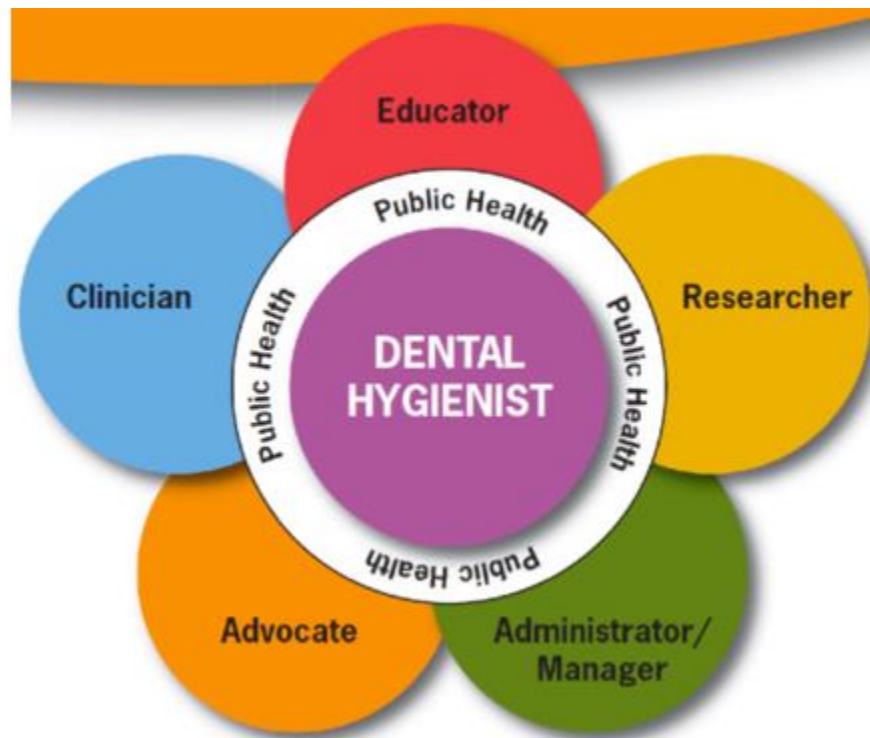


2018-19

Program, Policies, and Guidelines

Master of Science in Dental Hygiene (MSDH)



Graduate School of Biomedical Sciences
UT Health San Antonio

Please note that the policies of the MSDH Program reviewed regularly and updated. Therefore, this printed copy may not be the most current. The most up to date MSDH Handbook on the MSDH website



UT Health

San Antonio

Graduate School of Biomedical Sciences

MSDH Program

Master of Science – MC 7904 **MSDH Program**

UT Health San Antonio

7703 Floyd Curl Drive

San Antonio, Texas 78229-3900

210-567-3858 (voice)

210-567-3820 (fax)

E-mail: Taverna@uthscsa.edu

The UT Health San Antonio is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award certificates, and baccalaureate, and master degrees.

MSDH Program, Policies, and Guidelines — Graduate School of Biomedical Sciences

Copyright © 2013 UT Health San Antonio

Updated 6/2017

Master of Science in Dental Hygiene (MSDH)

Program, Policies, and Guidelines

Table of Contents

	Page
Aims / Objectives	3
MSDH Committee on Graduate Studies	4
GSBS Policies and Regulations	4
Completion of the Program	12
Competencies	12
Admission Requirements	14
Application to the Program	15
Student Pathways in the MSDH Program	15
Supervising Professor, Supervising Committee, and Research Project	16
Timeline to Graduation	18
Manuscript Requirement	19
Coursework and Grading	20
Ethics and Professionalism Policy	23
Completion of the MSDH Program	24
Degree Plan	26
MSDH progress sheet	28
MSDH Graduate Faculty and Contact Information	31
Appendix: GSBS Forms	32-35
A.Example research proposal	
B.Student vita	
C.Example manuscript approval form	
D.Example committee chair cover letter	

UT HEALTH SAN ANTONIO
GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

Master of Science in Dental Hygiene (MSDH)

AIMS & OBJECTIVES

Mission Statement

The Master of Science (M.S.) degree program offers graduate students in-depth learning experiences in research methods, teaching, and the health care sciences. The mission of the program is to educate professionals for positions of leadership in their respective professions. The goal of this program is to prepare dental hygienists to expand the knowledge base and skill set of the profession by nurturing the intellectual development of the professional. UT Health San Antonio Master of Science in Dental Hygiene degree prepares professional dental hygienists with specialized skills in one or more of the following areas: health promotion/education, management/administration, research, advanced clinical practice, and consumer advocacy.

The specific aims of the MSDH Program are to:

- The curriculum will establish a foundation of basic and dental science principles that support the dental hygiene specialty and prepare graduates for academic and research success.
- Research experience will provide a foundation for the research process as well as prepare the student to pursue PhD levels of study
- Academic experience will provide a foundation for future educators in dental hygiene.

The aims of the MSDH Program are achieved *via* completion of objective activities:

- Participation and successful completion of required didactic coursework
- Establishment of an *approved* Supervising Professor, Supervising Committee and research project
- Active involvement in an *approved* research project
- *Submission* of an *approved* manuscript for peer-reviewed publication or thesis
- Award of the Master of Science degree in Dental Hygiene (MSDH)

This 36-semester credit hour program is organized around a Core Curriculum comprised of foundational courses that prepares the student for scholarly pursuits. The remainder of the curriculum consists of courses and learning activities that broaden the student perspective of health care, provide opportunities to master the art and science

of teaching dental hygiene, and enable the student to attain advanced competency. All learners are required to complete original research which is reported as a publishable manuscript.

Throughout the program, and particularly in the Core Curriculum, five themes are emphasized: (1) interdisciplinary team practice and problem-solving; (2) empirical evidence as a primary basis for professional practice and education; (3) professional reflectivity, critical thinking, and problem-solving; (4) scientific, social, economic, and political influences on health care in the United States; and (5) professional communication.

The MSDH program is designed for working professionals who wish to continue their employment while pursuing graduate education. The Core Curriculum is completed by learners as members of an on-line learning community; a cohort of learners who exercise self-direction as they progress through learning activities as teams. Advanced practice courses in the student's specialty are offered either as educational preparation or learning community courses.

Master of Science in Dental Hygiene Committee on Graduate Studies

The MSDH program is supervised by a **Committee on Graduate Studies (COGS)** composed of members of the graduate faculty of Dental Hygiene Program. The COGS is responsible for establishing admission requirements specific to the program, recommending approval or denial of admission of applicants to the program, overseeing academic curricula, monitoring its students' academic progress in didactic and research activities, attesting eligibility for admission to candidacy for a degree, and verifying to the **Graduate Faculty Council** that the student has fulfilled all requirements for the awarding of the degree.

The COGS Chair is the administrative head of each program. The COGS Chair is the voting representative of the program on the Graduate Faculty Council and serves as the *liaison* officer between the COGS and the Graduate School Dean's Office on all matters pertaining to applicant and student affairs. In several of the programs, one graduate faculty member serves as both Graduate Advisor and COGS Chair. The advisor serves as a counselor on academic matters and monitors the student's progress in (a) successfully completing contingencies of admission and course requirements of the program, and (b) selecting an area of research specialization.

GSBS Policies and Regulations

Requirements and Regulations

A student enrolled in the **Graduate School of Biomedical Sciences** is subject to all established requirements and regulations of the Health Science Center, the Graduate School, and the respective graduate programs. Exceptions to these rules and issues not covered by previously determined guidelines will be decided by the Graduate Faculty Council. <http://gsbs.uthscsa.edu/>

Attendance

There are no attendance requirements for the fully online MSDH Program. Practicums will require attendance on our campus, or a campus with which the Department of Periodontics/Dental Hygiene has an agreement. The manner of which will be determined by the Course Director of each course affected. Lack of participation in the online course work may result in student dismissal.

Residence Required for Graduation

As fully on-line the MSDH program accepts applicants from all US States (registered as part of NC-SARA) as well as from Canada. Therefore residency in Texas is not required.

Time Limits

The median time for completion of the M.S. degree and the Ph.D. degree is 2.5 years. An individualized Degree Plan will be determined before the first semester.

Credit Hour Requirements

MS Degree: The majority of the total semester credit hours taken for the MSDH must be earned at UT Health San Antonio. A minimum of 36 semester credit hours is required for an MSDH degree. The student must successfully complete at least 22 semester credit hours of coursework in addition to credit hours awarded in Research, Thesis, and Seminar.

