



**DHYG 1020 Head and Neck Anatomy
COURSE SYLLABUS
Fall Semester 2022**

COURSE INFORMATION

Credit Hours/Minutes: 2 Semester Credit Hours/1500 minutes
Campus/Class Location: Vidalia/Health Sciences Annex C, Room #906
Class Meets: Thursdays 8:00-9:50am
Course Reference Number (CRN): 20178

INSTRUCTOR CONTACT INFORMATION

Course Director: Lori DeFore, RDH, BS, BTh
Email Address: : [Lori DeFore \(ldefore@southeasterntech.edu\)](mailto:ldefore@southeasterntech.edu)
Campus/Office Location: Vidalia/Health Sciences Annex C, Room #909
Office Hours: Mondays: 7:30-8:00am; 12:30-1:00pm; 5:00-5:30pm; Tuesdays: 7:30-8:00am; 8:50-9:10am; 11:30-12:00pm; 12:30-5:30pm; Wednesdays: 7:30-7:45am; Thursdays: 7:30-8:00am; 9:50-10:10am; 12:30-1:35pm
Phone: 912-538-3251
Fax Number: 912-538-3278

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXTS

1. Illustrated Anatomy of the Head and Neck, Sixth edition. Fehrenback and Herring. Elsevier. 2021.
2. Illustrated Anatomy of the Head and Neck Student Workbook, Sixth edition. Fehrenback and Herring. Elsevier. 2021.

REQUIRED SUPPLIES AND SOFTWARE

Notebook, pen, paper, highlighter, colored pencils or crayons

REFERENCE TEXT AND IPAD/IPHONE APPS

1. STC Dental Hygiene Program Clinic Manual
2. FREE IPAD/IPHONE APPS: 3 D Skull and The Skeletal Head and Neck Pro III

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Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

This course focuses on the anatomy of the head and neck. Emphasis is placed on those structures directly affected by the practice of dentistry. Topics include: terminology, anatomic landmarks, osteology of the skull, temporomandibular joint, muscles of mastication, muscles of facial expression, nervous system, blood supply of the head and neck, lymphatic system and immunology, endocrine and exocrine glands of the head and neck, nasal and paranasal sinuses, fascial spaces, the spread of dental infections, and anatomy concerning local anesthesia.

MAJOR COURSE COMPETENCIES (CC)

1. Terminology
2. Anatomic Landmarks
3. Osteology of The Skull
4. Temporomandibular Joint
5. Muscles of Mastication
6. Muscles of Facial Expression
7. Nervous System
8. Blood Supply of the Head and Neck
9. Lymphatic System and Immunology
10. Endocrine and Exocrine Glands of the Head and Neck
11. Nasal and Paranasal Sinuses
12. Fascial Spaces and The Spread of Dental Infections
13. Anatomy Concerning Local Anesthesia

PREREQUISITE(S)

Program Admission

COREQUISITE(S)

None

GENERAL EDUCATION CORE COMPETENCIES (GC)

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are responsible for the policies and procedures in the Southeastern Technical College (STC) Catalog and Handbook, Dental Hygiene Program Handbook, and Dental Hygiene Clinic Manual. During an examination, the following procedures must be followed: All books and personal belongings must be placed at the back of the classroom. Students will be asked to rotate seats prior to the beginning of the exam. Exam proctor will personally examine each desk to ensure that no writing is present on desk. Computer monitors should be facing the front of the classroom during exam. When a student completes the exam, he/she may raise hand and turn paper in to proctor. Student must remain in seat until exam time is complete to avoid distracting other students. Students who have completed testing should be as quiet as possible and avoid any activity that might make those students who are still testing feel pressured or rushed. Students may not go to

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the bathroom during the exam session. Exam proctor must observe students at all times and notify students when there are ten remaining minutes left of the total exam time. Exam proctor should routinely walk around classroom and observe testing. Exam proctor should refrain from grading papers, reading materials, or using computer during the exam. Students caught with cheat sheets or cell phones will be considered cheating and a zero will be issued for the examination. The STC academic dishonesty policy will be enforced. Once the exam begins, no talking is allowed. Once the exam begins, tardy students may not enter the classroom.

