Dear Student,

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the Dental Hygiene department, your dental hygiene academic advisor, or the instructor.

The BSDH degree completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The BSDH Online Degree Completion Program assumes joint responsibility in the learning process. The activities and assignments in our classes build on the shared experience of all learners in each class. This is why each student’s preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount of time outside the classroom to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend a minimum of ten-twelve hours per week on course material.

To participate in the BSDH Online Degree Completion Program, it is expected that you will do the following:

1. Participate in and complete the online orientation prior to your first online course.
2. Obtain the required course materials prior to the course start date.
3. Login to your course a minimum of three times per week.
4. Complete all assignments to the best of your ability.
5. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.
6. If you have any technical difficulties, you must contact the Office of Distance Education immediately.

Have questions about taking an online course?

Learn more about the Blackboard Academic Suite through short clips that demonstrate the key features and functionality. To obtain a listing of all of the quick tutorials available for download, visit the Quick Tutorials Catalog. Using Blackboard Learn, Release 9 or just want to learn more about it? Visit the On Demand Learning Center with over 50 Quick Tutorials and Getting Started Guides.

If you cannot perform these expectations, it is recommended that you drop the course. If you do not participate during the first week of the course, you will be dropped from the course.

Ethics Statement of Confidentiality

An integral component of the BSDH Online Degree Completion Program is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.
Course: DHYG 304 - Dental Hygiene Internship Spring 2012

Credit Hours: 3 Credit Hours – Field Experience/Seminars (50 hours)

Course Instructor:
Laurel L. Risom, RDH, BSDH, MPH
Fones School of Dental Hygiene
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Course Description:
This course will provide the dental hygiene student with the opportunity to apply the knowledge and skills acquired throughout the dental hygiene curriculum in an internship experience. Under the guidance of the course Instructor the dental hygiene student intern will select a field site in an alternative practice setting (not private practice). With the help of the site’s primary mentor the intern will set goals and objectives that will allow them to become an integral member of the organization. The internship will consist of direct observation, participation and supervised teaching or fieldwork.

Course Goal I – To provide the opportunity for the registered dental hygienist to gain experience at an alternative practice setting.

Course Objectives I – Internship Experience: as the dental hygiene student progresses through the internship experience he/she will:
   a) Discover alternative practice employment opportunities.
   b) Identify an alternative practice internship site.
   c) Understand the responsibilities of the dental hygienist and other members of the healthcare community employed at the field site.
   d) Become an integral member of the field site staff by working as a team.
   e) Demonstrate ones ability to assume delegated responsibilities at the field site.

The class will participate in two live synchronous learning sessions, through the Wimba system in Blackboard, to share and discuss internship experiences with classmates and the course Instructor. Wimba attendance is mandatory. Equipment needed for Wimba sessions: a computer with a high-speed internet connection, a computer audio headset with microphone and a web camera to facilitate learning. Each missed Wimba session will result in a 5 point reduction to the student’s final grade.
Course Goal II– To document and adequately assess the internship experience by creating and submitting a final paper document and a DVD recording.

Course Objectives II– Internship Documentation: as the dental hygiene student progresses through the internship experience he/she will:
   a) Create an internship learning plan of goals and objectives for the identified site.
   b) Keep a day to day journal of the internship activities.
   c) Create a Final Paper demonstrating in-depth thought, critical thinking and reflections about the internship experience at a level expected of a BS degree seeking student.
   d) Present a final DVD/CD of the internship site, identifying the site, co-workers, site mentor and site supervisors with site permission.
   e) Write and submit a Thank you note to the site and site mentor for their time and experience shared.

Course Goal III– To develop an increased understanding of career choices in dental hygiene alternative practice through the Internship experience and use of Discussion Board.

Course Objectives III - Discussion Board: as the dental hygiene student progresses through the discussion board readings, assignments and postings he/she will:
   a) Discuss and understand the professional roles of the dental hygienist.
   b) Explore the various roles of dental hygiene and how it pertains to the student intern.
   c) Discuss and demonstrate understanding of current concepts affecting the profession of dental hygiene.

Use of Discussion Board via Blackboard:
   • Students who are enrolled in DHYG 304 Dental Hygiene Internship will receive weekly communication, readings and assignments via UB’s blackboard discussion board from the course Instructor. Week 1 to week 8.