Waiver of Courses: There are no waivers of courses from other universities without the expressed approval of the MSDH COGS.

Foreign Language Requirement

Demonstration of proficiency in a foreign language is not required for the MSDH Program.

Ethics Course Requirement

All MSDH students must take the course INTD 5023 Research Ethic or its equivalent, as a requirement for graduation. This course is listed as core curriculum.

Records

Registration

The [Office of the University Registrar](#) will announce and provide the registration process to all students, Committee on Graduate Studies (COGS) Chairs, and their assistants prior to the start of each semester. For individual registration concerns, confer with your program's Committee on Graduate Studies (COGS) Chair.

A student must register each semester and summer session that he or she is enrolled in a course. This includes courses in Research, Thesis, and Dissertation. No student can receive credit for a course for which he or she has not registered.

Consequences for Non-Payment of Tuition and Fees

In graduate programs where students are responsible for paying their own tuition and fees, payment must be made by the census date of each semester (which is always the 12th class day). The fall semester has two official start dates for new students, and thus, two census dates are listed on the school's official Academic Calendar. Students should refer to the Academic Calendar to determine their census date based on their start date. Consequences of non-payment of tuition and fees are listed below. International students must also contact the [Office of International Services](#).

- Discontinued enrollment in the graduate program, resulting in termination with loss of pay, benefits, and privileges.
- Necessity to re-apply for admission for the following semester.
- A bar against readmission for the current semester.
- Initiation of loan repayments, if a student has loans.
- Potential loss of visa status and deportation for international students.
- Withholding of a student's official transcript.
- Withholding of a diploma to which a student would otherwise be entitled.

Exception(s) to this policy include:

1. A student enrolled for Final Hours.

Students enrolling for less than half-time will be responsible for repayment of federal student loans.

Adding Courses

Students may add courses during official add days as designated by the [Office of the University Registrar](#) each semester. Students are not permitted to add classes to their schedules after the census date, which is typically the 12th class day of the spring and fall semesters. Look for "Student Forms" then choose Add/Drop

Dropping Courses

A student who is not on academic probation may drop a course at any time during the semester provided the student is passing the course at the time and has obtained the *signed approval of the course director and COGS chair*.

The Registrar will record the symbol **W** if a course is dropped before the first evaluation period in that course. After that time, the course director will assign a grade of either **WP** (Withdrew Passing) or **WF** (Withdrew Failing). A student on academic probation will not be allowed to drop a course.

In case of illness and with the consent of the Dean, a student may drop a course without penalty at any time prior to the beginning of final examinations.

Registration for Thesis

Students in M.S. programs may register for the Thesis course DENH 6098. Registration for Thesis is only permitted after the following three actions have been taken:

1. Approval of admission to candidacy for the M.S. degree by the Dean;
2. Approval of the thesis research proposal by the Committee on Graduate Studies of the program and the Dean;
3. Appointment of a Supervising Committee for the thesis research by the Committee on Graduate Studies of the program and the Dean.

A candidate for the M.S. degree must register for the thesis course for at least one term, unless they participate in a graduate program with a non-thesis option.

Registration for Final Term

It is a requirement that a student be registered for the semester in which he or she graduates.

Final Credit Hours

A student in his/her final semester registering only for thesis or dissertation may register for “final hours”. A Ph.D. student must register for a minimum of 3 semester credit hours; a M.S. student must register for a minimum of 1 semester credit hour. When a student declares “final hours” for a semester, the student shall be considered enrolled in a full-time course load for that semester. The student pays tuition based upon the number of credit hour for which he/she registers.

Because of requirements dictated by certain types of visas, international students must consult with their COGS Chair prior to registering for final hours.

A student may register for final credit hours only once during his/her degree program. The “Request for Designation of Final Hours” form is available in the Office of the University Registrar or on their website at <http://students.uthscsa.edu/registrar/wp-content/uploads/sites/2/2016/10/Request-for-Final-Hours-Rev-10192016.pdf> This requires the signature and approval of the program COGS Chair.

Registration for Audit

Permission to audit one or more courses is sometimes granted. Auditing conveys only the privilege of observing and excludes handing in papers or taking part in a class discussion, laboratory exercises, or fieldwork. No grade is given and no credit is reported. Graduate students must obtain permission to register to audit a course from the course director and the COGS chair of the program in which they are enrolled. Others who wish to register to audit a graduate course must apply to the Associate Dean of the Graduate School for admission as a Non-Degree Student.

Student Academic Grievance Process

An **Academic Grievance** is a complaint regarding an academic decision or action that affects a student's academic record. For the definition of terms

see: <http://catalog.uthscsa.edu/generalinformation/generalacademicpolicies/grievances/>.

As required by the University of Texas System and the policies of the University of Texas Health Science Center, a formal grievance procedure is a process to allow students the opportunity to report any perceived act, omission, or issue of an academic nature which may adversely affect the student. The student grievance may include grade disputes or other academically related issues. All efforts should be made by the student and the faculty member involved to resolve the issue before proceeding through the grievance process. If the issue cannot be resolved to the student's satisfaction, the student is encouraged to submit their grievance through the grievance process. The sequence of procedures involved in the grievance process is outlined below.

Students are encouraged to grieve their complaint through the informal grievance process followed by the formal grievance process; however, students may also directly file a formal complaint to the Program COGS and GSBS Dean's Office. The process below outlines the actions of the informal and formal grievance procedures.

Grievance Process:

1. The student has up to 10 business days from the date he/she was issued the grade or evaluation in question to file a formal complaint.
2. A formal complaint is filed by submitting the Student Complaint Form http://gsbs.uthscsa.edu/current_students/forms to the COGS Chair of the Program with a copy going to the GSBS Dean's office.
3. A committee consisting of the COGS Chair, the Program Director and the GSBS Associate Dean (Academic Affairs) *, will have up to 30 business days to investigate the grievance. The COGS Chair will chair the committee. If the Program Director serves as COGS Chair, the Program Director will appoint a senior graduate faculty member of the Program to serve on the committee. Documentation from the student and faculty will be collected as well as face-to-face meetings scheduled by the COGS Chair.
4. A written and signed summary of the decision rendered will be provided to the student by the COGS Chair and a copy of the signed summary will be sent by the COGS Chair to the GSBS Dean's Office.
5. If the student is not satisfied with the final decision reached by the COGS Chair, Program Director, and Associate Dean (Academic Affairs), the student may appeal the decision to the Dean of the GSBS within 10 business days of receiving the written summary (described below).
6. All documents (emails/memos/letters/written summaries) will be maintained by the GSBS.

*If the formal academic grievance is filed against the COGS Chair or Program Director then the Associate Dean (Academic Affairs) or designee will serve as the chair of the grievance committee and will identify a senior faculty member as the third member to serve on the committee. If the Associate Dean is named in the complaint, then the Associate Dean for Student Affairs or his/her designee will represent the GSBS on this committee.

Appeal Process

The student has up to 10 business days of receiving the written summary of the formal grievance process to file an appeal.

An appeal is filed by submitting to the Dean of the GSBS a letter signed by the student outlining the arguments for the appeal together with the Student Complaint Form and the written summary from the grievance process.

The Dean will have up to 30 business days following the formal grievance process to render a decision. The Dean's decision will be considered final and provided to the student in writing.

Texas Higher Education Coordinating Board

If a student exhausts all grievance processes in the Graduate School of Biomedical Sciences and the Health Science Center, then the student may file a complaint to the Texas Higher Education Coordinating Board. For the types of complaints, it investigates, processes and complaint form search their website

<http://www.thecb.state.tx.us/index.cfm?objectid=989FE9A0-2213-11E8-BC500050560100A9>

Definition of Terms

<http://catalog.uthscsa.edu/generalinformation/generalacademicpolicies/grievances/>

For purposes of this policy the terms Complaint and Grievance may be used synonymously.

The Executive Director of the Academic, Faculty, and Student Ombudsperson and ADA Compliance Office is the designated ombudsperson and can provide unofficial, confidential consultation on student's rights, responsibilities, and options.