Students are expected to exhibit professional behavior at all times. Each student must show respect and concern for fellow students and for the course instructors. Insubordination will not be tolerated, and disciplinary measures will be enacted. No cell phones or smart electronic devices are allowed to be turned on in the classroom, clinic, or locker area. If a student is observed in possession of his/her cell phone or smart electronic device during class, a critical incident will be issued. A student cannot use his/her cell phone or smart electronic device during class. There are no exceptions to this rule and do not ask. If you have a personal situation going on, please advise your instructor and give your family the clinic receptionist's phone number for emergency contact. You should not have your cell phone or smart electronic device in the class! Personal phone calls must be handled after class.

By completing the assignments below prior to class, students will become familiar with course material prior to classroom facilitation. As a result, higher-level learning will be fostered in the classroom.

1. Read the assigned chapter(s) and be prepared to actively participate in class discussions and activities.
2. Complete the Wilkins Workbook Chapter(s) for each class session PRIOR to the class session, if applicable.
3. Complete all Head and Neck Student Workbook Assignment(s) for each class session as listed in lesson plan PRIOR to the class session, if applicable.
4. Answer/complete all chapter case scenario exercises and study questions prior to each session, if applicable.
5. Know the definitions of chapter key terms.
6. Highlight National Board Exam material in relevant chapter(s) PRIOR to class session.
7. Complete any assignments or homework given by the course director.
8. Complete and know the learning objectives for each chapter prior to class session.
9. View any videos applicable to dated lesson plan material.
10. Obtain materials from the course Materials Drive: M/Dental Hygiene/DHYG 1020. Prior to class, print any materials available to be used in this class for study and during lecture and/or lab.
11. Students are advised to check their e-mails regularly for any additional information that is related to the class or the Dental Hygiene Program.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC).

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

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If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, (not attributed to another health condition)
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

COVID-19 DAILY SCREENING REQUIREMENT

Prior to entering the Health Sciences Annex- Building C, all dental hygiene students, faculty, and staff will complete a daily COVID-19 Screening and Temperature Check. Social distancing must be practiced throughout the building except during instruction of clinical skills and direct patient care. A KN-95 or N-95 mask and a face shield must be worn when social distancing is not feasible.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course

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syllabus. Students who stop attending class, but do not formally withdraw, may receive a grade of “F” (Failing 0-59) and face financial aid repercussions in upcoming semesters. Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor. Excused absences will be evaluated on a case-by-case basis by the program director. Examples of excused absences would be a car accident on the way to class/clinic or unexpected hospitalization of the student. Please do not plan a vacation or schedule a routine medical/dental appointment during the designated class/clinical times. Unexcused absences will not be made up and may lead to the student’s failure of the course. Program director must be notified of any absences prior to scheduled clinic/class session.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course, a student must attend at least 90% of the scheduled instructional time. Assignments missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure. Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

For this class, which meets 1 daily session per week for 15 weeks, the maximum number of sessions a student may miss for attendance purposes is 2 sessions during the semester.

ADDITIONAL ATTENDANCE GUIDELINES FOR HEALTH SCIENCES

Requirements for instructional hours within Health Science programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program’s attendance policy is published in the program’s handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

WITHDRAWAL PROCEDURE

A student wishing to officially withdraw from a DHYG (Dental Hygiene) course(s) or all courses after the drop/add period and prior to the 65% point of the term in which the student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. When the student completes the withdrawal form, a grade of “W” (Withdrawn) is assigned for the course(s). The student will receive a grade of “W” for all DHYG courses for the term in which the student is enrolled and the student will be unable to progress in the Dental Hygiene program.

Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

Important – Student-initiated withdrawals from a course(s) are not allowed after the 65% point of the term. After the 65% point of the term, only instructors can withdraw students from a course(s).

Withdrawal Due to Attendance or Academic Deficiency After Drop/Add Period and Prior to 65% Point of Term- Any student who is withdrawn from a DHYG course(s) due to attendance violation or academic

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deficiency after drop/add period and prior to the 65% point of the term will receive a grade of “W” for the course(s). If a student is withdrawn from a DHYG course(s) due to an attendance violation or academic deficiency after drop/add period and prior to the 65% point of the term, the student will receive a grade of “W” for all DHYG courses for the term in which the student is enrolled and the student will be unable to progress in the Dental Hygiene program.

