COURSE SYLLABUS


COURSE INSTRUCTOR: Jennifer S. Sherry, RDH, MSEd
Associate Professor, Dental Hygiene, School of Allied Health
Office: ASA, Room 130
Phone: 618-453-8891 (O); 618-985-4933 (H—only in emergency)
Email: clnteth@siu.edu; jenlater@msn.com

OFFICE HOURS: Mon. 1 PM-3 PM; Tues. 10 AM-12 PM; Wed. 1 PM-3 PM or by appt.

CLASS MEETING TIME/LOCATION:

Lecture, two hours weekly: Fridays 10-11:50 am, ASA Room 15.

Course date: August 28, 2015 to December 11, 2015; Final: Thursday, December 17, 2015, 12:30-2:30 PM; Room 15.

ACADEMIC HONESTY: Students are expected to adhere to the policies regarding academic dishonesty and plagiarism, found in the latest edition of the SIUC Student Conduct Code http://policies.siu.edu/documents/StudentConductCodeFINALMay32011.pdf and http://studentlife.siu.edu/policies_resources/resources.html. All students are expected to adhere to a strict code of academic honesty. Academic dishonesty will be addressed according to the “Policies and Procedures Applicable to Academic Dishonesty” as stated in the Important Information for Students, Faculty, & Staff booklet. From the Student Conduct Code, section II, article A:

Acts of Academic Dishonesty: Plagiarism, representing the work of another as one’s own work; Preparing work for another that is to be used as that person’s own work; Cheating by any method or means; Knowingly and willfully falsifying or manufacturing scientific or educational data and representing the same to be the result of scientific or scholarly experiment or research; Knowingly furnishing false information to a university official relative to academic matters; Soliciting, aiding, abetting, concealing, or attempting conduct in violation of this code. Sanctions will be imposed for violations of this policy in accordance with the Student Conduct Code. A copy of the Important Information for Students, Faculty & Staff booklet can be obtained from the Office of the Vice Chancellor for Student Affairs, Mail code 4308, Southern Illinois University, Carbondale, IL 62901-4308.

Dental Hygiene Specific System: If the student is involved in any acts of academic dishonesty, they will be disciplined. The discipline action will be decided by the faculty for this course as well as the Program Director for Dental Hygiene. This action will also be documented in the students’ permanent file. The student will also sign a form that states they understand and agree with discipline.

ADA ACCOMMODATIONS: In keeping with the goal of the implementation of the Americans with Disabilities Act (ADA), all students for whom this act applies should notify the instructor immediately. If any student needs special services, please contact a faculty member or Disability Support Services at 453-5738. Peer tutors are also available; see Robert Broomfield, Academic Advisor for the School of Allied Health for details.

EMERGENCY PROCEDURES:
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on the BERT’s website at www.bert.siu.edu, Department of Public Safety’s website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency.
Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. **It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

**COURSE DESCRIPTION:**

226-2 Anatomy of the Head and Neck: The goal of this course is for the dental hygiene student to acquire clinical problem solving skills through a basic understanding of the gross anatomy of the head and neck region of the human body. Through a regional approach to the head and neck, the student will be able to synthesize solutions to clinical problems by understanding the morphological and functional interrelationships of the anatomical structures. 16 weeks. Two credit hours.

**PROGRAM COMPETENCIES:**

Core Competencies (C)

C.1 Apply a professional code of ethics in all endeavors.

C.3 Use critical thinking skills and comprehensive problem-solving to identify oral health care strategies that promote patient health and wellness.

C.6 Continuously perform self-assessment for lifelong learning and professional growth.

**COURSE OBJECTIVES:**

Upon completion of this course, the students will be able to:

Describe the general structural organization and function of the head and neck.

Identify the detailed structure and functions of critical relationships of the head and neck to other regions of the body.

Describe the relationship between head and neck anatomy and facial anatomy to the spread of facial and oral infections.

Identify the relationship between head and neck anatomy and local anesthesia of oral structures.