Continuation, Probation, and Dismissal

Continuation in the graduate programs is dependent upon three requirements:

1. Satisfactory progress in removing any conditions imposed at the time of admission;
2. Maintenance of a minimum cumulative B (3.0) average for all courses taken while enrolled in the *Graduate School of Biomedical Sciences*. A student whose cumulative grade point average falls below 3.0 will be placed on probation and warned by the Dean of the Graduate School that continuation in the graduate program is in jeopardy. A student will remain on probation as long as her or his cumulative GPA is below 3.0. While on probation, a student must maintain a B average in those courses for which he or she is registered or be considered for dismissal by the Committee on Graduate Studies. Except in the case of illness, permission to drop courses will not be given while the student is on probation. A student on probation may not be admitted to candidacy or awarded a degree. Grades achieved during enrollment as a non-degree student are not used to determine academic probation.
3. A satisfactory rate of progress toward the degree as determined by the Committee on Graduate Studies is required throughout the student's enrollment. The Committee, with the Dean's consent, may terminate a student's enrollment for lack of satisfactory progress. Any graduate student who receives two unsatisfactory (U) grades in consecutive semesters will be considered for dismissal by the program Committee on Graduate Studies. Any recommendation for dismissal requires final approval by the Dean of the Graduate School.

Withdrawal

Permission for withdrawal from a graduate program may be granted by the Dean upon concurrence by the Committee on Graduate Studies of the program. The student who wishes to withdraw must complete and sign the **Student Clearance Form** (available from the Office of the University Registrar, Room 317L MED), submit the form for signature to the COGS Chair and the Graduate School dean, and then obtain authorized signature clearance from each area listed on the lower portion of the form.

In the case of withdrawal before the end of the semester or summer session (and thus the dropping of all courses), the grading symbol **WP** or **WF** will be recorded for each course not completed, depending on the student's standing on the last day of enrollment. In the case of withdrawal at the end of a semester, the appropriate grading symbol will be recorded for each completed course.

An application for readmission by a student who has previously withdrawn is subject to the same requirements, procedures, and acceptance considerations that apply to first-time applicants.

Leave of Absence

Permission for a leave of absence from a graduate program for a maximum period of one year may be granted by the Dean subject to prior approval by the Committee on Graduate Studies of the program. Such permission will be granted only for extenuating circumstances and indicates that the student will be allowed to return to the program within the one-year time limit. There is no guarantee that a stipend will be reinstated upon return.

The student should make a written request for a leave of absence to the Chair of the Committee on Graduate Studies for her/his program, including the reasons for the request and the expected time of return. If the request for leave of absence is approved, the student is so notified by a letter from the Dean and provided by the Graduate School Dean's Office. The student must then complete a **Student Clearance Form** available from the Office of the University Registrar (317L MED). The student should then complete and sign the upper portion of this Form, obtain the signatures of the COGS Chair and the Graduate School Dean, and obtain authorized signature clearance from each area listed on the form. The student should also drop any courses for which they are currently enrolled.

***In Absentia* (INTD 1000)**

Students must be registered for the semester in which they graduate and all fees and tuition apply. A special arrangement is made for students who defend the dissertation or thesis after the last Graduate Faculty Council (GFC) meeting of the semester and before the first class day of the following semester.

The student who expects to defend the dissertation or thesis in this interval should register for one credit hour for the next semester. Following the successful defense of the dissertation, the student may drop the one credit hour and register *In Absentia* for the coming semester. This must be accomplished before the first class day of the new semester. Registration *In Absentia* should be designated as zero credit hours and the student will be charged a \$25 fee.

Non-registration

A student who fails to register for two or more consecutive semesters and does not elect to take a leave of absence or to enroll *In Absentia* will be considered for dismissal from the program. The Registrar will notify the Committee on Graduate Studies and the Dean of the student's failure to register.

If dismissed, the student may reapply for admission. Such application is subject to the same requirements, procedures, and acceptance considerations that apply to first-time applicants.

Transfer between Graduate Programs

Any student who wishes to change the course of study from one graduate program to another must submit an application to that program, and the application is subject to the same requirements, procedures, and acceptance considerations that apply to other applicants to the program. Students who are considering such a transfer must have an interview with the Associate Dean. A Change of Program form must be obtained from the Office of the University Registrar and submitted in order to complete the process.

Graduation

The degree of Master of Science is awarded upon the satisfactory completion of a minimum of 30* semester hours, the requirements particular to each graduate program as documented by the Committee on Graduate Studies, recommendation of the Graduate Faculty Council, and certification of the candidate by the Dean and President to the [Board of Regents](#).

**Some programs may require additional hours*

Commencement

Graduation exercises are held each year in May.

The Graduate School Dean will be present to address the students and participate in the presentation of diplomas. Candidates for graduation in the Nursing Science Ph.D. program, the PharM.D. Program, the Master of Science in Dental Hygiene, and the Master's in Dental Science program also participate in the [Graduate School](#) Commencement.

COMPLETION OF PROGRAM

The MSDH Program will be completed *by*:

- Participating in and successfully completing all required didactic coursework
- Establishing and gaining approval of a Supervising Professor, Supervising Committee and research project
- Completing an *approved* research project
- *Submission* of an *approved* manuscript for peer-reviewed publication

COMPETENCIES

The MSDH program provides opportunities for students to acquire and enhance knowledge, skills, and values related to the five competencies and related objectives:

Competency 1: Plan, conduct, and disseminate research in the health professions that generates new knowledge, techniques, theories, or philosophies.

The competent graduate will be able to:

- 1.1 Understand, discuss, and apply research findings to design and evaluate new methods and approaches to clinical care, delivery systems, and/or education
- 1.2 Contribute to the literature on evidence-based practice
- 1.3 Conduct original research to produce new knowledge
- 1.4 Use a variety of methods appropriate for research problems, e.g., objective, naturalistic, historical, policy, etc.
- 1.5 Demonstrate data analysis techniques appropriate to particular research problems, e.g., content analysis, statistics, etc.
- 1.6 Demonstrate skill in managing information: locating, applying, compiling, managing, analyzing, evaluating, etc.
- 1.7 Critically review, appraise, and synthesize research literature in the health sciences
- 1.8 Write research papers suitable for publication in professional journals

Competency 2: Teach effectively at the college or university level in didactic and clinical settings

The competent graduate will be able to:

- 2.1 Understand, articulate, and apply educational theory to teaching at the college or university level
- 2.2 Effectively mentor students to promote individual professional growth
- 2.3 Demonstrate skill in conceptualizing, planning, facilitating, and evaluating learning experiences
- 2.4 Use a variety of teaching methods appropriate for an array of learning needs, e.g., face-to-face instruction, discovery methods, technology-based instruction, etc.
- 2.5 Evaluate student learning outcomes using appropriate assessment and evaluation methods
- 2.6 Engage in life-long learning to enhance the graduate's knowledge and incorporate it into teaching content

Competency 3: Provide professional leadership in one's discipline and community

The competent graduate will be able to:

- 3.1 Work independently/autonomously, as well as collaboratively, in professional and community settings
- 3.2 Demonstrate ethical and professional behavior and values
- 3.3 Understand, appreciate, articulate, and promote cultural competence in teaching, research, clinical care, and service
- 3.4 Understand, appreciate, articulate, and promote the roles of allied health professionals in health care
- 3.5 Understand and articulate leadership models
- 3.6 Assume leadership roles in state, regional, and national professional organizations
- 3.7 Demonstrate knowledge of health care policy

Competency 4: Communicate effectively to a wide array of audiences with a variety of methods

The competent graduate will be able to:

- 4.1 Make significant contributions to professional literature
- 4.2 Select and use appropriate modes of communication for disseminating information to a variety of audiences, including students, public, and professionals
- 4.3 Use effectively a variety of methods for communicating with professional and lay audiences, e.g., written, oral, and electronic modes

Competency 5: Demonstrate commitment to interdisciplinary approaches in teaching, research, service, and clinical care

The competent graduate will be able to:

- 5.1 Understand, appreciate, articulate, and promote interdependency and collaboration among the health care professions, particularly the allied health professions
- 5.2 Exercise networking skills
- 5.3 Work as an effective team member in research, teaching, clinical care, and service in professional and lay settings

Admission Requirements

The Program (Online)

The Texas Higher Education Coordinating Board granted permission to the Department of Dental Hygiene at UT Health Science Center San Antonio to convert face-to-face Master of Science Program to a fully on-line program on April 21, 2009.

Admission Requirements

Graduate study provides the student with skills in oral and written communication, critical thinking, decision making, problem solving data analysis and interpretation.

The following general requirements are required for admission:

1. A bachelor's degree from a nationally and regionally accredited institution of higher education in the United States.
2. Graduation from an accredited dental hygiene program recognized by the American Dental Association Commission on Dental Accreditation (CODA) within the United States and Canada.
3. Successful completion of the Dental Hygiene National Board Examination.
4. Current licensure as a Registered Dental Hygienist in any state in the United States or Canada.
5. Satisfactory grades in undergraduate courses. The undergraduate grade point average should be no lower than a 3.0 on a 4.0-point scale system.
6. Satisfactory scores on the Graduate Record Examination General Aptitude Test (GRE) **or** on the Miller Analogies Test (MAT). Scores on GRE and MAT tests taken more than five years prior to the date of the application are not acceptable.
7. Three completed recommendations forms.
8. A personal interview with representatives of the Master's Degree program may be required.

