component of comprehensive dental hygiene treatment.
8. Identify patients that would benefit from nutritional education that is appropriate by a dental hygienist.
9. Recognize the need to refer the dental hygiene patient to an MD or Registered Dietitian for more in-depth nutritional analysis and guidance when indicated by medical and/or oral conditions.
10. Select a patient exhibiting a unique or unusual medical or dental condition or disease that is appropriate for a case study.
11. Complete a review of the literature that pertains to a selected case.
12. Appraise the medical and dental health of a patient and consider modifications or special considerations when developing the treatment plan.
13. Justify the services planned and implemented for patient care.
14. Recognize successes, complications, and alterations in treatment that occurred with the case study patient.
15. Compare features exhibited by a selected case study patient with those reported in scientific literature.
16. Present a case study in an organized, professional manner.
17. Perform a self-assessment to evaluate and showcase education progress at Texas A&M School of Dentistry.

Related 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, Department of Dental Hygiene

Ethics

- 1.1 Apply ethical reasoning to dental hygiene and practice with professional integrity.
- 1.2 Comply with state and federal laws governing the practice of dentistry and dental hygiene.

Professionalism

- 2.1 Apply critical thinking skills and evidence-based decision-making to the practice of dental hygiene.
- 2.2 Commit to self-assessment and lifelong learning in order to provide contemporary clinical care.
- 2.3 Communicate effectively with diverse populations without discrimination

2.4 *Employ the principles of scientific writing*

Professional Identity

3.3 *Contribute to the knowledge base of dental hygiene.*

Self-Care Instructions

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.*

Assessment

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.*

6.5 *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.*

Planning

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 *Acknowledge cultural differences in populations when planning treatment*

Evaluation

9.1 *Determine the clinical outcomes of dental hygiene interventions using indices, instruments, examination techniques, and determine the appropriate maintenance schedule.*

9.2 *Determine the patient's satisfaction with the dental hygiene care received and the oral health status achieved.*

9.3 *Compare actual outcomes to expected outcomes when expected outcomes are not achieved and modify therapy as necessary.*

Textbook and/or Resource Materials

The Dental Hygienist's Guide to Nutritional Care, 5e

Author: Cynthia Stegeman, Judi Davis

Published: 2018

St. Louis: Elsevier

AMA Manual of Style: A Guide for Authors and Editors, 10e

Edited by JAMA & Archives Journals

Published: 2007

ISBN: 978-0-19517-633-9

Handouts will be accessible each semester through online course portal.

Learning Management System for the course:

Canvas- <https://canvas.tamu.edu/>

Grading Policy

Evaluation Criteria/Methods: Comprehensive Care Seminar 4220 is a 2-credit hour course held during the summer, fall, and spring semesters. A progress grade (indicated by P rather than numerical grade) will be given at the end of the summer and fall semesters. Your conscientious attention to deadlines, course-meeting times, active participation in all class activities, and completion of all required reading/written assignments will ensure your success and understanding of course content. The final grade, which is awarded at the end of the spring semester, will be based on the following metrics:

Grade Scale

A = 89.5-100%

B = 79.5-89.4%

C = 74.5-79.4%

F = <74.5%

Assessment	Value	Format
Photography Final Exam	5%	Exam 1
Nutrition Exam	10%	Exam 2
Nutrition Patient Counseling Educational Service Project	20%	Assignment 1
ADEX Guidelines Quiz	5%	Quiz 3
Case Study Report	20%	Assignment 2
Case Study Presentation	20%	Assignment 3
ePortfolio and Self-Assessment Paper	20%	Assignment 4
Senior Exit Exam	Pass/Fail	Exam 3
<p>Note: Criteria and rubrics for each course component will be distributed at the beginning of the applicable semester. The majority of the course grade focuses on writing, critical analysis, and public speaking skills. Students must pass the Senior Exit Exam AND the writing components to pass the course.</p>		