Withdrawal Due to Attendance After 65% Point of Term-A student withdrawn from a DHYG course(s) due to attendance violation after the 65% point of the term will receive a grade of “WP” (Withdrawal Passing-average of 60 or higher) or a grade of “WF” (Withdrawal Failing-average of 59 or lower). The student will receive a grade of zero for all assignments missed beginning with the Last Date of Attendance (LDA) and the date the student exceeds the attendance procedure. If a student is withdrawn from a DHYG course(s) due to an attendance violation after the 65% point of the term, the student will receive a grade of “WP” (Withdrawal Passing-average of 60 or higher) or a grade of “WF” (Withdrawal Failing-average of 59 or lower) for all DHYG courses for the term in which the student is enrolled and the student will be unable to progress in the Dental Hygiene program.

Withdrawal Due to Academic Deficiency After 65% Point of Term - A student withdrawn from a DHYG course(s) due to academic deficiency after the 65% point of term will receive a grade of “WP” (Withdrawal Passing-average of 60 or higher) or a grade of “WF” (Withdrawal Failing-average of 59 or lower). If a student is withdrawn from a DHYG course (s) due to academic deficiency after the 65% point of term, the student will receive a grade of “WP” (Withdrawal Passing-average of 60 or higher) or a grade of “WF” (Withdrawal Failing-average of 59 or lower) for all DHYG courses for the term in which the student is enrolled and the student will be unable to progress in the Dental Hygiene program.

There is no refund for partial reduction of hours. Withdrawals may affect the students’ eligibility for financial aid for the current semester and in the future. Students must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal(s). A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES

Students are allowed to make up only one missed exam **excluding** the final examination. This is only if they have an excused absence approved by the instructor. The makeup exam may be given in a different format than the original exam. A doctor’s excuse and/or additional documentation will be requested. **Ten points will be deducted from the exam for taking the exam late. All other missed exams/quizzes/class preparation assessments will result in a grade of “0”. If you enter the classroom late, you will not be allowed to take the exam, and you will be issued a grade of “0” for the exam. PLEASE be on time! Failure to complete homework assignments will result in one point being deducted from the final course grade for each assignment not completed by the deadline specified.** Late or incomplete assignments will still need to be completed and turned in for instructor review and feedback. If you are going to be absent, you should deliver your assignment to your instructor prior to the deadline to ensure credit.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

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PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student

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life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall

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possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

INSTRUCTIONAL DELIVERY METHODS

The following methods may be utilized to facilitate learning: lecture, PowerPoint presentations with handouts, workbook activity sheets, multimedia presentations to include CD-ROM with full-color clinical photos and case studies, group discussions, technological integration of curriculum utilizing textbook companion website, independent reading assignments, independent scientific periodical review, interactive websites, independent research, group collaboration, and examinations.

EVALUATION PROCEDURES

You must achieve a final course grade of "C" or higher to progress in the program. A total of 100 points can be earned on each of the five examinations, and each of the eight class preparation assessments. Assignments may also be given during class sessions. Failure to complete assignments will result in 1 point being deducted from the final course grade.

CLASS PREPARATION ASSESSMENT

A class preparation assessment and grade will be given at the beginning of class sessions as noted in the lesson plan. Each student shall randomly draw one question. The question will cover some topic or portion of the course material the student should have read and studied as noted in the syllabus lesson plan. If a student demonstrates prior class preparation by answering the question correctly, a session grade of one hundred (100) shall be recorded. If a student fails to demonstrate prior class preparation by answering the question incorrectly, a session grade of zero (0) will be recorded.

EXAMS

Students will be given a total of five examinations covering course material as noted in the syllabus lesson plan. The five lecture exams include four exams throughout the semester and one comprehensive final exam at the end of the semester. No make-up exam will be allowed for the final examination. Failure to take the final examination on the specified date will result in a grade of zero. The final exam will cover all course instructional material. A total of 100 points may be earned on each lecture exam and the final exam.

Exam 1: Chapters 1-3

Exam 2: Chapters 4-6

Exam 3: Chapters 7-9

Exam 4: Chapters 10-12

Exam 5: Comprehensive Final Chapters 1-12

HOMEWORK

Workbook assignments and handout completions for homework are noted in the course lesson plan and may also be assigned throughout the semester. They are intended to give each student additional understanding of course material. The instructor will verify that each assignment is completed, as well as give feedback. **The work will be checked on each exam day and is directly related to the material covered on the exam on that day.** (Example: Exam 1: the assignments checked and graded will be on covered chapters for exam 1 from the workbook and any other worksheets, charts or assigned materials related to the chapters being studied.) A deduction of one point per each incomplete or late assignment will be calculated in the final course grade component. Late assignments are still required to be turned in for instructor review and/or feedback.