9. Recommendation for admission by the Master of Science in Dental Hygiene Committee on Graduate Studies (COGS), and approval by the Dean of the Graduate School of Biomedical sciences at the HSC.

10. Resume/Personal Statement Form.

Admission Process

This link will take the applicant to the ADEA DHCAS application system. The applicant will also contact The UT Health Registrars for the separate University application fee.

http://gsbs.uthscsa.edu/graduate_programs/dental-hygiene

Applicants may submit an incomplete transcript, then submit a complete official transcript(s) showing the most recently completed courses as soon as one becomes available. This final transcript must be on file before the student registers for the first semester. Admission is contingent upon the student's maintaining an average of **B (3.0)** or better in relevant coursework taken in the period between submission of transcripts with the application and matriculation into the program. The applicant is informed in writing, by the Dean, of acceptance for admission and of any conditions imposed on admission. The applicant is then required to accept the Dean's offer in writing. Accepted students are expected to arrange an appointment with the MS Program Director to discuss the academic program before registration for the first semester.

Application Deadline is April 15th for the following fall semester entry (July 1)

Applicants must complete the following and paid all fees to ADEA DHCAS and UT Health San Antonio fees by April 15th:

- On-line application
- 3 letters of recommendation

- Transcripts from all colleges or universities
- GRE or MAT scores (taken within the last 5 years)
- Copy of a valid/active dental hygiene license from the US or Canada
- CV

All of the **required** information described above **must** be submitted to ADEA'S DHCAS in order for an applicant to be considered by the MSDH Admissions Committee.

Application to the MSDH Program

Application- will be collected in an on-line national system [ADEA DHCAS](#) for the UT Health Graduate School of Biomedical Sciences.

As described in the online application for admission, official transcripts from **ALL** colleges and universities attended by the applicant are required; these must be submitted directly from the school to ADEA'S DHCAS **and to The Univ. of Texas Health Science Center at San Antonio**. In addition, all transcripts from foreign institutions (including GPA) must be translated and submitted by an approved [foreign credentialing evaluation agency](#). Official GRE or MAT scores must be submitted.

Selection

Students selected for *conditional* acceptance will be asked to complete several more steps prior attending the University:

- 1- The selection committee will ask for a criminal background check.
- 2- Once the successful results of the background check are received a request to the Graduate School Dean's office will be made on your behalf.
- 3- Graduate School of Biomedical Sciences (GSBS) will send the official letter offering admission. The letter will include a **letter of intent** that must be returned to the Health Science Center
- 4- **Next, all official transcripts must be requested again and sent to the Health Science Center at San Antonio for your permanent student record.**

Official test scores and transcripts should be sent to:

Registrar's Office-Dental Hygiene Admissions
The UT Health San Antonio
7703 Floyd Curl Drive
San Antonio, Texas 78229-3900

After acceptance, students may complete the requirements for graduation while enrolled as either a full-time or part-time student.

Tuition and Fees

Tuition and Fees referenced below are an estimation of current fees.

<http://students.uthscsa.edu/financialaid/wp-content/uploads/sites/4/2019/04/GSBS-Dental-Hygiene-Tuition-Fees-2020.pdf>

There are two tables: one for Resident (Texans) and one for Non-Resident (out of state).

Out of state students taking on-line classes are subject to out of state instructional fees of \$250.00/semester credit hour. No fees should be assessed for leasing equipment, fitness, or health insurance if you have your own policy). Regular tuition will not be charged for approved on-line programs.

Student Pathways in the MSDH Program

Regular Students

Full-Time students: Full-time status is regarded, by the Graduate School, as enrollment in at least nine (9) semester credit hours (SCH) during the fall and spring semesters.

Part-time Students: Part-time students are enrolled for less than nine (9) credit hours per semester during the fall or spring.

UT Health San Antonio Faculty and Staff as Students in the MSDH Program: UT Health San Antonio faculty and staff may apply for admission in the MSDH Program. However, faculty and staff may

only enroll in coursework as a *part-time student*. The amount of course work that can be taken by faculty or staff in a given semester is subject to the ‘quantity of work’ rules outlined in the current UT Health San Antonio [Catalog](#) and [Handbook of Operating Procedures](#) (HOP).

Many of the forms listed in this next section will be found in: The Registrars site under Student Forms at <https://students.uthscsa.edu/registrar/2013/03/forms/>

Degree Requirements

Successful completion of the MSDH Program requires satisfactory completion of required coursework and completion of an approved research project including a written and oral presentation of research findings.

Coursework: Thirty-six (36) semester credit hours (SCH) are required to obtain the Master of Science in Dental Hygiene degree. Students must satisfactorily complete all *required courses*. The student in consultation with the Supervising Professor and the Supervising Committee will select elective courses from an approved list of courses.

Research Project: Six semester credit hours of thesis are completed conducting original research under the guidance of a Supervising Professor and Supervising Committee. The written research proposal must be approved by the MSDH COGS (see details provided below).

Manuscript or Thesis: Upon satisfactory completion of all required courses, and with the approval of the Supervising Professor and Supervising Committee, students must submit a manuscript to the MSDH COGS for review for their eligibility for candidacy for the MSDH degree. The manuscript must be accompanied by a completed copy of the *Manuscript Approval Form* (Example in Appendix C of this manual) and a letter from the Supervising Professor attesting to the student’s participation in all the stages of research and development of the manuscript.

Original work is published in the thesis format or as a publish-ready manuscript. The manuscript must

be written in compliance with journal specifications and submitted for publication prior to graduation.

Supervising Professor, Supervising Committee, and Research Project

Master of Science Degree (Biomedical Sciences Programs)

Phase 1 – Completion of 30 semester credit hours in dental hygiene.

Phase 2- Research project beginning with admission to candidacy

1. **Assignment of faculty advisor:** The Committee on Graduate Studies (COGS) in Dental Hygiene selects a member of the graduate faculty as advisor to each student beginning the research phase.

2. **Admission to candidacy:** Recommendation by the Committee on Graduate Studies that the student be admitted to candidacy for the Master of Science degree requires the following:

3. **Selection of supervising professor:** No later than one month after the student’s admission to candidacy, the member of the graduate faculty of the program who will serve as the supervising professor of the thesis research shall be decided upon by mutual agreement among the candidate, the faculty member, and the Committee on Graduate Studies. Normally, the research advisor who guided the student’s preliminary research activities continues as supervising professor, but this arrangement is not obligatory.

4. **Draft of the thesis research proposal:** No later than two months after admission to candidacy, the candidate shall submit a draft of a proposal for the thesis research to the supervising professor for review and modification. Subsequent drafts of the proposal may then be submitted for review and modification to other faculty members who have knowledge and expertise in the area of the research proposal. After approval of the final proposal draft

by the supervising professor, the proposal is submitted to the Committee on Graduate Studies for consideration of approval.

Research Proposal: The written proposal should not exceed *three* double-spaced typewritten pages and should include the following sections:

- a) Hypothesis
- b) Specific Aims
- c) Significance (with background, references, and rationale for the proposed studies)
- d) Experimental Design (including the number of planned subjects/observations and statistical analyses)
- e) References (*not included in the 6-page limit*)
- f) An example is contained in the appendix of this handbook.

5. Appointment of the supervising committee:

After approval of the thesis proposal by the Committee on Graduate Studies, the supervising professor and the candidate shall make recommendations to the Committee on Graduate Studies regarding the composition of the Supervising Committee for the thesis research. The Supervising Committee must consist of at least four persons, as follows:

- a. The supervising professor, also a member of the program's graduate faculty, designated as Supervising Professor and Chair of the Supervising Committee;
- b. Two members must be members of the graduate faculty of the program;
- c. One member must be a faculty member of the Health Science Center in a supporting area outside the program or a person outside the Health Science Center who is an expert in the field of the proposed thesis.

6. Immediately upon selection of the Supervising Committee, the Chair of the Committee on Graduate Studies will submit to the Graduate School Dean's Office a completed GSBS *Composition of Supervising Committee — The Master of Science Degree (IMPACT)*. A copy of the proposed work in electronic form must accompany the form. Each member of the Supervising Committee is required to

sign the form to certify her/his approval to serve on the committee. Any subsequent change in the Composition of the Supervising Committee must be approved by the COGS and approved by the Dean.

