



**GENE W. HIRSCHFELD  
SCHOOL OF DENTAL HYGIENE**

***GRADUATE HANDBOOK***

Revised June 2009



# **OLD DOMINION UNIVERSITY SCHOOL OF DENTAL HYGIENE**

## **MISSION STATEMENT**

Our mission is to educate and graduate men and women who are prepared intellectually, technically and ethically to meet the oral health care needs and challenges of the future. We are committed to excellence in dental hygiene education, practice, public health, management and research. Our purpose is to create an environment that fosters collaboration, life-long learning, informed citizens and leaders, and oral health care professionals who provide quality care to diverse populations in a variety of settings.

## **PHILOSOPHY**

The philosophy of the School of Dental Hygiene has evolved from and is consistent with the missions of the College of Health Sciences and Old Dominion University. The faculty accepts its primary responsibility: to provide a liberal and professional education which emphasizes excellence, relevance, and purpose, and promotes continued personal and professional advancement.

The faculty views the client/patient as the central focus of the health care team with other health-related disciplines working collaboratively and interdependently to assist the individual in making decisions about personal health. The dental hygienist makes evidence-based decisions within the scope of dental hygiene practice and communicates these decisions to the client as well as to others who also provide health care. The dental hygienist is ethically and morally responsible to ensure that she/he provides quality care. Moreover, dental hygienists are accountable to the public they serve.

Oral health education is one of the most important aspects of health services rendered by a dental hygienist. Through the educational process, the dental hygienist assists the consumer in identifying indicators of quality dentistry, promotes the interest of the recipient in dental health care services, and encourages the individual to participate in his/her oral health care. The educational process is carried out with involvement and mutual understanding that the individual is ultimately responsible for maintaining personal oral health.

The educational process is as much a concern of the faculty as is the student's

mastery of knowledge skills, and judgments. As part of the process, the faculty is, in part, responsible for facilitating the moral and ethical development of the students in a multicultural environment. The faculty views the educational process as an instrument of society which does not function in isolation from society. In this philosophy, both the community and classroom serve as laboratories for innovative teaching and engaging learning experiences.

The teaching/learning process is effective when the aim of instruction is clearly understood and the atmosphere is favorable to learning. The teaching/learning process must provide each student with a frame of reference from which he/she can gather factual information and apply it to a given situation, ask critical questions, evaluate scientific and non-scientific information, respond effectively to elements in the human experience, and learn how to learn.

Each student approaches the learning situation with preconceived ideas, attitudes, and motives for learning; learning is most likely to occur when the student intends to learn and desires to remember. Therefore, an integral component of the learning/teaching process is identifying student needs, attitudes and motives and using this information to facilitate learning.

Graduates of the baccalaureate program are prepared for advanced professional and graduate education. Supplementing these functions, the primary roles of the master's level dental hygienist are that of academician, manager/administrator, and researcher. To help meet the dental health needs of society, the dental hygienist uses the dental hygiene process, a systematic approach to dental hygiene care that involves assessment, diagnosis, planning, implementation and evaluation. The process requires critical thinking, synthesis of knowledge, evidence-based decision-making and individual accountability for actions taken. To ensure competence in a variety of situations, the dental hygienist also uses the processes of communication, education, leadership, and research. These processes provide the framework for delivering quality dental hygiene care to individuals from diverse cultures and backgrounds.

The faculty believes in a comprehensive approach to student development including consideration of adult psychological development, encouragement of students to think independently, development and adoption of a personal and professional philosophy, development of life-long learning skills, promotion of dental hygiene as a profession, and utilization of the oral health team concept. Methods for accomplishing these behaviors include a triad of efforts. First, the University offers a variety of programs for student personal and professional growth, which the faculty encourages the student to pursue. Second, peer relationships significantly influence student development. The faculty offers opportunities for student-to-student, student-to-faculty, and student-to-

professional practitioner interaction, which will contribute to the personal, academic, and professional growth of students. Third, the faculty strives to exemplify human and liberal learning to help develop inquisitive, imaginative, compassionate, and fully actualized human beings. While the faculty believes that institutions and their representatives have a responsibility to provide opportunities for student development, ultimately it is the student's responsibility to take initiative in his/her personal and professional development.