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REMEDIATION POLICY

Any student who fails to make the minimum score of 70 on an exam must remediate the course material covered on the examination to ensure understanding of the material has been attained. The remediation assignment for a failed exam below the score of 70 will be assigned by the course instructor on a case by case basis. The remediation assignment must be completed and turned in to the course instructor prior to the next exam date on new course material as noted in the course syllabus lesson plan.

GRADING POLICY

Assessment/Assignment	Percentage
Examination 1	15%
Examination 2	15%
Examination 3	15%
Examination 4	15%
Examination 5 (Final)	20%
Class Preparation Assessments (8 averaged together)	20%

CALCULATION OF FINAL COURSE GRADE

Evaluation Item	Grade	(X) %	Points
Examination 1		0.15	
Examination 2		0.15	
Examination 3		0.15	
Examination 4		0.15	
Examination 5 (Final)		0.20	
Class Preparation Assessment 1			
Class Preparation Assessment 2			
Class Preparation Assessment 3			
Class Preparation Assessment 4			
Class Preparation Assessment 5			
Class Preparation Assessment 6			
Class Preparation Assessment 7			
Class Preparation Assessment 8			
Class Preparation Assessments (8 averaged together)		0.20	
-Point Deductions for late/incomplete assignments			
Subtotal			
Final Course Grade			

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

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DENTAL HYGIENE PROGRAM GOALS

- A. To provide comprehensive preparation of competent individuals in the arts and sciences pertinent to the discipline of dental hygiene.
- B. To provide comprehensive preparation of competent individuals in the clinical and laboratory experiences, which are necessary to develop skills in rendering professional dental hygiene patient care to the public.
- C. To provide an environment which will foster respect for the Dental Hygiene Professional Code of Ethics and Conduct and assure recognition and acceptance of the responsibilities of the profession of dental hygiene.
- D. To prepare the graduates of the basic two-year curriculum in dental hygiene to fulfill the dental hygienist's role in community oral health services.
- E. To teach students to conduct critical reviews of current literature as a means of research and life-long learning.
- F. To teach students to seek life-long learning through continuing education courses on the latest products and developments in dentistry and medicine.

DHYG 1020 HEAD AND NECK ANATOMY LEARNING OBJECTIVES

After studying the assigned chapters, the students will be able to:

Chapter 1: Introduction to Head and Neck Anatomy

1. Define and pronounce the key terms and anatomic terms in this chapter. (A-D)
2. Discuss the clinical applications of head and neck anatomy by dental professionals. (A-D)
3. Discuss anatomic variation and how it applies to head and neck structures. (A-D)
4. Apply the correct anatomic nomenclature during dental clinical procedures. (A-D)

Chapter 2: Surface Anatomy

1. Define and pronounce the key terms and anatomic terms in this chapter. (A-D)
2. Discuss how the surface anatomy of the face and neck may impact dental clinical procedures. (A-D)
3. Locate and identify the regions and associated surface landmarks of the head and neck on a diagram and a patient. (A-D)
4. Integrate an understanding of surface anatomy into the clinical practice of dental procedures. (A-D)

Chapter 3: Skeletal System

1. Define and pronounce the key terms and anatomic terms in this chapter. (A-D)
2. Locate and identify the bones of the head and neck and their landmarks on a diagram, skull, and patient. (A-D)
3. Describe in detail the landmarks of the maxilla and mandible. (A-D)
4. Discuss the skeletal system pathology associated with the head and neck. (A-D)
5. Integrate an understanding of the skeletal system into the overall study of the head and neck anatomy and clinical dental practice. (A-D)

Chapter 4: Muscular System

1. Define and pronounce the key terms and anatomic terms in this chapter. (A-D)

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2. Locate and identify the muscles of the head and neck on a diagram, skull, and patient. (A-D)
3. Describe the origin, insertion, action, and innervation of each muscle of the head and neck. (A-D)
4. Discuss the processes of mastication, speech, and swallowing with regard to anatomic considerations involving the muscles of the head and neck. (A-D)
5. Discuss the pathology associated with the muscles of the head and neck. (A-D)
6. Integrate an understanding of the muscles of the head and neck into the clinical dental practice. (A-D)