The composition of the Supervising Committee should, in principle, provide a group of research scientists who constitute an important resource to the candidate and her or his thesis research. Their functions are, with the Supervising Professor guide the candidate through the thesis research and to certify to the Committee on Graduate Studies that the candidate has, in fact, carried out a meritorious research investigation of the caliber appropriate for an M.S. thesis and, in their opinion, defended it satisfactorily.

A student must identify a research area of interest. In consultation with Dental Hygiene faculty, the student must select a Supervising Professor, and establish a Supervising Committee. Each of these must be approved by the MSDH COGS.

7. Supervision of the thesis research: Within one month after appointment of the Supervising Committee, the Supervising Professor shall convene the Supervising Committee to discuss with the candidate the progress of the thesis research and the projected future work. At appropriate intervals thereafter, the Supervising Committee shall meet with the candidate for progress reports (written and/or oral) so that current status of the research may be evaluated and direction of future work planned. It is essential that the Supervising Committee be fully informed of the research progress and be able to provide continued supervision throughout and that the Committee on Graduate Studies receive reports of the research progress from the Supervising Committee after each of its meetings with the candidate.

8. Submission of the thesis/publish-ready manuscript: Members of the Supervising Committee must agree that the research has progressed sufficiently and is ready for submission of a thesis or publish ready manuscript. The draft shall be submitted to the Supervising Professor and then to the other members of the Supervising Committee for review and recommendations for modification of content.

- Thesis option: An electronic thesis copy will also be submitted to the Graduate School Dean's Office for review of formatting and recommendations for modification. It is the responsibility of the candidate to follow the guidelines for preparation of the thesis provided by the Graduate School Dean's Office in the *Instructions for Preparation and Submission of Electronic Theses, Dissertations and Dissertation Abstracts*.
- Publish ready manuscript option: If the publish ready manuscript is preferable, the candidate must obtain approval for such format from the Supervising Committee and the Committee on Graduate Studies. The candidate has the responsibility to ensure the manuscript is written according to publisher guidelines. Adequate time for review and modification of the thesis is required. After approval by the supervising committee the manuscript must be submitted to an appropriate journal.

9. Final Oral Examination: The Graduate School requires that the thesis be defended by the candidate in a Final Oral Examination conducted by the Supervising Committee; the format in which this examination is conducted shall be decided by the Committee on Graduate Studies and it is recommended that it be uniform for all M.S. candidates in that program.

a. The *Request for Final Oral Examination Form* (GSBS Form 40), signed by the Supervising Committee members, should be submitted to the Chair of the Committee on Graduate Studies, who shall indicate approval by signature and transmit the Request to the Graduate School Dean's Office for approval by the Dean.

b. Three copies of the Abstract and the Vita should be submitted with the request for the candidate's files in their respective department, the Registrar's Office, and the Graduate School Dean's Office.

The Supervising Committee members vote on the candidate's success or failure on the Examination; more than one vote for failure signifies failure on the Final Oral Examination.

The Supervising Committee submits the *Report on Final Oral Examination* (IMPACT: GSBS Form 41) to the Committee on Graduate Studies. In the event of a failing performance by the candidate, the Supervising Committee shall also submit to the Committee on Graduate Studies a recommendation regarding remedial action or further examinations; in such cases, the Committee on Graduate Studies shall decide upon the recommendation or other action to be taken. In the event of a successful performance by the candidate, the Committee on Graduate Studies shall vote on whether to approve the recommendation by the Supervising Committee for granting of the degree.

Change in Supervising Professor, Supervising Committee or Research Project: If it becomes necessary for a student to change his/her Supervising Professor, Supervising Committee or research project after approval by the MSDH COGS, the changes must be approved prior to implementation.

To Change a Supervising Professor: Any change in the designated Supervising Professor requires review and approval by the MSDH COGS. This request should be submitted in writing to the MSDH Program Director to include:

- Cover memo that describes the basis for the request to change the Supervising Professor
- A letter of commitment from the proposed Supervising Professor (with details as described above for the initial Supervising Professor's letter of commitment)
- Change requests are also submitted to the GSBS.

To Change a Supervising Committee: Any change in membership in an approved Supervising Committee requires review and approval by the MSDH COGS. This request should be submitted in writing to the Program Director to include:

- Cover memo that describes the basis for the request to change the Supervising Committee membership

- Change requests are also submitted to the GSBS.

To Change a Research Project: Significant changes in the planned research project (e.g., addition or deletion of a specific aim or substantial modifications in experimental design or scope of research studies to be undertaken) must be reviewed and approved by the Supervising Professor and Supervising Committee. The written request to change the research project must be submitted to the MSDH Program Director to include:

- The revised research proposal (with details as described above for the initial research proposal)
- Cover memo that describes the basis for the request to change the research project
- Changes are submitted to the GSB

Timeline to Graduation

Timeline: Admission to candidacy to graduation (forms and updated timelines are published at <https://www.uthscsa.edu/academics/biomedical-sciences/student-life/graduation>) *Please note some requirements on this site are different than for this MS Program.

1. **Form 31** admission to candidacy is complete as soon as all course work is complete. (IMPACT)
2. No more than 1 month later, the supervising professor meets with student to confirm research topic and form supervising committee. The committee signs letters of commitment and agree to timeline.
3. Supervising committee consists of supervising professor (Committee Chair) 2 department members, and 1 outside member for a total of 4 members. The Graduate school is notified via **Form 42** (IMPACT).
4. Supervising professor and committee arrange meetings with candidate to follow progress.

5. No more than 2 months after admission to candidacy the student must submit a manuscript draft.
6. The remaining schedule of events needs to begin at the end and work backward.
7. The GSBS Graduate Faculty Council (GFC) approves all degrees. The meeting is scheduled the 2nd Friday of each month. 10 days prior to that meeting all forms must be completed and in the Graduate Dean's office.
8. The student must complete the research, analyze and summarize the data in a manuscript or thesis. The supervising committee will meet with the student to mentor this process
9. The student must defend the project in a verbal presentation attended by the supervising committee. Three weeks prior to the request for presentation is submitted to the Graduate Dean's office. **Form 40** (IMPACT) must be completed.
10. **Form 41** (IMPACT) MS report on final oral, thesis or manuscript, manuscript approval form with cover letter from thesis chair, and receipt of submission to a journal.

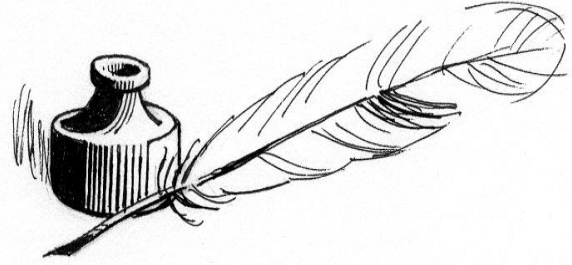
Manuscript Requirement

A basic tenet of the MSDH Program is the expectation that MSDH students should make a significant contribution to the body of knowledge for the dental hygiene profession. Thus, upon satisfactory completion of all required courses, and with the approval of the Supervising Professor and Supervising Committee, each student is required to submit a manuscript to the Supervising professor and committee for consideration of their eligibility for candidacy for the MSDH degree.

- The manuscript, once approved by the supervising professor and committee must be submitted to a peer reviewed scientific journal. The manuscript must be written with the publication specifications of a selected journal. The manuscript may have been submitted, *in press*, or published during the interval that the student was enrolled in the MSDH Program.

- Thesis option, students can also publish the original work in the form of a thesis. This publication must meet the specifications of the GSBS for electronic publication.
- Manuscripts unrelated to the approved research project, such as case reports or book chapters, are not acceptable for completion of the manuscript requirement of the MSDH degree.
- Students are required to be the first author of the manuscript, in addition committee members are also listed as contributing authors. Typically, the supervising professor is listed as the last author, which is the second most respected position in the by-line.
- The manuscript should be provided to the Supervising Committee for review and approval *at least 3 weeks* prior to submission to the MSDH COGS.
- The manuscript can be submitted to the MSDH COGS at any time, however, in cases with impending graduation deadlines, the approved manuscript should be provided to the MSDH COGS *at least one month prior* to the regularly-scheduled graduation date established by the Graduate School of Biomedical Sciences (GSBS). When the manuscript is submitted to the MSDH COGS, it should be accompanied by:
 - A copy of the letter from the Supervising Professor (previously described)
 - A dated notice (letter or email) from the publisher that indicates manuscript submission/acceptance
 - The completed *Manuscript Approval Form* of the MSDH Student Supervising Committee (see Appendix)

The MSDH manuscript requirement is the same for all students enrolled in the MSDH Program.