Assignments, Papers, and Presentations: All assignments, papers, and presentations are due on the date as stated in the Course Outline. Assignments, papers, and presentations that are handed in late are subjected to a five (5) point deduction per calendar day until it has been completed or at the Course Director/Participating Faculty's discretion. Written assignments will be graded according to specified content requirements as well as spelling, grammatical, and punctuation errors unless otherwise noted. Please note that all submitted, evidenced-based assignments are scanned for plagiarism using computer-assisted software. Plagiarism is unacceptable and will result in a '0' on the assignment. It is also a possible cause for dismissal from the program based on the Texas A&M School of Dentistry Due Process Document regarding dishonesty.

It is highly recommended that you utilize online Internet search engines such as Google, Yahoo and Bing if uncertain that you have cited your work properly. Free plagiarism detection tools such as <http://www.articlechecker.com> or <http://www.plagiarismchecker.com> can also be utilized.

It is the student's responsibility to check Canvas daily for announcements and current grade postings. Any questions regarding grades must be brought to the attention of the Course Director no later than 10 days after grades are posted.

Professionalism, Late Submission, and Switching Exam Policy:

- **Professionalism:** If a student fails to demonstrate professional behavior during the course, a meeting with the course director may be required. Unprofessional behavior includes, but is not limited to, a breach of integrity, excessive tardiness and absenteeism, cheating, lying, collusion, disrespect to peers, staff, faculty, and insubordination. Unprofessional conduct may also be subject to the [School of Dentistry Due Process Document](#).
- **Late Assignments:** Submission of assignments are due as stated by the Course Director. Assignments submitted after the due date will be considered late and students will be penalized five points per calendar day the assignment is submitted late (this includes weekends).
- **Switching Exams:** Due to the sensitive timing/scheduling of the course, exam dates cannot be switched. Please refer to the institutional 'Class Voting Rules' document for further details.

Graded Class Participation – If class participation constitutes more than 10% of grade, the syllabus should explicitly define and outline how the participation grade is determined based on a well-defined rubric (see Student Rule 10).

Graded Attendance –

Texas A&M University views class attendance as an individual student responsibility. In the Department of Dental Hygiene, regular and punctual attendance is mandatory for scheduled or rescheduled classes, whether virtual or in person. The course director will check attendance at the start of each class. During virtual classes, each student must type their first and last name in the Zoom Chat Box for proof of attendance. This will provide the course director with a timestamp and they will record them as present for class. Students who are not present will be marked absent.

IMPORTANT: All absences must be reported to Pam Hines by **PHONE** at 214-828-8340 and must be received prior to the beginning of the class/activity.

Grading Policy Changes – Faculty must provide grading policies to students by the first-class period. As such, faculty cannot change the course grading policy after the second-class session. (See Student Rule 10.)

Late Work Policy

Submission of assignments is due as stated by the Course Director.

Assignments submitted after the due date will be considered late and students will be penalized five points per calendar day the assignment is submitted late (this includes weekends). For more information, see [Student Rule 7](#).

Course Schedule

Summer Semester:

Tuesday 8:00 AM- 12:00 PM

- 6/13/2023:** Introduction to Clinical Photography, Lab Section A-1 only
- 6/20/2023:** Lab Section B-1 and B-2 only
- 6/27/2023:** Lab Section C-1 and C-2 only
- 7/4/2023:** **HOLIDAY**
- 7/11/2023:** Final Exam- Clinical Photography, Children’s Medical Rotation Orientation
Introduction to Research Course
- 7/18/2023:** Scottish Rite Hospital Orientation
Introduction to Community and Public Health
Introduction to Library Searches
- 7/25/2023:** Johnson and Johnson Webinar
Introduction to Case Study
Human Trafficking

Photography Laboratory: Lab instructions will be covered during lecture. The lab will be held in the clinic. Students are expected to come prepared and on time. It is expected that you will read and study all material covered in lecture prior to lab. It is crucial that you are prepared so faculty do not have to

re-teach material, but rather review and answer questions. Refer to Appendix A for laboratory details/assignments.

