Course/Unit Syllabus

Course Number: DH 319-3—Occupational Internship

Course Supervisor: Teri McSherry, RDH, MSW
Senior Lecturer
Office: CASA 127
Phone: 618.453.7241
E-mail: tmac@siu.edu
Office hours: By appointment

Course Discipline: Dental Hygiene

Prerequisites: Full-time senior degree-completion student in the SIUC Dental Hygiene Program, Registered Dental Hygienist and consent of Instructor

Meeting Time/Location: Weekly, to be determined

Course date: August 19, 2013 to December 13, 2013

*Note: In addition to working with the instructor of record, the student may also receive instructions from other instructors in the School of Allied Health.

Required Text: None

Course Description: The student will be assigned to a University approved organization engaged in activities related to the student’s academic program and career objectives. The student will perform duties and services as assigned by the preceptor and coordinator. Reports and assignments must be completed by the student. Hours and credits to be individually arranged. Mandatory Pass/Fail.

Learning Objectives:
1. Demonstrate organizational skills in the daily operation of the Community Dental Center
2. Perform accurate Medicaid billing and remittance posting on the Dentrix computer program
3. Demonstrate dental hygiene patient management skills with special populations who are the clients of the Community Dental Center.

Assignment: Work in the Community Dental Center as a registered dental hygienist in a mentor position to the students in clinic rotation and assist the clinic manager with administrative duties.

EVALUATION: The student will prepare a course reflection paper consisting of no less than 2 typewritten pages. The student will use APA writing style and for any references referred to in the paper. The student will have until the last week of regularly scheduled classes to complete the reflection paper. The student will include: the overall experience of working in the Community Dental Center, including positive and negative mentorship interactions, summary of administrative duties and reflection of working with special populations as dental patients in the clinic setting. Suggestions for program improvement shall also be a component of the paper. Paper components: title page, introduction, and discussion of experience in the course, suggestions/recommendations for improvement, conclusion, and reference page if applicable.
**Privacy disclosure statement:**
Throughout the semester, the student will be exposed to active patient files. The student will maintain the confidential integrity of these files and will not disclose any of its contents to parties other than the instructor of record, the Dental Hygiene Program Supervising Dentist, and the SIUC Community Dental Clinic Manager (at the program coordinators’ discretion).

**Attendance policy/Other course information:** The instructor and the student will meet weekly unless otherwise arranged. The student will be expected to work independently on most occasions, once a thorough understanding of each of the tasks associated with the assignment have been achieved. The student is encouraged to ask questions during the course, expected to display a level of maturity and professionalism when working with instructors, students/participants in the program, fellow classmates and any office personnel whom they may need to interact with. The student will be provided with a tentative schedule of weekly activities once a time has been mutually agreed upon with the course supervisor. The student is expected to be present during the entire semester.

**Summary of Course Products/Grading Policy:** This course utilizes the pass/fail system. In order to receive a final course grade the student will submit to the instructor of record:

1. Show active participation in the Community Dental Center, as student mentor and patient service provider.
2. Participate in Medicaid billing and remittance posting.

The following signatures are for the purpose of agreement of these terms and conditions for Fall Semester 2013:

<table>
<thead>
<tr>
<th>Teri McSherry, RDH, MSW</th>
<th>Date</th>
<th>Student BS Degree-Completion Dental Hygiene Program</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor/Preceptor/Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>