The faculty recognizes the value of scholarly activity as a means of developing dental hygiene theory, and accepts the responsibility for participating in and encouraging cutting edge research. Furthermore, the faculty recognizes the necessity for continuing education in order to provide quality educational programs.

This handbook supplements the:

\* *Student Handbook of Information* – [www.studentaffairs.odu.edu/handbooks/handbook.shtml](http://www.studentaffairs.odu.edu/handbooks/handbook.shtml)

\* *Old Dominion University Catalog* – [www.odu.edu/ao/registrar/universitycatalogs/index.shtml](http://www.odu.edu/ao/registrar/universitycatalogs/index.shtml)

\* *Old Dominion University, Registration Information and Schedule of Classes* (published each semester) – [www.odu.edu/home/secondary/class\\_schedule.html](http://www.odu.edu/home/secondary/class_schedule.html)

\* On-line Graduate Student Orientation – <http://admissions.odu.edu/graduate.php?page=admitted>

\* Student Services – <http://studentservices.odu.edu/studentservices/>

These should be obtained directly from the Offices of Admissions and Registration, from Webb Center and on-line.

**Note:** Periodic changes may be made by the School or the University. Students are responsible for checking the Master's Degree Candidates' Bulletin Board, mail folders, course outlines (syllabi) and their personal student email accounts.

This handbook represents current curriculum, offerings and requirements that may be altered from time to time to carry out the purposes and objectives of the University. Additional policies relevant to all ODU Graduate Students and faculty are found in the University Catalog. Students are expected to be familiar with these policies. Students must have and maintain a 3.00 GPA to continue in the program and to hold graduate assistantships.

Visit [www.admissions.odu.edu/home.php/](http://www.admissions.odu.edu/home.php/) to find many more helpful links.

## **MASTER OF SCIENCE CONCENTRATION IN DENTAL HYGIENE DEGREE PROGRAM**

### **Program Description:**

The Master of Science Degree, Concentration in Dental Hygiene consists of a core requirement that all students are expected to complete, and a relatively large number of individual options consistent with the student's background, interest, and professional goals. The program can be taken on campus, web-based, or a hybrid of the two formats.

The purpose of the **Master of Science Degree Program in Dental Hygiene** is to prepare professional dental hygienists with specialized skills administration/ management in oral healthcare, teaching in dental hygiene or research. The curriculum builds and expands upon theory, practice, and research skills gained in baccalaureate dental hygiene study.

The Dental Hygiene Graduate program provides students with an opportunity to:

- Develop expertise in a specialized area of dental hygiene.
- Expand knowledge and skills to support advanced dental hygiene practice and role development in preventive and therapeutic oral health services.
- Expand knowledge in oral health promotion and education related to a specific functional role in dental hygiene.
- Develop managerial and administrative skills.
- Acquire initial competence in conducting oral health research.
- Further develop and implement leadership strategies for the betterment of oral healthcare.
- Acquire a foundation for doctoral education.

### **Admissions**

To qualify for admission, the applicant must possess a certificate or associate degree from an accredited dental hygiene program and a baccalaureate degree in dental hygiene or related field. The applicant must have an overall quality point average of at least 2.8 (on a 4 point Scale) in undergraduate education and a minimum of 3.0 in the dental hygiene major. Dental Hygiene National Board Examination Score, completed recommendation forms from a previous clinical supervisor and dental hygiene program director, two recommendations from academic sources, a statement of career goals, and official transcripts of all college work must also be submitted. (Applicants who are applying for a University Fellowship also must submit Graduate Record Exam or Miller Analogy (GRE) Scores. Applicants whose qualifications are slightly below required minimums will be considered for admission to provisional status. Complete application materials are available from:

[www.hs.odu.edu/dental/academics/ms/app.shtml](http://www.hs.odu.edu/dental/academics/ms/app.shtml)

The completed application and supporting documents should be sent to Office of Admissions by the following deadlines:

<u>Entry Term</u>	<u>Application</u>	<u>All Credentials</u>
<u>Regular Students</u>		
Fall	June 1	July 31
Spring	November 1	December 1
Summer	March 1	April 30

<u>International Students</u>	<u>Application</u>	<u>All Credentials</u>
Fall	May 1	June 1
Spring	October 1	November 1
Summer	February 1	March 1

International students are required to submit TOEFL scores of at least 550 and required financial documents to be considered for admission. Please visit [www.odu.edu/](http://www.odu.edu/) and click Admissions and then onto "For Perspective Students". A significant amount of information can be accessed from this site. International applicants should visit [www.odu.edu/oip](http://www.odu.edu/oip) regarding immigration concerns or email [intadm@odu.edu](mailto:intadm@odu.edu). Once admitted, students must maintain a 3.00 GPA in order to remain in the program. Please check the University Graduate Catalog for continuance policies. Graduate teaching assistants must also maintain a GPA of 3.00 at all times in order to keep the assistantship.