Photography Final Exam: This exam will cover all lecture materials, PowerPoint presentation, and lesson objectives. This exam will test your knowledge and understanding of taking intraoral photographs as part of a case study and constitutes 5% of your course grade.

Introduction to Case Study Report and Nutrition Patient: Patient selection criteria will be reviewed along with writing component requirements. An introduction to library searches for research projects will be provided in the College Library Computer Lab. Refer to Appendix B for Case Study Criteria and Appendix D for Nutrition Patient Criteria.

Fall Semester:

Friday 11:00 AM- 12:00 PM

- 8/18/2023:** Fall Course Outline, Mock Board Exam Orientation Part 1
- 8/25/2023:** Southwest Dental Conference – No class
- 9/1/2023:** Introduction to Nutrition Seminar
- 9/8/2023:** The Role of Diet and Nutrition in Caries Risk Management
- 9/15/2023:** How-to Steps: Nutrition/Oral Disease Risk Education Service Preparation
- 9/22/2023:** The Role of Diet, Nutrition and Alterations in the Oral Cavity
- 9/29/2023:** Putting it All Together: Nutrition and Patient Care
- 10/6/2023:** ADEX Criteria/Guidelines- Webinar
- 10/13/2023:** Nutrition Exam
- 10/20/2023:** ADEX Criteria/Guidelines Quiz
- 10/27/2023:** Mock Board Orientation Part 2/Mock Board Logistics
- 11/3/2023:** Mock Board Tour/Run through
- 11/10/2023:** Mock Board Debrief/ Lessons learned
- 11/17/2023:** Guest Lecturer
- 11/24/2023:** HOLIDAY
- 12/1/2023:** Introduction and Tutorial for e-Portfolio
Case Study Patient must be identified and accepted
- 12/8/2023:** Self-Assessment Paper Guidelines
Case Study Oral Presentation Guidelines
- 12/15/2023:** No class
Nutrition Patient Project Due at 11:59 PM

Nutrition Seminar: This lecture series will provide students with the knowledge, expectations, materials, and tools necessary to identify patients’ factors and dietary habits that increase the risk of oral disease. The student will be prepared to review the dietary intake and develop educational services specific to promoting healthier eating habits and reducing oral disease risk for the patients. Specific details regarding patient identification, analysis of dietary information, and preventive guidance

	on dietary habits to reduce oral disease risk will be reviewed and discussed.
Nutrition Exam:	This exam will cover all lecture materials, PowerPoint presentations, and lesson objectives. This quiz constitutes 10% of your course grade.
Nutrition Patient Project:	Students will be assigned a patient of record and asked to review the assessment information including medical history, dental history, medications (prescribed/OTC), periodontal assessment, dental charting, findings during DDS exam, pertinent information on ODRA in social history, diet practices, completed/signed Nutrition Risk Assessment and oral hygiene/self-care/patient risk assessment. The student will identify risk factors determined during assessment and dietary habits that increase the patient's risk of oral disease. This information will be used to create an educational service based on the patient's individual needs. The student will record their delivery of the educational service to a classmate. See Appendix D for Evaluation Guidelines.