**TOPICAL OUTLINE:**

<table>
<thead>
<tr>
<th>Course Topics</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Head and Neck Anatomy and Surface Anatomy</td>
<td>10%</td>
</tr>
<tr>
<td>Skeletal System</td>
<td>10%</td>
</tr>
<tr>
<td>Muscular System</td>
<td>10%</td>
</tr>
<tr>
<td>Temporomandibular Joint and Glandular Tissue</td>
<td>10%</td>
</tr>
<tr>
<td>Vascular System</td>
<td>10%</td>
</tr>
<tr>
<td>Nervous System</td>
<td>10%</td>
</tr>
<tr>
<td>Anatomy of Local Anesthesia</td>
<td>10%</td>
</tr>
<tr>
<td>Lymphatic System</td>
<td>10%</td>
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</tbody>
</table>
TEXTBOOKS:

Required:


Other course materials will either be on Desire 2 Learn (D2L) or printed for the student—I do not print off PPT slides, so if you would like them printed, you will be responsible for this.

ATTENDANCE POLICY:

Professional behavior requires attendance and participation in all lecture classes. By enrolling in the program you have indicated a commitment to practice professional behavior. This behavior requires that you meet your commitments. If you have one absence, no penalty, but if you miss 2 or more lectures, there will be a drop of ONE letter grade. For example, at the end of the semester you have an 89%, which is a B, you will be dropped to a 79%, which is a C.

Expectations of Professionalism: Students are expected to arrive to class on time and prepared (assignments ready to hand in, readings accomplished, etc.). As stated in the attendance policy, students are expected to attend all class sessions. Do not wait until the last minute to consult with the instructor if you are having difficulty with the course or even a fellow classmate. Students seen reading the newspaper, magazines, (dental or non-dental) texting, “Facebooking”, “Tweeting,” etc., or “napping” during class/clinic will be promptly dismissed from the classroom.

All pagers, cell phones, MP3 players, iPods™, or other electronic devices with the exception of those directly related to the well-being of the student MUST be turned off or silenced. If you must receive a phone call during class, please sit to the rear of the room nearest the door to make a quiet exit. This does not include calls from a patient to make or cancel an appointment. Excessive talking and chatter while the instructor or classmate has the “floor” is not only disrespectful, but also disruptive towards the accomplishment of the objectives---Please DO NOT DO IT.

COURSE DELIVERY/METHODOLOGY:

The subject matter is learned through different teaching modalities including lecture sessions, web-based interactions, audio-visual materials, research, skull models, small group discussions, demonstration practice exercises, videos, and written examinations. All reading assignments are to be completed prior to class. It is critical that you come to each class prepared to discuss, participate and question materials assigned. In addition to the textbook assignments, selected readings, web-based interactions, weekly small group projects, and library assignments may be assigned to supplement the textbook.
CLASS GRADING:

How the final grade is calculated:
Cumulative points earned based on the scale below will determine the final grade.

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Exams (3)</td>
<td>100 pts. each</td>
</tr>
<tr>
<td>Homework/Quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Total Course Points</td>
<td></td>
</tr>
</tbody>
</table>

Grading scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90%</td>
<td>A</td>
</tr>
<tr>
<td>89-80%</td>
<td>B</td>
</tr>
<tr>
<td>79-70%</td>
<td>C</td>
</tr>
<tr>
<td>69-60%</td>
<td>D</td>
</tr>
<tr>
<td>59% or below</td>
<td>F</td>
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Understanding the minimum grade requirement:
Total course points are subject to change at the instructor’s discretion. No incompletes will be given. A grade of “C” (70% or higher) must be earned in DH 226 to proceed in the dental hygiene program. If a student earns a “D” or “F” grade (lower than 70%) in the course, the course must be retaken until a passing grade is achieved. Quizzes will be announced and exams will be on the course syllabus.

Policy on make-up quizzes, exams, and assignments:
No makeup examinations or in class projects will be permitted unless a written document from a treating physician and/or the program director letter of authorization is presented. It is the student’s responsibility to obtain any missed information or materials. If the student has permission to turn in a late assignment, it must be turned in the day AFTER the absence. If the assignment is turned in after this protocol, it will not be accepted and the student will receive a ZERO for the assignment.