**APPROXIMATE EXPENSES**  
(See MSDH program website, click expenses)

**GRADUATE STUDENT SELF-EVALUATION**

To effectively plan a course of study, each graduate student in dental hygiene is required to complete a self-evaluation form. This self-evaluation is used as a means of appraising one's professional accomplishments as a basis for planning curricular goals and objectives for graduate study. The self-evaluation is kept in the student's record.

**DEGREE REQUIREMENTS**

The candidate may complete either a thesis or non-thesis option. Both options include a core requirement of 22 credits and a 6-12 credit specialty area. Candidates who elect the thesis option complete a *minimum* of 34 hours of coursework, including 6 hours of original thesis research. Candidates who elect the non-thesis option complete a *minimum* of 37 hours of coursework and conduct a modest library-based research project. Applicants are encouraged to contact the graduate program director to obtain additional information regarding course offerings, requirements, internship and travel abroad options, and research opportunities.

Available at <http://hs.odu.edu/dental/>

Click on "Academic Programs," then "Master's Degree in Dental Hygiene," then click on "curriculum".

**Core Requirements (22 credit)**

DNTH514 Educational Concepts for Health Professionals I, 3 credits  
 DNTH515 Research Methods in the Health Sciences, 3 credits  
 DNTH516 Administrative Leadership and Professional Development, 3 credits  
 DNTH668 Internship (in specialty area), 3 credits  
 DNTH604 Clinical Teaching & Administration in Dental Hygiene, 4 credits  
 CHP640 Data Interpretation Methods for Health Care, 3 credits  
 DNTH660 Educational Concepts II, 3 credits

**Specialty Areas (6-12 credits) (Select one area) (Sample Courses Shown; other course may also apply)**

**Education**

COUN633 Counseling Skills  
 HLSC773 Development of Grants for the Health Professional  
 ECI 646 Distance Education  
 ECI 647 Online Learning  
 ECI 648 Digital Medic for Education

**Community Health**

CHP722 Policy and Politics of Health  
 CHP775 Comprehensive Health Planning  
 CHP637 Issues in Healthcare Administration  
 CHP611 Social and Cultural Aspects of Public Health and Illness  
 CHP787 Legal Aspects of Health Services

**Administration/Management**

CHP637 Issues in Healthcare Administration  
 MGMT602 Organizational Management  
 MGMT618 Issues in Human Resource Management  
 CHP733 Financing Healthcare  
 CHP724 Performance Improvement in HealthCare  
 CHP728 System Dynamics in HealthCare Management  
 CHP764 Health Economics

**Marketing**

MKTG623 Sales Management  
 CHP630 Health Care Marketing  
 MKTG 603 Marketing Management  
 CHP764 Health Economics

**Research**

HLSC711 Health Care Research Methodologies  
 HLSC712 Qualitative Research Methods  
 HLSC713 Measurement of Health Phenomena  
 CHP715 Decision Analysis in HealthCare  
 CHP773 Development of Grants and Contracts in the Health Professions

**Modeling and Simulation (requires 12 credits)**

MSIM 611  
 MSIM 612  
 GIS in Health Sciences  
 HLTHS 795 Modeling and Simulation

**Thesis Option (6 Credits)**

DNTH698 Research  
 DNTH699 Thesis

**Non-Thesis Option (3 credits)**

DNTH698 Research

**AREAS OF SPECIALIZATION**

Areas of emphasis are possible by selectively grouping dental hygiene and cross-campus courses. Six areas of emphasis are available:

- \* Education
- \* Administration/Management
- \* Community Health
- \* Research
- \* Marketing
- \*Modeling and Simulation

**Education.** This specialization provides a theoretical and experiential approach to instructional strategies and their application to contemporary dental hygiene education. Emphasis is on non-traditional teaching; instructional technology; instructional development, implementation and evaluation; and the role and responsibilities of faculty within an accredited, professional program affected by numerous internal and external constituencies.