Spring Semester:

Friday 8:50 AM- 10:00 AM

- 1/12/2024:** No class, Work on Case Presentations
 - 1/19/2024:** Presentations
 - 1/26/2024:** **NO CLASS Public & Community Health**
 - 2/2/2024:** **NO CLASS TDHA**
 - *2/5/2024:** **9 AM-12 PM e-Portfolio Q&A; Presentations**
 - 2/9/2024:** Presentations
 - 2/16/2024:** Presentations
 - 2/23/2024:** **NO CLASS Public & Community Health**
 - 3/1/2024:** Presentations
Rough draft of Case Study Report must be submitted to the Writing Center for review and proof sent to Prof. Reed
 - 3/8/2024:** Discuss the Senior Exit Exam
Presentations
 - 3/15/2024:** **SPRING BREAK**
 - 3/22/2024:** Senior Exit Exam
 - 3/29/2024:** Presentations
 - 4/5/2024:** Presentations
e-Portfolio and Self-Assessment Paper due
 - 4/12/2024:** Presentations
 - 4/19/2024:** Presentations
Peer review must be complete by 5 PM
 - 4/26/2024:** **MAKEUP CLASS IF NEEDED FOR SNOW DAY**
All Case Study Presentations must be completed, and Reports submitted.
 - 5/3/2024:** **No class today, Complete Course Eval (optional)**
- NOTE THAT THE FOLLOWING DATES AND TIMES MAY BE USED AS MAKE UP CLASS IF NEEDED FOR SNOW DAYS:**
- *Monday 2/12/2024: 9 AM- 12 PM**
 - Friday 4/26/2024: 9 AM- 9:50 AM**
 - Friday 5/3/2024: 9 AM- 9:50 AM**

Case Study Presentation: Students will create a PowerPoint presentation based on their Case Study patient and give a 7–10-minute oral presentation to the class. This presentation will be worth 20% of your course grade. Refer to Appendix E for specific presentation guidelines and Appendix F for grading criteria.

ePortfolio and Self-Assessment Paper The portfolio and paper should reflect your personal growth and experiences during your education at the School of Dentistry. This constitutes 20% of your course grade. See Appendix G for specific

criteria to complete each assignment. Both will be graded according to the rubric criteria stated in Appendix H.

Senior Exit Exam – This exam will evaluate radiographic interpretation and identification of health or oral disease. Students will be required to review intraoral photographs and compose gingival and lesion descriptions using appropriate terminology and spelling. The exam is PASS/FAIL.

Other Course Information Items

Faculty Correspondence:

In general, emails will be returned during regular business hours. Please be aware that emails sent after 5:00 pm may not be answered until 9:00 am the following day.

Course Lecture Materials and Reading Assignments:

All course materials will be available to students to download on Canvas. Paper copies will not be provided to the student, but the student may print any materials they deem necessary for the course. A color pdf. copy of the most recently revised PowerPoint can be found in the course document section on Canvas and will be uploaded after each class. Additionally, an outline for the most recently revised PowerPoint presentation will be uploaded in the course document section on Canvas prior to the lecture. Please note that the PowerPoint included in lectures will contain the most current information so the student copy may need to be updated by the student during note-taking to reflect any changes. Students will need to make their own copy of the PowerPoint outline uploaded on Canvas if they choose this option to take notes.

Laboratory/Clinic Policies and Procedures:

Students must dress in appropriate professional clinical attire (scrubs)

Remediation Policy:

Failure to obtain a grade of 70 or better in this course constitutes a failure. The student will be required to complete remediation during the summer session following the completion of the course or repeat the course at the next regularly scheduled time in the fall semester. The extent of the deficiency will determine if remediation or repeat of the course is indicated. A grade of "C" must be attained in order to pass the remedial course.

Remediation for failure of the course will occur through self-study and completion of a project, which must be completed the week before final grades are due the following semester. Remediation for a deficient progress report for summer and fall will occur the semester following the deficiency by completing with a passing grade, a written report, project, exam or other means deemed appropriate by the course director.

The Senior Exit Exam is given in the spring semester. This exam includes three (3) clinical sections and is graded only with a PASS or FAIL for each section. All three (3) clinical sections must be passed in order to pass the course. Any failed section(s) must be remediated and taken again until passed. Although there

is not an actual grade attached to this exam, two (2) percentage points will be deducted from the final course grade each time a clinical section is failed.