   • The on-line communication via blackboard will provide an opportunity for feedback from the course Instructor, sharing of progress with the Instructor, sharing of experiences between students, discussion of internship experiences and student’s reflection/discussion of assignments and topics presented.

   • Weekly topics of discussion and reading assignments will include but are not limited to: alternative dental hygiene practice, Internship expectations, the various roles of the dental hygienist, the advanced dental hygiene practitioner (ADHP) and legislation, International dental hygiene opportunities and volunteer organizations, corporate dental hygiene, the dental hygiene researcher and research opportunities, the dental hygiene educator and historical and contemporary elements of dental hygiene.

   • Weekly participation in Blackboard through the discussion board is required to pass the course.(See the course Grading Rubric for Discussion board participation and grading)

Required Textbooks: All dental hygiene textbooks, library resources, audiovisual / electronic sources, and information needed for internship site are available at the field site.

All weekly reading assignments textbooks, library resources, audiovisual / electronic sources, and information for discussion board will be posted via Blackboard by the course Instructor.
Evaluation Procedures and Course Grading:

50% Final Documentation Paper of the Internship and required internship documents submitted to Blackboard for credit. The **Printed Final Paper** to be evaluated by the course Instructor and shared with site mentor, due date 10 days after the conclusion of internship hours.

10% Evaluation by primary Internship site mentor for site experience.

25% Weekly assignments - weekly participation in Discussion Board, discussion with classmates and posted reading assignments/questions addressed.

15% A **15 minute video recorded presentation** of students internship experience, mentor interview and a tour of the internship site to be sent to the course Instructor with final paper. Recorded in CD/DVD format or memory stick only, video due date 10 days after the conclusion of the Internship hours.

Internship Final Documentation Paper Information:

- Review the **Guidelines and Grading Rubric for the Internship Final Documentation Paper** and any documents to be submitted to blackboard. When preparing the internship final documentation paper include all necessary elements, documents and **original forms**.

- The course Instructor will perform the assessment of the internship final documentation paper and grade documents submitted to blackboard.

- If the internship documents due to blackboard are not submitted by the due dates, the **document grade will be reduced by one half points (1-4 points) for each week the document is late**.

- It is required that the **primary mentor review** the Printed internship final documentation paper prior to submission and final mentor grade (evaluation). Student is to provide the mentor with a printed copy of the final paper if requested.

- A **printed** copy of the Internship final documentation paper and DVD are **due to the course instructor 10 days after the internship concludes** (post office postmark mailing date is an acceptable 10 day date confirmation).

- A student written **Thank you note** will be mailed to the internship site and mentor 10 days after the internship concludes, thanking them for the experiences provided and time shared.

- If the internship final documentation paper is not submitted by the due date, the **course grade will be reduced by one half a letter grade (5 points) for each week the final paper and DVD is late**.

Video Recorded Presentation:

The video recorded presentation is for the sharing of ones experiences acquired while doing the internship. It is to be **15 minutes in length** and you may show it to those you interned with and the site you interned at, if permitted by the site.

Please note for any person/persons included in your video include a signed photo release forms for each prior to recording with your Printed final paper. (Photo release forms are posted to blackboard in the course shell).
Please use CD/DVD format (DVD R-16X preferred). Keep original DVD, submit a copy to course instructor. Memory stick submission for the video is also acceptable. Students may share this CD/DVD with the internship site if the site is interested and provide the site with a copy if requested.

Professor Risom’s mailing address is:
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P.O. Box 96
East Lyme CT 06333
Fax 860-434-5351

General Guidelines and Course Document Information

• A document packet with all necessary course documents is posted on blackboard and may be e-mailed to Intern students by the course Instructor.

• Students should have the Internship site, mentor and schedule identified by the start of the ‘Blackboard discussion board’ portion of the course.

• The DHYG 304 Internship will consist of at least 50 hours of activity at the chosen internship site.

• In advance of the internship, the course Instructor must approve the internship site, internship schedule and primary mentor. (E-mail correspondence is acceptable for internship site approval and internship schedule).

• The site mentor must agree to supervise the intern and provide a Progress Report during the internship experience and a Primary Mentor Evaluation at the conclusion.

• Each intern will receive a Mentor Responsibilities List and Consent Form. This is to be completely filled out and signed by the primary mentor and a copy returned to the course Instructor immediately upon acquiring the signature.

• With the guidance of the site primary mentor, the student intern will formulate a written set of Goals and Objectives for their chosen internship. (3 goals and 2 objectives for each goal) The goals created represent what the intern expects to learn and gain from the internship experience.

