



## **AHS 113 HEAD AND NECK ANATOMY**

### **Health Sciences – Allied Health Sciences**

#### **Fall Semester 2009**

**Catalog Course Description:** This course provides a detailed study of the head and neck with special emphasis on structure as it pertains to the study of dental science.

**Prerequisite(s):** Acceptance into DHG Phase II  
**Corequisite(s):** DHG 151, DHG 125  
**Credit Hours:** 1 Credits      0 Lec    3 Lab  
**Departmental Website:** <http://www.midlandstech.edu/dental>  
**Instructor:** Kim Schneider  
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**Program Director:** Dr. Richard Boan 822-3280 [boanr@midlandstech.edu](mailto:boanr@midlandstech.edu)

#### **Class Schedule[s]:**

**Office Hours:** By appointment

#### **Textbook(s):**

Illustrated Anatomy of the Head and Neck, Fehrenbach & Herring (3<sup>rd</sup> edition)  
Head & Neck Anatomy Workbook, Kimberly D. Schneider, RDH  
AHS 113 notebook

#### **Equipment:**

Package of colored pencils or magic markers  
Looseleaf notebook paper  
#2 pencil (not mechanical) and highlighter (optional) for test taking

**Course Objectives:** Upon completion of this course the student will be able to:

1. Demonstrate an appreciation and working knowledge of the structural and functional aspects of the head and neck and the interrelationship of these.
2. List and know the functions of the various structures associated with head and neck anatomy.

#### **Course Outcomes and Competencies:**

##### **Intended Course Outcome #1:**

The dental hygiene student will demonstrate an understanding of the structure of the head and neck with special emphasis on the structure as it pertains to the study of dental sciences.

##### **Course Competency (Performance Measure):**

The dental hygiene student will demonstrate an understanding of the structure of the head and neck with special emphasis on the structure as it pertains to the study of dental sciences by achieving a 75% or better on each of the five exams and the cumulative final exam.

**Performance Measurement Instrument:** Students will achieve at least a 75% on each of the five exams and the cumulative final exam.

## Course Attendance:

Head and Neck Anatomy is a complex subject requiring a maximum of effort by each student. In order to achieve success, students are strongly encouraged to attend all scheduled classes. If it is necessary to miss class, please discuss this in advance with the instructor.

Two absences are permitted in this class. If a student exceeds two unexcused absences, a grade of "W" will be assigned, or "WF" if the student is failing at that time. Absences will be considered excused if a doctor's note is presented to the instructor upon return to class.

Students who sleep through class will receive an unexcused absence at the discretion of the instructor. Students who are disruptive to the class (such as with excessive talking to other students) will be asked to leave and will receive an unexcused absence.

**\*\*IT IS STRONGLY ENCOURAGED THAT TESTS BE TAKEN AS SCHEDULED.**

**Withdrawal:** Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

## Course Grading:

<b>Grading Scale:</b>	92-100	A	Superior Work
	84-91	B	Good Work
	75-83	C	Average Work
	0- 74	F	Unsatisfactory Work

## GRADE COMPONENTS:

The final grade for this course will be determined by averaging six(6) exam grades, including the final exam, and the averaged homework grade. The final exam will be comprehensive but will count as one of the above mentioned exam grades.

To determine final grade add the following and divide by 7:

Exam #1 grade    Exam #5 grade  
Exam #2 grade    Final Exam grade (**THE FINAL EXAM WILL BE CUMULATIVE!**)  
Exam #3 grade    Homework average  
Exam #4 grade

Each student should pay particular attention to the objectives provided for each unit. All test questions will be drawn from these objectives

## Special Procedures:

### Tardiness:

As it is essential to be on time in the practice of dental hygiene, this trait will be encouraged throughout this course. Students are expected to be on time with all of the materials needed for class. Two(2) tardies will constitute an unexcused absence. Students who come to class more than 30 minutes late will be considered absent.

### Make-up work:

Tests not taken on the scheduled day may only be made up for excused absences (have note from doctor) or if arrangements have been made with the instructor in advance. Missed tests must be made up on the day the student returns to school, preferably before this class meets again. Tests missed due to casual absences or not made up in a timely manner will result in the assignment of a "0" for that test grade.