University Writing Center (UWC)

The mission of the University Writing Center (UWC) is to help you develop and refine the communication skills vital to success in college and beyond. Currently, you can choose to work with a trained UWC peer consultant via web conference or email. You can schedule an appointment to discuss any kind of writing or speaking project, including research papers, lab reports, application essays, or creative writing. Our consultants can work with you at any stage of your process, whether you're deciding on a topic or reviewing your final draft. You can also get help with public speaking, presentations, and group projects. To schedule an appointment or to view our handouts, videos, or interactive learning modules, visit writingcenter.tamu.edu. Questions? Call 979-458-1455 or email uwc@tamu.edu.

Virtual Classroom Expectations and Etiquette

There is always a potential that classes will be held in a virtual setting, due to unforeseen circumstances. Class attendance is mandatory, and failure to attend the virtual sessions will be subject to the below absence 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. Attire requirements mimic what is expected on campus (business casual or scrubs).

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. Questions or concerns about the use of virtual meeting technology and/or accessibility should be presented to the Course Director and Instructional Design within Office of Academic Affairs.

Examination Protocol

The exams for this course will be administered electronically via ExamSoft. 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:

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

All exams for this course will be proctored on-site.

Remote Examination Policies

In the event of a campus shutdown, exams will be proctored by ExamSoft remote proctoring tools, ExamID and ExamMonitor. 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 unless specified by the course director.

All off-site proctoring reports will be reviewed for flagged incidents of academic dishonesty. The judgment 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.

Technology Support

Students are responsible for maintaining their devices and ensuring that they are in proper working order throughout the semester. This includes maintaining access to the college wireless network, access to all accounts (both TAMU and TAMU Health) and keeping passwords up to date. Students are expected to keep their devices up to date in regard to patches and OS updates.

Division of IT

If the student experiences issues with an electronic device, wifi access, axiUm, Zoom, or user accounts, their first point of contact should be the Division of IT Central Help Desk or the local Division of IT at SOD. The Central Helpdesk provides 24-hour support.

Division of IT Central Help Desk Website: https://it.tamu.edu/help/ Phone: 1-979-845-8300 Email: helpdesk@tamu.edu	SOD Local Division of IT Office Room: 519 Phone: 214-828-8248
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COD 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

(214-828-8316)

Jeff Lowry

lowryj1@tamu.edu

(214-828-8243)

For technical difficulties and assistance with Microsoft Teams, contact the school's Health Technology Care Team (**979-436-0250**).

University Policies

Attendance Policy

Texas A&M University views class attendance as an individual student responsibility. In the Department of Dental Hygiene, regular and punctual attendance is mandatory for scheduled or rescheduled classes, whether virtual or in person. The course director will check attendance at the start of each class. During virtual classes, each student must type their first and last name in the Zoom Chat Box for proof of attendance. This will provide the course director a timestamp and they will record them as present for class. Students who are not present will be marked absent.

IMPORTANT: All absences must be reported to Pam Hines by PHONE at 214-828-8340 and must be received prior to the beginning of the class/activity.

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

Tardiness and non-emergent appointments (illnesses not considered severe or contagious) scheduled during class time will be considered an unexcused absence. Quizzes and exams start at the beginning of class time. Students who arrive late will not receive extra time to take the quiz/exam. Since classroom learning applies directly to patient care, sleeping in class is considered an unexcused absence and is subject to the remediation policy.

Additionally, this course will have guest lecturers who are donating their time to Texas A&M University School of Dentistry students. It is expected that your full attention be directed towards the speaker and/or activities in class. Students who demonstrate behavior that is distracting or disruptive during class (i.e. talking, laughing, text messaging, ringing cell phone, or studying materials from other courses), will be asked to leave the room in which case this may be counted as an unexcused absence.

Students with unexcused absences or late arrivals will have TWO points deducted from their final course grade. No make-up quiz/test will be given or accommodations for group projects/school visits if an absence is unexcused on a test day or scheduled date of the activity in/out of the classroom. 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.