Coursework & Grading

Fall courses:

DENH 5007 Clinical Administration Practicum

4.0 Semester Credit Hours

The purpose of this course is to present students with an opportunity to hone administrative skills in a clinical environment. There will be interactions with second year dental hygiene students as well as with the second year clinic coordinator. The course includes conference and clinical application sessions to expand and refine teaching and evaluation skills and clinic administration issues including outcomes assessment, quality assurance, and information technology. *Includes two (2) seminar hours and eight (8) clinical hours per week.*

DENH 5010 Teaching Internship

3.0 Semester Credit Hours Pre-req: DENH 5050 Educational Principles and Application or approval by course director

This internship is designed to provide graduate students with the opportunity to teach in various clinics, laboratories, and didactic courses to acquire experience in instructing undergraduate students in a variety of situations. The course is arranged on a contractual basis and tailored to meet the individual goals, needs, and interests of each graduate student, while keeping in mind background experiences. Supervision and evaluation of teaching performance is provided by the graduate faculty.

*DENH 5026 Research Principles and Applications

3.0 Semester Credit Hours

This course is designed to provide the student with an opportunity to expand research knowledge in two dimensions; principles and applications. The course will consist of an in depth study of the research process, its contexts, design, data collection and communication techniques. *Includes three (3) lecture hours per week*

DENH 5027 summer institute in aging

3.0 Semester Credit Hours

This course is an intensive interdisciplinary service-learning study of the assessment, health promotion, disease prevention, and treatment of the aging person. The course will examine physical, mental, emotional, legal, cultural, and social aspects of gerontology. The course is also designed to encourage the learner to reflect on the impact of the elderly on society, the impact to the dental hygiene profession, and the learner on a personal level.

DENH 5036 Health Promotion (Nguyen)

3.0 Semester Credit Hours

This course will provide a theoretical framework for defining health promotion and set the foundation for students to see potential for health promotion in their work. Topics in this course will use evidence based practice to reflect health promotion theories, prevention, risk assessment, health education, and health policy. Additionally, interventions and strategies will be used to effectively evaluate the determinants of health and the outcomes of individuals, families, groups and communities.

DENH 5025 The Dental Hygienist Role in the Management of Elder Abuse

3.0 Semester Credit Hours

This course will allow the learner to acquire the skills and knowledge to recognize the mistreatment of elders. First, the various types of elder abuse will be identified followed by a discussion of the prevalence of abuse. Next, case study application will direct the learner in recognizing the risk factors and signs of elder abuse. The legal requirement and major ethical dimensions for the dental hygienist to report abuse will be explored, and an explanation of required abuse documentation will be provided. Finally, techniques for the dental hygienist may work

effectively with law enforcement will conclude this course.

DENH 5903 Organizational Leadership

3.0 Semester Credit Hours

The purpose of this course is to present foundational principles and theory relating to organizational leadership, communication strategies and behaviors, management of change, decision-making, and other essential elements of academic leadership and administration. The course will provide students with general information relating to organizational theory and more specific information about how educational organizations are designed and managed within different institutional settings: community colleges, private and public colleges, and universities. Additional topics will include external and internal factors affecting education, administrative roles, leadership and management styles, program planning and implementation, budget and personnel management, faculty and staff development, outcomes assessment, accreditation, and other topics related to student interests. *Includes three (3) lecture hours per week*

***DENH 5924 Biostatistics**

3.0 Semester Credit Hours

Introduction to biostatistics. Emphasis is upon application of statistical methods to biological problems. Topics include descriptive statistics, probability, hypothesis testing, and estimation.

DENH 5926 Preclinical Teaching Practicum

4.0 Semester Hours

This course will provide students with an introduction to concepts of preclinical instruction. Instruction will include seminar and laboratory application sessions emphasizing theories of psychomotor skill development, diagnosis of performance problems, provision of feedback, identification of cognitive, psychomotor, and affective behaviors, and faculty calibration. This course requires an official agreement with the institution allowing student teaching. *Includes two (2) seminar hours and eight (8) clinical hours per week.*

DENH 5023 Research Ethics**1.0 semester Hours***

Description: This interactive online ethics course is designed to provide a foundation for the graduate student conducting a research study as part of their required curriculum. The goal of this course is to promote a deeper understanding of the ethical roles and responsibilities required for the novice researcher. The course will incorporate modules from the National Institute of Health (NIH) Clinical Research Training Program and the Collaborative Institutional Training Initiative (CITI) training necessary as partial requirement for conducting research.

Spring courses:**DENH 5010 Teaching Internship*****3.0 Semester Credit Hours Pre-req:***

DENH 5050 Educational Principles and Application or approval by course director

This internship is designed to provide graduate students with the opportunity to teach in various clinics, laboratories, and didactic courses to acquire experience in instructing undergraduate students in a variety of situations. The course is arranged on a contractual basis and tailored to meet the individual goals, needs, and interests of each graduate student, while keeping in mind background experiences. Supervision and evaluation of teaching performance is provided by the graduate faculty.

DENH 5017 Clinical Teaching Practicum***4.0 Semester Credit Hours DENH 5926 pre-req. or permission from course director)***

This course is an introduction to clinical instruction. The student will have the opportunity to gain experience in identifying and correcting performance problems relating to direct patient care. Instruction will include seminar and a clinical application session emphasizing the instructor's role as facilitator, role model, and evaluator. This course requires a formal agreement with the facility allowing student teaching. *Includes two (2) seminar hours and eight (8) clinical hours per week.*

DENH 5024 Professional Communication**3.0 Semester Credit Hours***

This course is designed to help the student develop concepts of professional communication including verbal, visual, and writing skills using state of the art communication resources. Within an interactive topic and computer laboratory format, the students is expected to produce a series of scientific writings, abstracts, annotated bibliographies, and a term paper/research report in the form of a review of the literature. *Includes three (3) lecture hours per week*

DENH 5028 Public Health Policy (Taverna)***3.0 Semester Credit Hours***

Public health policy impacts the hygiene professional as a provider of care, an educator, or in research. This course will provide the learner an overview of American public health policy. Multiple resources will be explored to gain an understanding of the process of policy development. By the end of the term the learner will develop a "mock" public policy initiative, based on personal public health interests, that will include elements discussed in the course.

DENH5050 Educational Principles and Application**3.0 Semester Credit Hours***

This course provides foundational information in educational concepts, principles, methodology and evaluation. Through this course the student will gain an understanding in adult learning theories and motivation, develop a personal philosophy of teaching, curriculum and syllabus design, develop instructional goals and objectives, design and learn the fundamentals skills in providing effective written and oral feedback. Students will learn how to develop and implement teaching methodologies in cognitive, psychomotor, and affective domains.

Spring or Fall semester:***DENH 5022 Research Apprenticeship*****3.0 Semester Credit Hours***

This course allows a graduate to review the literature and to design a research project under the direction of a faculty advisor that leads toward thesis research.

Students are expected to design a research proposal that prepares them to collect and analyze data for their future thesis project. This course requires approval of the program director and may only be taken the semester prior to thesis. *Hours arranged on an individual basis.*

DENH 5091 Special Topics
1.0-3.0 Semester Credit Hours

Students will be given an opportunity to gain an in-depth understanding of selected topics through seminars, conferences, projects, or other appropriate learning methods. This course may be repeated for credit.

DENH 6091 Independent Study (Course director TBA)

1.0-3.0 Semester Credit Hours

Independent reading, research, discussion, project, and/or writing under the direction of a faculty member. This course may be repeated for credit.

***DENH 6098 Thesis (Thesis Committee is arranged by student and faculty mentor)**

6 credit hours

Prerequisite: Admission to candidacy for the M.S. degree

Completion of an acceptable thesis is required for the Master of Science Degree. Registration in this course for at least one semester is required of all degree candidates.

DENH 5004 in Absentia

This option is available any semester a student wishes to take a break from regular course work.

The purpose of the 'course' is simply as a place holder in the Universities student management system. Students often need this to finish thesis research and don't want to pay for additional credit hours. The caveat is that students must be registered for at least 1 hour of thesis during their final semester.

Grade Requirements: Student performance in MSDH-sponsored program courses is assessed as A, B or C. Students are expected to maintain a minimum of a 3.0 or B average during the course of

study. In addition, some courses are assessed as satisfactory (S) or unsatisfactory (U). In the event of unsatisfactory performance, the Promotions Committee of the MSDH COGS will provide a recommendation as to whether or not the student is to be dismissed from the MSDH Program.