### Tutoring:

In-class time has been scheduled throughout the semester in order to meet the needs of those students who need tutoring. The following students will be required to attend:

Those who received less than 80% on the last exam taken

Those whose class average is less than 80%

Those who are repeating this class for any reason

Attendance will be taken during tutoring sessions. Any required student who does not attend will receive an absence for that day. **Any other student who wishes to attend tutoring sessions may do so.** Students who do not meet the above requirements for tutoring will be released from class during tutoring periods for the purpose of independent study.

Tutoring generally includes a review of subject matter and study technique suggestions for the upcoming exam. New material will not be covered during this time.

On occasion, the instructor will contact a student who is performing poorly on tests and require a meeting with the student in order to discuss alternative study habits. In the case of extremely poor performance, where a student's continuation in the program may be in jeopardy, a meeting with the Director of Dental Hygiene may be required of the student.

**Need for Maintaining a Positive Learning/Testing Environment:** In order to create an environment conducive to learning in the classroom, students will be required to keep unnecessary noise to a minimum during class. This does not apply to on-task participation in classroom activities by the student, which is wholeheartedly encouraged. However, behavior that has been considered disruptive as reported by other students in the past includes: excessive talking, cell phone use, consistently asking questions that are "off topic", and any noise made during a test. Therefore, students will be required to turn off cell phones or place them on "mute" or "vibrate" during class or a test. Students are also asked to keep other possible noise-making behaviors to a minimum. Likewise, students sensitive to excessive noise may wish to take measures such as moving to a quieter area in the classroom or wearing earplugs during tests.

### **Classroom Rules/Other:**

#### **Performance Standard Counseling Items:**

Healthcare providers and students aspiring to become healthcare providers assume significant responsibility to maintain or improve the quality of life of their clients through wellness-directed efforts. The Allied Dental Education faculty have identified specific performance standard counseling items which if displayed by the student care giver might result in compromised client wellness or an infraction of the professional code of ethics. Performance standards counseling items will result in points being subtracted from the graded area to which they apply (Professionalism, Debridement & Therapeutics, Assessment). Additionally, an accumulative tally of weighted values will be kept of such counseling items with the following actions taken:

PERFORMANCE STANDARDS COUNSELING ITEMS CUMULATIVE WEIGHT TOTALS	ACTIONS TAKEN
3	Director Conference
4	Student on Probation for Nonprogression
6	Student Withdraws from Program

Behavior for which a student might be counseled in AHS 113 would include:

- excessive tardiness or absenteeism
- consistent disruption of class through unnecessary talking or other behavior
- consistently leaving class for long periods of time or repeatedly during class
- any other behavior which is not consistent with a productive learning environment for the student or classmates

Depending on the severity of the infraction, a warning may or may not be given prior to official counseling by the PSCI system. Notification through warning is given by individual instructors as a courtesy rather than a requirement of the instructor.

**Tentative Course Topic Outline/Course Calendar with Assignments:**

DATE	TOPIC	TEXT ASSIGNMENT
	UNIT 1: SURFACE ANATOMY	
	UNIT 1: THE SKULL	Brand-chap.11
	UNIT 1: THE SKULL	Short-chap.17
	REVIEW FOR EXAM	
	EXAM 1 - UNIT 1	
	UNIT 2: MUSCLES OF FACIAL EXPRESSION	Brand-chap.15 Short-p.226-229
	UNIT 2: MUSCLES OF MASTICATION, TMJ	Brand-chap13&14 Short-p.214-224
	REVIEW FOR EXAM	Short-chap.22
	EXAM 2 - UNIT 2	
	UNIT 3: THE BRAIN	
	UNIT 3: CRANIAL NERVES	Both-chap.19
	EXAM 3: UNIT 3	
	UNIT 4: TRIGEMINAL NERVE	
	UNIT 4: DENTAL INJECTIONS	
	REVIEW FOR EXAM	
	EXAM 4 - UNIT 4	
	UNIT 5: CRANIAL NERVES VII, IX, AND X	Short-p.250-253
	UNIT 5: AUTONOMIC NERVOUS SYSTEM	
	UNIT 6: BLOOD SUPPLY TO THE HEAD	Brand-chap.17 Short-chap.20
	REVIEW FOR EXAM	
	EXAM 5 - UNITS 5 & 6	
	UNIT 7: ORAL CAVITY-	Short-chap.2&21,pg.231-3
	UNIT 7: ORAL CAVITY	Brand-chp.16&18
	UNIT 7: NASAL CAVITY	Brand-chap.12
	UNIT 8: THE MENINGES AND VENOUS DURAL SINUSES	
	UNIT 8: LYMPHATICS OF THE HEAD HEAD AND NECK	Brand-chap.20
	UNIT 8: SPREAD OF DENTAL INFECTION	
	UNIT 9: NECK, PHARYNX&LARYNX	Short-pg229-235
	REVIEW FOR FINAL EXAM	
	FINAL EXAM	

