COURSE OUTLINE

DHYG 385 Orientation to Internship

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DHYG 385 Orientation to Internship

A. **TITLE:** Orientation to Internship

B. **COURSE NUMBER:** DHYG 385

C. **CREDIT HOURS:** 1

D. **WRITING INTENSIVE COURSE:** NO.

E. **COURSE LENGTH:** 7 weeks

F. **SEMESTER(S) OFFERED:** Indicate: Fall

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:**
   15 hours lecture

H. **CATALOG DESCRIPTION:** An internship is required to complete degree requirements for the Bachelor of Technology in Dental Hygiene. This course is a pre-requisite course that will provide students with a clear sense of direction and will enhance success in DHYG 390. The instructor will discuss best practices when searching for internship opportunities as well as the fundamentals for developing an internship contract that meets SUNY Canton guidelines. Students are expected to identify their anticipated goals, write reflective statements and develop a template for their internship portfolio.

I. **PRE-REQUISITES/CO-COURSES:** Students must have completed three semesters of the Bachelor of Technology program in Dental Hygiene

J. **GOALS (STUDENT LEARNING OUTCOMES):** By the end of this course, the student will:

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Institutional Student learning Outcomes</th>
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<tbody>
<tr>
<td>Perform a search and secure an internship site.</td>
<td>3. Professional competence</td>
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<tr>
<td>Construct an introductory letter and resume.</td>
<td>1. Communication</td>
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<td>4. Inter-Intrapersonal Skills</td>
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<tr>
<td>Develop an internship proposal.</td>
<td>1. Communication</td>
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<td>3. Professional Competence</td>
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<td>Develop a contract with a statement of goals, proposed time schedule and an outline of specific activities that will achieve those goals</td>
<td>1. Communication</td>
</tr>
<tr>
<td></td>
<td>3. Professional Competence</td>
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K. **TEXTS:** None

L. **REFERENCES:**

M. **EQUIPMENT:** Access to a working computer with Internet capability. Most recent version of Internet Explorer preferred. Use of an operating system compatible with Angel such as Windows 2000, Windows XP or Mac OS X.)
N. **GRADING METHOD**: Indicate: P / F

O. **MEASUREMENT CRITERIA/METHODS:**

- Rationale for selecting site
- Introductory Letter
- Resume
- Proposed Contract
- Reflective Statement
- Portfolio Template

P. **DETAILED COURSE OUTLINE:**

I. Preparing the Introductory letter and resume
   A. Letter
   B. Resume
      1. Goals
      2. Education
      3. Work Experience

II. Conducting a Search
    A. Goals and Interests
    B. Geographic Areas
    C. Facility Type

III. Preparing the Proposal
    A. Goals
    B. Objectives
    C. Description of the sponsoring agency
    D. Rationale for Selection
    E. Sponsor Expectations
IV. Meeting the Field Supervisor
   A. Punctuality
   B. Professional Appearance
   C. Attitude
   D. Organization
   E. Interest in the Field

V. Developing and Presenting a Contract
   A. Schedule of Planned Work Hours
   B. Planned Activities
   C. Supporting Documentation of Activities
   D. Evaluation of Activities

VI. Weekly Journal
   A. Content
   B. Posting & Discussion
   C. Evaluation

VII. Portfolio
    A. Organization
    B. Content
    C. Presentation
    D. Evaluation

VIII. Internship Summary
    A. Format
    B. Presentation

IX. Supervisor Evaluations & Recommendations
    A. Midterm
    B. Final

Q. LABORATORY OUTLINE: N/A