Makeup Work Policy

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: 1) typed, 2) contain the title of the missed class session(s) and 3) 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.**

IMPORTANT: Failure to remediate all absences (excused or unexcused) by the final exam or end of the assigned semester may result in an "F" for the course.

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.

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.”

“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](#)).

Policy on Academic Integrity: Why it is important

Technical competence: I want you to be able to perform well technically as a dental professional. I want each of you to be able to perform well individually.

Personal integrity: I want you to be ethically competent. While you may be able to succeed in the short term by being unethical, just as you may get good grades by cheating in school, long- term success can only be achieved with ethical behavior. Cheating damages your self-worth and is a behavior based on lying to yourself and others.

Fairness: Those who cheat have an unwarranted advantage over those who don’t.

The Aggie Code of Honor: I am also bound by the Aggie Code of Honor. I will not tolerate those who cheat.

What I Will Do

1. I will do everything I reasonably can to prevent cheating.
2. When I determine a cheating violation has occurred I will (a) report it through the Office of Student Affairs and (b) punish the students involved.

What Constitutes Academic Misconduct

During an examination or quiz, looking at another student’s work or using external aids (for example, books, notes, conversation with others, internet resources, etc.) unless specifically allowed in advance by instructor.

Exceeding the allotted time for quizzes or exams.

Acquiring answers for any assigned work or examination from any unauthorized source. This includes obtaining information from students who have previously taken the examination or quiz.

Knowingly allowing another student to copy your work during a quiz or exam.

In this course, getting help on homework is not considered dishonest. You must work the homework individually but you may ask instructors, advisors, or other students for help.

Reporting an Academic Violation – What Happens

I will report the violation to the Office of Student Affairs, regardless of the magnitude of the violation.

The report is submitted online and includes (1) the details of the violation, (2) an election to handle autonomously or refer to the Office of Student Affairs, (3) specification of sanction, and (4) student acknowledgement of acceptance/ rejection of violation and/or sanction. You have the right to appeal to the Office of Student Affairs.

Texas A&M School of Dentistry

You can learn more about the Aggie Honor System Office Rules and Procedures, academic integrity, and your rights and responsibilities at 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. 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.

Texas A&M School of Dentistry

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

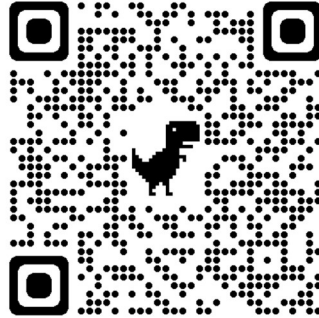
Texas A&M School of Dentistry

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. 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.

MySSP

Texas A&M has currently invested in a multi-layered program called, MySSP (My Student Support Program - <https://caps.tamu.edu/myssp/>). Students may download the MySSP app on their phone or desktop and have access to free, confidential mental health support anytime anywhere. MySSP provides students with immediate 24/7 contact with mental health specialists via chat or phone support. The 24/7 availability allows students access to support for a variety of issues ranging from adjustment, stress, loneliness, relationships, urgent concerns and more. If students are interested in short term counseling options with a dedicated counselor, they can request to be scheduled with a counselor and connected with an appointment in 3-5 days. If the mental health professional consults with a student and feels the student’s needs are outside of what MySSP can provide, they can help connect the student to resources within their city.

Faculty and staff are encouraged to download the MySSP app to become familiar with this resource and recommend that students download the app as well. If faculty are concerned about a student, they can contact a MySSP counselor (via the app or by calling 866-576-1410) and request a faculty consultation about a distressed student with a mental health professional. This consultation service is also available 24/7. The MySSP app can be downloaded onto a student or faculty cell phone via the app store. For more information view the CAPS webpage - <https://caps.tamu.edu/myssp/>.



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 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.