• These goals and objectives must be realistic, measurable, “smart, achievable and approved by the site primary mentor.

• A copy of these goals and objectives are due to the course Instructor on or prior to the start of the internship. Student Goals and/or student revised goals will be submitted thru Blackboard “Assignment One” once the course opens for grading. A GOME worksheet is also provided for students on Blackboard to help create goals, objectives and methods for evaluation, for their internship site.

• Each student will be given an Internship Tracking Sheet (in the document packet posted to blackboard) that must be signed by the site primary mentor and submitted with the internship final documentation.

• The course Instructor may contact the site primary mentor anytime during the course of the internship to check on the student intern’s progress.
Progress Report and Site Primary Mentor Evaluation Information:

- **Students must meet with their site primary mentor at least three times** during the course of the internship to discuss the progress of the internship.

- **The first meeting** should be in the beginning to set up the internship, fill out and sign Mentors List and Responsibility Form, and develop Goals and Objectives (send copies to the course Instructor and fax the **signed** mentor form or signed mentor form may be scanned into a pdf file after signed and e-mailed).

- **The second meeting** should be half-way through the internship (25 hours) and at this time the Student Intern and Primary Mentor Progress Report’s should be filled out, signed and submitted to blackboard for credit.

- **The third meeting** should be at the conclusion of the internship and at this time the Primary Mentor Evaluation should be filled out and the mentor is to review the final documentation paper, sign the evaluation form and grade the Intern.

- **The originals of all the internship documents are to be included in the final documentation paper.** (Students should keep copies for their records).

- **Enjoy your Internship site alternative practice experience!**

**Academic Policies**

**Instructional Technology**
This web based class will utilize the University of Bridgeport’s BlackBoard Learning Management System (LMS) for asynchronous sessions. Wimba – Online Collaborative Learning software can be used for interactive synchronous sessions. Students are provided instruction on the use of BlackBoard through the online orientation provided by the Distance Learning department prior to the student starting the online program and by using Wimba podcasts provided through the Wahlstrom Library website. Wahlstrom Library support and technical staff and podcasts are provided through the Wahlstrom Library. Skill reinforcement and assessments are integrated into the various course assignments and exercises.

**Academic Dishonesty, Plagiarism and Cheating**
It is the student’s responsibility to familiarize himself or herself with and adhere to the standards set forth in the policies on cheating and plagiarism as defined in Chapters 2 and 5 of the Key to UB [http://www.bridgeport.edu/pages/2623.asp](http://www.bridgeport.edu/pages/2623.asp) or the appropriate graduate program handbook.

**Attendance Policy**
Course attendance, Wimba sessions and discussion board activities, during the online course discussion board portion of the class (weeks 1-8), are an integral part of the academic experience. Students are expected to participate in all course activities and discussions. Expect an average of 10 hours a week participation in discussion board, readings and assignments for DHYG 304.

YOU MUST ANSWER A POST IN THE WEEK ONE FORUM FOR DISCUSSION BOARD IF YOU DO NOT YOU WILL BE DROPPED FROM THE COURSE.

**Course Drop Procedures:**
To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the following web page: [http://www.bridgeport.edu/include/pdf/AddDropForm.pdf](http://www.bridgeport.edu/include/pdf/AddDropForm.pdf).
Print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Dental Hygiene Academic Advisor Wendy Garcia wendyg@bridgeport.edu to understand the implications to financial aid and/or degree plan progress.

Please review the Academic Calendar to see the fees for a drop and the impact on tuition. The Academic Calendar can be found at: http://www.bridgeport.edu/pages/2595.asp

**UB e-mail tech support:**
http://www.bridgeport.edu/pages/2250.asp#ubemail

**Accessing Your Grades & Schedule Online**
The Web Advisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. Information on Web Advisor is password protected and requires you to use your UBNet username and password. To access WebAdvisor, go to: http://www.bridgeport.edu/webadvisor thru myUB
   1. Login in with your UBNet username and password.
   2. Click on “Student Menu.”
   3. Click on “My Grades.”
If you are carrying a financial balance, access to WebAdvisor will be restricted.

**Using the Library**
You can access the library through the library’s website: http://www.bridgeport.edu/library.
To access the online journals for research purposes, you will need a UBNet account

Thank you! I am looking forward to working with you, learning with you and sharing in your class discussions! Laurel Risom RDH, MPH