Chapter 5: Temporomandibular Joint

1. Define and pronounce the key terms and anatomic terms in this chapter. (A-D)
2. Locate and identify the landmarks of the temporomandibular joint on a diagram, skull, and patient. (A-D)
3. Describe the movements of the temporomandibular joints and their relationship with the muscles in the head and neck region. (A-D)
4. Discuss temporomandibular joint pathology and related patient care. (A-D)
5. Integrate an understanding of the anatomy of the temporomandibular joint into clinical dental practice. (A-D)

Chapter 6: Vascular System

1. Define and pronounce the key terms and anatomic terms in this chapter. (A-D)
2. Identify and trace the routes of the blood vessels of the head and neck on a diagram, skull, and patient. (A-D)
3. Discuss the vascular system pathology associated with the head and neck region. (A-D)
4. Integrate an understanding of the head and neck blood supply into clinical dental practice. (A-D)

Chapter 7: Glandular Tissue

1. Define and pronounce the key terms and anatomic terms in this chapter. (A-D)
2. Locate and identify the glands and associated structures in the head and neck on a diagram, skull, and patient. (A-D)
3. Discuss the glandular pathology associated with the head and neck. (A-D)
4. Integrate an understanding of the head and neck glands during clinical dental practice. (A-D)

Chapter 8: Nervous System

1. Define and pronounce the key terms and anatomic terms in this chapter. (A-D)
2. Describe the components of the nervous system and outline the actions of nerves. (A-D)
3. Discuss the divisions of the central and peripheral nervous systems. (A-D)
4. Identify and trace the routes of the cranial nerves on a diagram and skull. (A-D)
5. Discuss the structure innervated by each of the cranial nerves. (A-D)
6. Identify and trace the routes of the nerves to the oral cavity and associated structures of the head and neck on a diagram, skull, and patient. (A-D)
7. Describe the structures innervated by each of the nerves of the head and neck. (A-D)
8. Discuss the nervous system pathology associated with the head and neck region. (A-D)
9. Integrate an understanding of head and neck nerves into clinical dental practice. (A-D)

Chapter 9: Anatomy of Local Anesthesia

8/4/2022 ld

1. Define and pronounce the key terms and anatomic terms in this chapter. (A-D)
2. List the tissue and structures anesthetized by each type of local anesthetic injection and describe the related target areas. (A-D)
3. Locate and identify the anatomic structures used to determine injection site for the needle for each type of local anesthetic injection on a skull and a patient. (A-D)
4. Demonstrate the correct placement for the needle for each type of local anesthetic injection on a skull and a patient. (A-D)
5. Identify the tissue involved during the insertion of the needle for each type of local anesthetic injection. (A-D)
6. Discuss the indications of clinically effective anesthesia and possible complications associated with anatomic considerations for each type of injection. (A-D)
7. Integrate an understanding of the anatomy of the trigeminal nerve and associated tissue into the administration of local anesthesia in clinical dental practice. (A-D)

Chapter 10: Lymphatic System

1. Define and pronounce the key terms and anatomic terms in this chapter. (A-D)
2. List and discuss the lymphatic system and its components. (A-D)
3. Locate and identify the lymph nodes of the head and neck on a diagram and patient. (A-D)
4. Locate and identify the tonsils of the head and neck on a diagram and patient. (A-D)
5. Identify the lymphatic drainage patterns for the head and neck. (A-D)
6. Describe and discuss pathology of lymphoid tissue associated with the head and neck. (A-D)
7. Integrate an understanding of the head and neck lymphatic system into clinical dental practice. (A-D)

Chapter 11: Fasciae and Spaces

1. Define and pronounce the key terms and anatomic terms in this chapter. (A-D)
2. Locate and identify the fasciae of the head and neck on a diagram, skull, and patient. (A-D)
3. Locate and identify the major spaces of the head and neck on a diagram, skull, and patient. (A-D)
4. Discuss the communication between the major spaces of the head and neck. (A-D)
5. Integrate an understanding of fasciae and spaces into the overall study of head and neck anatomy as well as a clinical dental practice. (A-D)

Chapter 12: Spread of Infection

1. Define and pronounce the key terms and anatomic terms in this chapter. (A-D)
2. Discuss the spread of odontogenic infection to the sinuses and by the vascular system, lymphatic system, and spaces in the head and neck region. (A-D)
3. Trace the routes of odontogenic infection in the head and neck region on a diagram, skull, and patient. (A-D)
4. Discuss the complications that can occur with the spread of odontogenic infection in the head and neck region. (A-D)
5. Discuss the prevention of the spread of odontogenic infection during patient dental care.
6. Integrate an understanding of the anatomic considerations for the spread of odontogenic infection into clinical dental practice. (A-D)