Transfer of Coursework for Credit: The GSBS rules state that no more than 6 semester credit hours may be transferred towards the completion of a Master of Science degree.

A written request for consideration of transfer for course credit is submitted to the registrar's office. This request should include a comprehensive description of the prior course detailing when and where completed, course contact hours, and details of course content and objectives. The request should include an official transcript that indicates successful course completion and the grade issued. If the transfer of credit request is approved by the MSDH COGS, the program will prepare a request for transfer of course credit (on GSBS forms) and submit to the GSBS for consideration/approval by the Dean.

Ethics/Professionalism Policy

The MSDH Program expects all students to exhibit the highest standards of conduct, honesty, and professionalism. Academic misconduct includes activities that undermine the academic integrity of the institution. The University may discipline a student for academic misconduct as outlined in the UT Health San Antonio [Catalog](#) and [Handbook of Operating Procedures](#). Academic misconduct may involve human, hard-copy, or electronic resources. Policies of academic misconduct apply to all course, department, school and University-related activities including conferences and off-campus performances as well as research work (including lab experiments, data collection and analyses). All cases of academic misconduct must be reported to the Dean of the Graduate School of Biomedical Sciences (GSBS): the seriousness of the violation may be considered in assessing a penalty. Academic misconduct includes, but is not limited to, the following:

Cheating: Any attempt to use or provide unauthorized assistance, materials, information, or

access in any form and in any academic exercise or environment is considered cheating and is expressly forbidden.

Fabrication: A student must not falsify or invent any information or data including, but not limited to, records or reports, laboratory results, data analyses, and citation to the sources of information.

Plagiarism: Plagiarism is defined as presenting someone else's work as one's own. Ideas or materials taken from another source for either written or oral use must be fully acknowledged. The adoption or reproduction of ideas, opinions, theories, formulas, graphics, or research results of another person without acknowledgment is expressly forbidden. Credit must be given to the originality of others whenever:

- Quoting the works of another
- Using another person's ideas, opinions, or theories
- Paraphrasing the words, ideas, opinions, results, or theories of others
- Borrowing facts, statistics, or illustrative material
- Offering materials assembled or collected by others

Facilitating Academic Dishonesty: A student must not intentionally or knowingly help another student commit an act of academic misconduct, nor allow another student to use his/her work or resources to commit an act of misconduct.

MSDH Graduate Faculty

The MSDH COGS assesses the qualifications of each individual prior to recommendation to the Dean of the GSBS for their appointment to the MSDH Graduate Faculty. The following must be submitted via e-mail to the MSDH Academic Coordinator for assessment:

- Biographical data sheet
- Current CV
- Official transcripts
- Current dental/dental hygiene license (copy) if appropriate

- Criminal background check (specific form from UTHSCSA will be provided)

In consideration of individuals for membership in the MSDH Graduate Faculty, emphasis will be placed upon the following:

- Experience and accomplishments in the provision of mentored research training
- Availability of research funding to support a student's mentored research project
- Research productivity (publications)
- Teaching excellence
- National recognition: Presentations, publications, leadership positions at the state, national, and international levels
- Successful completion of *Quality Matters* online qualification program
- Other scholarly activities

Consistent with the by-laws of the GSBS, all MSDH Graduate Faculty will be automatically reviewed at least once every three (3) years. Requests for appointment to the MSDH Graduate Faculty may be considered concomitantly with the evaluation of an individual to serve as a student's Supervising Professor.

A list of current MSDH Graduate Faculty is included in the Appendix.

Completion of the MSDH Program

Recommendation for Granting the MSDH Degree: Upon satisfactory completion of all degree requirements, the MSDH COGS must review and approve the recommendation for graduation; the MSDH COGS Chair will then submit a recommendation form to the *Graduate Faculty Council* (GFC) of the Graduate School of Biomedical Sciences (GSBS) for further consideration and approval.

Time to master's degree: It is expected that the MSDH Program can be completed in 2 years of full-time work. Part-time students may require 3 to 4 years to complete the degree requirements. If an

MSDH student is not progressing at this rate, the MSDH COGS Promotions committee will review the progress with the student and his/her advisor. The committee's responsibility will be to either

recommend a course of action to expedite graduation or recommend termination of the enrollment of the student in the program

**UT Health San Antonio
Master of Science Dental Hygiene
Degree Plan**

Core Courses	#semester credit hours (sch.)	Course director
DENH 5026 Research Principles and Application	3 sch.	Taverna, Melanie
DENH 5924 Biostatistics	3 sch.	Taverna, Melanie
DENH 5024 Professional Communication	3 sch.	Taverna, Melanie
DENH 5050 Educational Principles and Applications	3 sch.	Hicks, Beatriz
INTD 5023 Research Ethics	1 sch.	Jordan, Jo Ann
DENH 5022 Research Apprenticeship	3 sch.	Taverna, Melanie
DENH 6098 Thesis	6 sch.	Committee Chair/Taverna
TOTAL CORE COURSE HOURS	22	
All Master students are required to successfully complete all core coursework.		
Course Electives*		
Education Choices	Public Health Choices	
DENH 5007 Clinical Administration Practicum (4 credit hours) Smiley, Lynn	DENH 5027 Summer Institute in Aging 3 credits Hicks, Beatriz	
DENH 5010 Teaching Internship (3 credit hours) Smiley, Lynn	DENH 5028 Public Health Policy (3 credit hours) Taverna, Melanie	
DENH 5017 Clinical Teaching Practicum (4 credit hours) Smiley, Lynn	DENH 5036 Health Promotion (3 credit hours) Nguyen, Carol	
DENH 5903 Organizational Leadership in Allied Health Professions (3 credit hours) Hernandez- Trevino, Emelda	DENH 5025 The Dental Hygienist Role in the Management of Elder Abuse (3 credit hours) Hicks, Beatriz	
DENH 5926 Pre-Clinical Teaching Practicum (4 credit hours) Smiley, Lynn		
DENH 5091-001 Special Topics (Survey Methodology) (1-3 credit hours) DENH 5091-002 Special Topics (1-3 credit hours) DENH 6091 Independent study (1-3 credit hours)		
*Master students should choose a minimum of <u>14 credit hours</u> from the course electives. This may be accomplished by choosing courses from the Education Track, the Public Health Track, or a combination of the two tracks.		
TOTAL HOURS REQUIRED FOR DEGREE	36.0	

Course Offerings Schedule

SEMESTER	YEAR 1	YEAR 2	YEAR 3
Fall	DENH 5026 Research Principles and Application (3 credit hours)	INTD 5023 Research Ethics (1 credit hour)	Any elective course can be offered during the 3 rd year
	DENH 5924 Biostatistics (3 credit hours)	DENH 5926 Pre-Clinical Teaching Practicum (4 credit hours)	
		DENH 5027 Summer Institute in Aging 3 credit hours	
		DENH 5025 DH Role in Managing Elder Abuse Begins in September 3 credit hours	
		DENH 5036 Health Promotion (3 credit hours)	
		DENH 5903 Organizational Leadership (3 credit hours) Hernandez	
Spring	DENH 5024 Professional Communication (3 credit hours)	DENH 5007 Clinical Administration Practicum (4 credit hours) Fall and Spring	
	DENH 5050 Educational Principles and Applications (3 credit hours)	DENH 5010 Teaching Internship (3 credit hours)	
		DENH 5017 Clinical Teaching Practicum (4 credit hours)	
		DENH 5028 Public Health Policy (3 credit hours)	
Offered any semester	DENH 6091 Independent Study (1-3 credit hours)	DENH 5022 Research Apprenticeship Semester prior to thesis (3 credit hours)	DENH 6098 Thesis (6 credit hours)

Master of Science in Dental (MSDH) Program

Candidate for Master degree progress sheet

NAME:

ACTION	IN PROGRESS	SUBMITTED	APPROVED by program director	COMPLETED
<i>I. PRE-CANDIDACY</i>				
Coursework:30 HR of Core and Elective Coursework completed.				
IRB training (CITI) (copy of certificate to COGS				
Copy of approval letter from IRB is filed with COGS and saved.				
Research folder created (Location Personal)				
Selection of Committee & Chair Letters sent to committee with abstract. Letter sent to Chair with 1 st 3 chapters of Proposal				
Research Proposal (1st 3 chapters)				
• Intro (draft)				
• Literature review				
• Methods and Materials				
<i>II. ADMITTANCE TO CANDIDACY:</i>				
Petition for Admittance to Candidacy (Form 31)				
Proposal submission to COGS				
COGS Approval				