INSTRUCTIONAL OBJECTIVES: POSTED ON DESIRE 2 LEARN FOR THIS COURSE
### DH 226: Anatomy of the Head and Neck
### Fall 2015
### Projected Schedule

| Week 1 | Friday, August 28 | Introduction to Class  
Chapter 1: Intro to H&N Anatomy  
Chapter 2: Surface Anatomy |
| Week 2 | Friday, September 4 | QUIZ: Ch. 1 & 2--20 pts.  
Chapter 3: Skeletal System |
| Week 3 | Friday, September 11 | Chapter 3: Skeletal System continued…. |
| Week 4 | Friday, September 18 | Chapter 4: Muscular System |
| Week 5 | Friday, September 25 | Exam 1 (Ch.’s 1, 2, 3, 4)—100 pts.  
Begin Chapter 5: Temporomandibular Joint |
| Week 6 | Friday, October 2 | Chapter 5: Temporomandibular Joint continued…  
Chapter 6: Vascular System |
| Week 7 | Friday, October 9 | Chapter 6: Vascular System continued… |
| Week 8 | Friday, October 16 | QUIZ: Ch. 5 & 6—20 pts.  
Chapter 7: Glandular Tissue |
| Week 9 | Friday, October 23 | Continuing Education at the Student Center—  
Attendance Required—8 AM to 5 PM |
| Week 10 | Friday, October 30 | Exam 2 — (Ch.’s 5, 6, 7)—100 pts.  
Case Study after Exam—20 pts. |
| Week 11 | Friday, November 6 | Chapter 8: Nervous System |
| Week 12 | Friday, November 13 | QUIZ: Ch. 8 (focus areas)—20 pts.  
Chapter 9: Anatomy of Local Anesthesia—Dr. Amy Wyatt—Mrs. S out of town—IDHA Annual Session-Effingham, IL. |
| Week 13 | Friday, November 20 | Chapter 8: Nervous System continued… |
| Week 14 | Friday, November 27 | Thanksgiving Break---NO CLASS |
| Week 15 | Friday, December 4 | Exam 3—(Ch.’s 8 & 9)—100 pts.  
Chapter 10: Lymphatic System  
HAND OUT ASSIGNMENT |
| Week 16 | Friday, December 11 | TURN IN ASSIGNMENT---20 pts.  
Chapter 11: Fasciae and Spaces  
Chapter 12: Spread of Dental Infection  
Instructor Evaluation |
| Week 17 | Thursday, December 17, 2015: (12:30 PM to 2:30 PM), Room 15 | Final Exam (Comprehensive)—100 pts. |
IMPORTANT DATES *  
Semester Class Begins: 08/24/2015  
Last day to add a class (without instructor permission): 08/20/2015  
Last day to withdraw completely and receive a 100% refund: 09/06/2015  
Last day to drop a course using SalsukiNet: 09/08/2015  
Final examination: 12/14-12/18/2015  

Note: For outreach, internet, and short course drop/add dates, visit Registrar’s Academic Webpage: http://registrar.siu.edu/  

SPRING SEMESTER HOLIDAYS  
Labour Day Holiday 04/07/2015  
Fall Break 10/20—10/23/2015  
Veterans Day Holiday 11/11/2015  

WITHDRAWAL POLICY – Undergraduate only  
Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit http://registrar.siu.edu/pdf/ugradcatalog314.pdf  

INCOMPLETE POLICY – Undergraduate only  
An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student’s grade point average. For more information please visit: http://registrar.siu.edu/grades/incomplete.html  

REPEAT POLICY  
An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at: http://registrar.siu.edu/pdf/ugradcatalog314.pdf  

GRADUATE POLICIES  
Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit: http://gradschool.siu.edu/about-us/grad-catalog/index.html  

DISABILITY POLICY  
Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. http://disabilityservices.siu.edu/  

PLAGIARISM CODE  

MORRIS LIBRARY HOURS  
http://www.lib.siu.edu/about/  

SAFETY AWARENESS FACTS AND EDUCATION  
Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safe.siu.edu  

SALUKI CARES  
The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or salukicares@siu.edu, http://salukicares.siu.edu/index.html  

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INCLUSIVE EXCELLENCE  
SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well as an essential preparation for any career. For more information please visit: http://www.inclusivenessxcellence.siu.edu/  

LEARNING AND SUPPORT SERVICES  
Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website: Tutoring : http://tutoring.siu.edu/  
Math Labs: http://tutoring.siu.edu/math_tutoring/index.html  

WRITING CENTER  
The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit: http://write.siu.edu/  

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY  
Our office’s main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit: http://diversity.siu.edu/  

Additional Resources Available:  
SALUKINET: https://salsukinet.siu.edu/cp/home/displaylogin  
ADVISEMENT: http://advisement.siu.edu/  
SIU ONLINE: http://online.siu.edu/