**PLEASE NOTE: Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective.**



**Students are expected to read the student handbook and abide by its policies. Copies of the handbook may be obtained at various locations on campus and is located on the web: <http://www.midlandstech.edu/planner/>**

**Academic Dishonesty:** The Student Code addresses what constitutes academic dishonesty. All forms of dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification, will call for discipline.

CHEATING ON TESTS includes:

- Copying from another student's paper.
- Using materials during a test not authorized by the person giving the test.
- Collaborating with any other person during a test without permission.
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of any un-administered test.
- Bribing any other person to obtain information about tests.
- Substituting for another student, or permitting another student to substitute for oneself.

PLAGIARISM is the appropriation of any other person's work and unacknowledged incorporation of that work in one's own work offered for credit.

**Campus Emergency Protocol:** Students and employees are asked to report safety concerns or suspicious activities to Campus Security at 7199 (on campus) or 738-7199 (cell phone or off campus). In the event of an emergency, employees and/or students should immediately call Campus Security or local 911. If an emergency occurs, the college will use a variety of methods to communicate additional information and instructions including the MTC Information Centers, campus loud speakers, MTC Alerts! ([http://www.midlandstech.edu/Phone\\_Alert.htm](http://www.midlandstech.edu/Phone_Alert.htm)), voice mail, email, college Intranet, and the MTC website homepage.

**Inclement Weather Policy:** In the event weather conditions or other emergencies cause the closing or a delayed start of Midlands Technical College, announcements will be made over local radio and TV stations, on the MTC Web site, and on the college's information line (803-738-8234). Notices will be sent to students via Campus Cruiser Mail when applicable. Separate announcements may be made for day and evening classes as weather conditions change during the day.

If the college closing or reopening means that there is at least 30 minutes of a class remaining, plan to attend that class. For example, if the college opens at 10:00 a.m. in TTH, classes that normally meet at 8:00 a.m. will not meet, but classes beginning at 9:30 a.m. will meet. If the college closes at 8:00 p.m., 6:00 p.m. classes will meet for their regular time, but 7:35 p.m. classes will not meet since there are fewer than 30 minutes remaining in class.

**Student E-Mail Accounts:** All MTC students are assigned a college e-mail account upon admission to the college. This account is called "Campus Cruiser Mail." Campus Cruiser Mail is the primary mode by which the college communicates with students. Students are responsible for checking their college e-mail on a regular basis for important information and announcements about registration, financial aid, cancelled classes, emergency announcements and other notices. Students can use their college e-mail accounts to communicate with faculty, staff, fellow students, and others, in support of their educational pursuits. In addition to e-mail, students will also have access to maintaining personal calendars and "tasks lists" through their Campus Cruiser e-mail account.

**Student Evaluation of Instruction:** Students have the opportunity to evaluate this course. The confidential evaluation process is conducted through MTC Online using the individual student's username and password. Announcements will be made during the term concerning how and when to complete the online evaluation. Students are encouraged to participate in this process.

**Students Requiring Special Accommodations:** If special accommodations are needed for a student with a disability, the student should go to Counseling Services on Beltline or Airport Campus for assistance. Documentation regarding a specific disability is required in order for special arrangements to be made. Confidentiality of information received will be maintained.