Form 42 sent to GSBS with *proposal sent at end of Research Apprenticeship submitted electronically.				
Notification of Admission to Candidacy				
	IN PROGRESS	SUBMITTED	APPROVED By program director	COMPLETED
III.SUPERVISING COMMITTEE: <i>Requires memo of agreement and timeline. Save and send copy to Director.</i>				
Chair:				
Graduate Faculty:				
Graduate Faculty:				
Supporting Area Member:				
Submitted to COGS Chair:				
Develop Timeline for meetings work with Chair on this				
IV. THESIS PREPARATION				
Conduct research				
Schedule Committee Meetings				
Thesis draft to committee				
Committee review of thesis				
Set dates with committee for review				
V. DEGREE COMPLETION:				
Request for Final Defense: Form 40 with 3 Copies of Abstract and Vita Submit this form to the Graduate School Dean's Office 21 days prior to the date				

scheduled for the Final Oral Defense				
Request room for defense				
Preview presentation/gain feedback				
Final Thesis Defense				
Defense Approval Form 41 to GSBS				
Final Thesis Submitted				
Manuscript submission; must have receipt from journal submission to assure process.				
Complete the Forwarding Address Form send to COGS				
Graduation Certification				

**Committee on Graduate Studies
(MSDH COGS)**

Master of Science in Dental Hygiene (MSDH)

Melanie Taverna, MSDH, RDH
MSDH COGS Chairman and Program Director

MSDH Graduate Faculty

Master of Science in Dental Hygiene

Taverna, Melanie Dental Hygiene Taverna@uthscsa.edu	Emelda Hernandez-Trevino Dental Hygiene Hernaneze5@uthscsa.edu	Jo Ann Diaz Jordan Dental Hygiene Jordanj@uthscsa.edu
Hicks, Beatriz Dental Hygiene Hicksb@uthscsa.edu	Jacks, Mary Educational Development Spec Jacks@uthscsa.edu	Lynn Smiley Dental Hygiene Smiley@uthscsa.edu
Tara Maghsoodi DDS Dental Hygiene Maghsoodi@uthscsa.edu	Nguyen, Carol Dental Hygiene Nguyenc@uthscsa.edu	Virginia Carrillo Dental Hygiene Carrillovg@uthscsa.edu
English, Dana Deans Office, School of Dentistry Englishd@uthscsa.edu	Judy Alvarado Dental Hygiene Alvaradoj6@uthscsa.edu	William Curtis DDS Dental Hygiene Curtiswj@uthscsa.edu
Ashley Delgado Dental Hygiene Delgadoam@uthscsa.edu	Robert Wood Family Medicine Wood@uthscsa.edu	

MSDH Contact Information

Melanie Taverna
Program Director
210-567-3858 (voice)
210-567-3830 (fax)
Taverna@UTHSCSA.edu

**MSDH Program–
UT Health San Antonio
7703 Floyd Curl Drive MC 7904
San Antonio, Texas 78229-3900**

Appendix A

*Examples: Research proposal that accompanies form 42 to GSBS

The University of Texas Health Science Center at San Antonio Department of Dental Hygiene

Master of Science Program – Research Proposal

Student: Martha J. Mc Comas

Students who have successfully completed requirements for candidacy should submit the following one week prior to the COGS candidacy meeting.

Title of Research Proposal: A Feasibility Study: Validating OSCE as an Effective Way to Measure Dental Hygiene Students' Critical Thinking

Purpose:

The purpose of this study is to merge the two most frequently used methods of assessments in dental/dental hygiene education; Objective Structured Clinical Examination (OSCE) and Multiple Choice Questions (MCQ) to determine if it is a feasible form of critical thinking assessment for dental hygiene educators.

Because critical thinking has been studied and researched within many disciplines there are several definitions accepted by the accrediting and governing bodies of dental hygiene with the main definition of critical thinking being the dental hygiene process of care. Using the dental hygiene process of care as the benchmark, this study will aim to evaluate students as they utilize each specific critical thinking skill/objective in the dental hygiene process of care.

Aims and Objectives:

The aims of this study are to answer the following questions:

- 1.) Will an OSCE examination that utilizes higher order multiple-choice questions be an effective tool to measure dental hygiene students' critical thinking skills?
- 2.) Will hypothetical patient vignettes allow dental hygiene students to utilize critical thinking skills in a clinical situation?
- 3.) Does the dental hygiene process of care model truly represent critical thinking in dental hygiene

Hypotheses:

OSCE examination that utilizes higher order multiple-choice questions will not evaluate dental hygiene students' critical thinking skills.

Signature of Thesis Chair

Appendix B

Example of student vita:

Vita

Brian Partido

Brian Partido was born in Norfolk, Virginia and grew up in San Jose, California. After graduating from high school, he completed his Bachelor of Science in Combined Sciences from Santa Clara University. After working as a research associate and serving in the US Army Reserves as a Dental Specialist, he returned to school and completed his Bachelor of Science in Dental Hygiene from the University of California at San Francisco. He now resides in Sacramento, California with his wife of fifteen years, Jacque, and 8-year old son, Kyle. As a family, they love to travel and dine at different restaurants.

The concept of life-long learning has always appealed to Brian. While providing dental hygiene care in private practice, he enjoyed continually learning from his patient experiences, office training, and continuing education courses. After eight years, he decided to concurrently practice and pursue his Master of Science in Dental Hygiene from the University of Texas Health Sciences Center at San Antonio.

While in the program, he taught in didactic and clinical courses and published three articles in the national dental hygiene magazine. His thesis research earned him a student research award and allowed him to realize an innate interest in research. He will present his research at state and national conventions in the summer of 2014. His experiences in graduate school have bolstered his passions for life-long learning, teaching, research, and achieving excellence. All of which will support him during the next phase of his career in academia and research. He is also looking forward to spending more family time with traveling and dining activities.

Appendix C

EXAMPLE: Manuscript approval form to be submitted to GSBS with copy of manuscript and receipt from the journal.

**Manuscript Approval Form for Dental School M.S. Programs
Manuscript Option for Documenting Master of Science Research**

Student Name:

Manuscript Title: Assessment of attitudes of long-term care facility key staff toward having a dental hygienist as a Dental Program Director

List of Manuscript Authors

Journal: Journal of Dental Hygiene

Submission Date:

Signatures below affirm that the student’s manuscript has been reviewed, approved, and submitted for publication:

Supervising Professor	Signature	Date
Committee Member	Signature	Date
Committee Member	Signature	Date
Committee Member	Signature	Date
Committee Member	Signature	Date
Student	Signature	Date

Appendix D

Example supervising professors cover letter

Student Name: Barbara Tarwater, CRDH, BSDH

Manuscript Title: Perceptions of Advancing Degrees in Dental Hygiene: A Florida Survey

List of Manuscript Authors: Barbara Tarwater, CRDH, BSDH; Dana Keifer English, RDH, MS; Melanie Taverna, RDH, MS, Cecelia Coburger, CRHD, MDH, and Mary E. Jacks, RDH, MS;

Journal: Journal of Dental Hygiene

Submission Date: April 14, 2014

Detail the extent of the student’s participation in each and every stage of the research:

Barbara completed all aspects of this study with the guidance from faculty mentors at UT HSCSA, a faculty colleague from Florida, and Nancy Bridier, statistical consultant. Survey items were pilot tested for validity, the final survey distributed electronically via Survey Monkey. Barbara worked with the Florida Department of Health to secure email addresses for licensed dental hygienists. Barbara collected the data, completed the analysis, and summarized the findings in a manuscript format.

Describe the student’s involvement/role in the development and preparation of the manuscript:

Barbara completed the manuscript, with faculty edits to improve clarity. Committee members Mary Jacks, Dana English, Melanie Taverna and Cecelia Coburger reviewed the manuscript periodically. The manuscript review process is much like the peer review process after submission to a professional journal. Each supervising committee member reviews the article individually. At designated times face-to-face meeting were held using the computer program “Go-to Meeting”. Barbara and Prof Coburger met in Florida while the UT HSCSA faculty gathered in an office on this campus.

Four electronic committee meetings have been conducted began in January. Today, April 11, 2014 will be the final meeting as Barbara will present her thesis findings from Florida and an audience will gather on this campus to view the presentation again via Go-to-Meeting. The committee reviewed the manuscript multiple times and agreed that the manuscript is finished and ready for publication.

Supervising Professor

Signature

Date