DHYG 1020 Head and Neck Anatomy Fall Semester 2022 Lesson Plan

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
8/18 Thurs Week 1	Chapter 1	<p>First day of class/Introduction to Course—Syllabi, Outline, Rules, Regulations Coverage.</p> <p>Introduction to Head and Neck Anatomy Lecture, PowerPoint, Group Discussion</p> <p>Discuss Clinical Applications of Head and Neck Anatomy.</p> <p>Discuss Anatomical Nomenclature and Normal Anatomical Variation.</p> <p>Group Workbook Review and Discussion</p>	<p>Read Chapter 1 prior to class</p> <p>Print all Worksheets from M:Drive and bring to each class session.</p> <p>Be familiar with key terms before each class session.</p> <p>Textbook: Highlight all National Board Review Material prior to EACH class.</p> <p>Workbook: Complete chapter 1 Structure Identification Exercise, Word Jumble, Crossword Puzzle, and Review Exercise prior to class.</p>	CC 1-4 GC a,c
8/25 Thurs Week 2	Chapter 2	<p>Surface Anatomy Lecture, PowerPoint, Group Discussion</p> <p>Discuss how the Surface Anatomy of the face and neck may impact dental procedures.</p> <p>Locate and Identify the Regions of the Head and Neck on a diagram and a peer.</p> <p>PowerPoint review activity</p>	<p>Read Chapter 2 prior to class</p> <p>Class Preparation Assessment #1</p> <p>Review/Study Skeletal Model and Human Skull Models in Classroom</p> <p>Textbook: Highlight all National Board Review Material prior to EACH class.</p>	CC 1-4 GC a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<p>Worksheet: Bones of the Skull</p> <p>Group Workbook Review and Discussion</p>	<p>Workbook:</p> <p>Complete chapter 2 Structure Identification Exercise, Word Jumble, Crossword Puzzle, and Review Exercise prior to class.</p>	
9/01 Thurs Week 3	Chapter 3	<p>Skeletal System Lecture, PowerPoint, Group Discussion</p> <p>Locate and Identify the Bones of the Head and Neck and their landmarks on a diagram, skull and a peer.</p> <p>Discuss the skeletal system pathology associated with the Head & Neck.</p> <p>Worksheet: Sphenoid Bones, Skull Anatomy Study Sheet</p> <p>Matching review activity</p> <p>Group Workbook Review and Discussion</p>	<p>Read Chapter 3 prior to class</p> <p>Class Preparation Assessment #2</p> <p>Textbook: Highlight all National Board Review Material prior to EACH class.</p> <p>Workbook: Complete chapter 3 Structure Identification Exercise, Word Jumble, Crossword Puzzle, and Review Exercise prior to class.</p> <p>Review/Study Skeletal Model and Human Skull Models in Classroom</p>	CC 1-4 GC a,c
9/08 Thurs Week 4	Chapter 4 UNIT 2	<p>(Lecture following EXAM) Muscular System Lecture, Powerpoint, Group Discussion</p> <p>Locate and Identify the Muscles of the Head and Neck on a skull model, diagram, and a peer.</p> <p>Discuss the origin, insertion, action and</p>	<p>EXAM 1 Chapters 1-3</p> <p>Textbook: Highlight all National Board Review Material prior to EACH class.</p> <p>Read Chapter 4 prior to class</p>	CC 1-6 GC a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<p>innervation of each muscle. Discuss the process of mastication, speech, and swallowing using muscles. Discuss pathology associated with the muscles.</p> <p>Give handouts on nerve mnemonics and muscles of mastication and facial expression.</p> <p>Worksheet: Muscular System</p> <p>Group Workbook Review and Discussion</p>	<p>Workbook:</p> <p>Complete chapter 4 Structure Identification Exercise, Word Jumble, Crossword Puzzle, and Review Exercise prior to class.</p>	
9/15 Thurs Week 5	Chapter 5	<p>Temporomandibular Joint Lecture, PowerPoint, Group Discussion</p> <p>Locate and Identify the Landmarks of the TMJ on a diagram, skull model, and a peer.</p> <p>Describe & Discuss the movements of the TMJ and their muscle associations.</p> <p>Discuss TMJ pathology and related patient care.</p> <p>Worksheet: The TMJ Joint</p> <p>Group Workbook Review and Discussion</p>	<p>Read Chapter 5 prior to class</p> <p>Class Preparation Assessment #3</p> <p>Textbook: Highlight all National Board Review Material prior to EACH class.</p> <p>Workbook: Complete chapter 5 Structure Identification Exercise, Word Jumble, Crossword Puzzle, and Review Exercise prior to class.</p>	CC 1-6 GC a,c
9/22 Thurs Week 6	Chapter 6	<p>Vascular System Lecture, PowerPoint, Group Discussion</p> <p>Identify the routes of the blood vessels of the head & neck on a diagram and skull model.</p>	<p>Read Chapter 6 prior to class</p> <p>Class Preparation Assessment #4</p> <p>Textbook: Highlight all National Board</p>	CC 1,2,3,8 GC a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<p>Discuss vascular system pathology of the head & neck.</p> <p>Worksheet: Arteries of the Head and Neck</p> <p>Group Workbook Review and Discussion</p>	<p>Review Material prior to EACH class.</p> <p>Workbook: Complete chapter 6 Structure Identification Exercise, Word Jumble, Crossword Puzzle, and Review Exercise prior to class.</p>	
09/29 Thurs Week 7	Chapter 7	<p>(Lecture following EXAM) Glandular Tissue Overview of Glandular Tissue Lecture, PowerPoint, Group Discussion</p> <p>Locate and Identify the Lacrimal, Salivary, Thyroid, Parathyroid & Thymus Glands.</p> <p>Discuss glandular pathology.</p> <p>Worksheet: Salivary Glands, Glandular Tissue</p> <p>Group Workbook Review and Discussion</p>	<p>Exam #2 Chapters 4-6</p> <p>Textbook: Highlight all National Board Review Material prior to EACH class.</p> <p>Read Chapter 7 prior to class</p> <p>Workbook: Complete chapter 7 Structure Identification Exercise, Word Jumble, Crossword Puzzle, and Review Exercise prior to class.</p>	CC 1,2,10 GC a,c
Tues 10/04 12:30- 2:20pm Week 8	Chapter 8	<p>Nervous System Lecture, PowerPoint, Group Discussion</p> <p>Describe the components of the central, peripheral, and autonomic nervous system.</p> <p>Discuss the components of a neuron and the divisions, function, and innervation of each cranial nerve.</p>	<p>Read Chapter 8 prior to class</p> <p>Class Preparation Assessment #5</p> <p>Textbook: Highlight all National Board Review Material prior to EACH class.</p>	CC 1,2,3,7 GC a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<p>Class discussion of pain control assignment.</p> <p>Group Workbook Review and Discussion</p>	<p>Workbook:</p> <p>Complete chapter 8 Structure Identification Exercise, Word Jumble, Crossword Puzzle, and Review Exercise prior to class.</p> <p>Complete Pain Control Assignment. Bring to class for discussion.</p>	
10/13 Thurs Week 9	Continue Chapter 8 and Begin Chapter 9	<p>Describe the tissue and structures innervated by the trigeminal and facial nerves.</p> <p>Worksheet: Central and Peripheral Nervous System</p> <p>Anatomy of Local Anesthesia Lecture, PowerPoint, Group Discussion</p> <p>Discuss, Compare, Contrast Maxillary and Mandibular Nerve Anesthesia.</p> <p>Discuss anesthetic block and infiltration techniques.</p> <p>Group Workbook Review and Discussion</p>	<p>Read Chapter 9 prior to class</p> <p>Class Preparation Assessment #6</p> <p>Textbook: Highlight all National Board Review Material prior to EACH class.</p> <p>Workbook: Complete chapter 9 Structure Identification Exercise, Word Jumble, Crossword Puzzle, and Review Exercise prior to class.</p>	CC 1,2,3, 7,8,10, 12,13 GC a,c
10/20 Thurs Week 10	Continue Chapter 9	<p>Anatomy of Local Anesthesia Lecture, PowerPoint, Group Discussion</p> <p>Discuss types of injections, the tissue and structures anesthetized by each, and the target areas.</p> <p>Demonstration and Practice of Anesthesia Tray Set Up for Clinic.</p>	<p>Chapter 9 Continued</p> <p>Textbook: Highlight all National Board Review Material prior to EACH class.</p>	CC 1,2,3, 7,8, 9,10, 12,13 GC a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
		Group Workbook Review and Discussion		
10/27 Thurs Week 11	Chapter 10	<p>(Lecture following EXAM)</p> <p>Lymphatic System Lecture, PowerPoint, Group Discussion</p> <p>Discuss and identify the Lymphatic System, lymphnodes of the head and neck, the tonsils, and lymphatic drainage patterns.</p> <p>Group Workbook Review and Discussion</p>	<p>EXAM 3 Chapters 7-9</p> <p>**Complete ALL end of Chapter & Identification Review Questions and Workbook Assignments. Turn in at Exam time for Instructor Review.</p> <p>Read Chapter 10 prior to class</p> <p>Textbook: Highlight all National Board Review Material prior to EACH class.</p> <p>Workbook: Complete chapter 10 Structure Identification Exercise, Word Jumble, Crossword Puzzle, and Review Exercise prior to class.</p>	CC 1,2,3, 9,10,12 GC a,c
11/03 Thurs Week 12	Continue Chapter 10 and Begin Chapter 11	<p>Describe and discuss lymphoid pathology.</p> <p>Worksheet: Lymphatic System</p> <p>Fascia and Spaces Lecture, PowerPoint, Group Discussion</p> <p>Identify and locate the Fascial Spaces of the Head & Neck.</p> <p>Discuss the communication between</p>	<p>Read Chapter 11 prior to class</p> <p>Class Preparation Assessment #7</p> <p>Textbook: Highlight all National Board Review Material prior to EACH class.</p> <p>Workbook: Complete Cases Studies 1, 2, and 3 and chapter 11</p>	CC 1,2,3, 9-12 GC a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
		the major spaces of the head & neck. Group Workbook Review and Discussion of Case Studies	Structure Identification Exercise, Word Jumble, Crossword Puzzle, and Review Exercise prior to class.	
11/10 Thurs Week 13	Continue Chapter 11 and Begin Chapter 12	Spread of Infection Lecture, PowerPoint, Group Discussion Activities: PowerPoint Identification of lesions and the Spread of Dental Infections in the fascial spaces. Group Workbook Review and Discussion of Case Studies	Read Chapter 12 prior to class Class Preparation Assessment #8 Textbook: Highlight all National Board Review Material prior to EACH class. Workbook: Complete Case Studies 4, 5, and 6 and chapter 12 Structure Identification Exercise, Word Jumble, Crossword Puzzle, and Review Exercise prior to class.	CC 1,2,3, 9,11,12 GC a,c
11/17 Thurs Week 14	Continue Chapter 12	Activity: Diagram the spread of infections through the fascial spaces. Group Workbook Review and Discussion of Case Studies	Read Chapter 12 prior to class Textbook: Highlight all National Board Review Material prior to EACH class. Workbook: Complete Case Studies 7 and 8 prior to class.	CC 1,2,3, 9,11,12 GC a,c
11/24	STUDY	NO CLASS HAPPY THANKSGIVING	Study for Exam 4 and Final Exam	
12/01 Thurs Week	Review for FINAL	(Board review material following Exam) Review of Chapters 1-12	EXAM 4 Chapters 10-12	CC 1-13 GC a,c

8/4/2022 ld

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
15		Interactive Review Games	** Textbook: Highlight all National Board Review Material prior to EACH class. Turn in at Exam for Review. Study Board Review Material prior to class.	
12/08 Thurs 8:00 am	Chapters 1 - 12	Final Exam	Comprehensive Final Exam Exam #5	CC 1-13 GC a,c

***This lesson plan is subject to change at the discretion of the instructor.**

MAJOR COURSE COMPETENCIES (CC):

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|---|--|
| <ol style="list-style-type: none"> 1. Terminology 2. Anatomic Landmarks 3. Osteology of The Skull 4. Temporomandibular Joint 5. Muscles of Mastication 6. Muscles of Facial Expression 7. Nervous System 8. Blood Supply of the Head and Neck | <ol style="list-style-type: none"> 9. Lymphatic System and Immunology 10. Endocrine and Exocrine Glands of the Head and Neck 11. Nasal and Paranasal Sinuses 12. Fascial Spaces and The Spread of Dental Infections 13. Anatomy Concerning Local Anesthesia |
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GENERAL CORE EDUCATIONAL COMPETENCIES (GC):

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.