Current issues and needs in dental hygiene education are also discussed. Goals of this specialization are to prepare the dental hygienist to

- develop effective teaching skills
- succeed as a faculty member in an institution of higher education.
- apply technology to the teaching/learning process

**Administration/Management.** This component provides an opportunity to apply principles of administration and management and philosophies of administration and budgeting, personnel evaluations, and methods of effecting change. Emphasis is on the development of problem solving behavior, a teaching perspective, and practical experience in the performance of common educational-clinical administrative responsibilities.

This track offers management principles with emphasis on the management process. The goals of this specialization are to prepare the dental hygienist to:

- develop effective managerial skills.
- succeed as a manager within a clinical environment, educational institution, or oral health services industry.
- exercise leadership for the improvement of the community's oral health.

**Research.** This component provides an understanding of scientific methods and critical analysis of research findings. Emphasis on types of research, problem selection and hypothesis writing, research planning and design, data collection and measuring techniques, analysis and interpretation of data and research proposal and report writing. The goals of this specialization are to prepare the dental hygienist to:

- expand the dental hygiene body of knowledge through theory development and validation.
- apply the scientific method using quantitative approaches.
- analyze data using computer technology.
- interpret and evaluate findings.
- develop grantsmanship.

**Community Health.** This area of specialization provides an in-depth study of interdisciplinary oral healthcare in diverse community health settings. This specialization includes planning, implementing, and evaluating population-based health programs, and the role of the dental hygienist in promoting optimal oral health. The goals of this specialization are to prepare the dental hygienist to:

- organize and implement oral health care for diverse consumers.
- communicate oral health program objectives to consumers, health professionals, and/or agency personnel.
- identify, gather, and procure necessary resources for community-based health programs.
- utilize leadership, management, communication and teaching strategies for the improvement of the consumer's oral health.
- marshal political, economic, and organizational support to make health plans and policies operational.

**Marketing.** This specialization provides a foundation for reaching consumers to inform them of programs, services and/or products that can improve their health and hence quality of life. It includes an emphasis on the fundamental theories and strategies of marketing. The goals of this specialization are to prepare the dental hygienist to:

- market programs, services or products to diverse consumers.
- succeed as a dental hygienist within the oral healthcare products/services industry.

**Electives.** Courses are selected collaboratively by the master's degree candidate and graduate program director to support candidate's research interest and specialty area. For example, a candidate choosing the administration/management specialty area might select courses in healthcare administration and organizational development; students selecting marketing may choose courses in sales, management, or

buyer behavior; and community health students may opt for international health or community health administration.

## **COURSE REQUIREMENTS FOR M.S. IN DENTAL HYGIENE DEGREE**

A minimum core requirement of 19 semester hours is required for the Master of Science Degree in Dental Hygiene, with all grades representing a satisfactory level of achievement (B or 3.00 average). *At least 3/5ths of the courses (23 semester hours) included for the degree program shall be those designated as exclusively graduate (600 level), and the remainder of the degree courses may be undergraduate courses open for graduate credit (500 level).* Students whose undergraduate preparation in some area is deemed inadequate may be required to remedy that deficiency by taking one or more courses at the undergraduate level without graduate credit. A maximum of 12 semester hours of graduate credit may be transferred into a graduate degree program either from non-degree graduate status at Old Dominion University or another accredited institution. However, not more than 6 semester hours will be accepted from another institution, except in the case of an approved inter-institutional program. Transfer credits must be approved by the Graduate Program Director. At least 18 credit hours toward the degree must be letter graded. All work credited toward the degree must be completed within a 6 year period, including, credits accepted for transfer. Except in unusual circumstances, the School strongly recommends that graduate candidates enroll in no more than 12 graduate hours per semester.

The student must satisfactorily complete either a Thesis Program or a Non-Thesis Program. The program takes approximately 15-24 months (4 academic semesters) to complete, primarily due to the sequence of course offerings.

### **Thesis Program:**

The thesis program consists of at least 34 hours of coursework including 6 hours of thesis research and thesis. This option is considered essential for those students interested in University teaching, planning to continue studies at the doctoral level or wishing to pursue more comprehensive research training.

A thesis based on original research is required. The student is encouraged to become familiar with potential research areas as soon as possible after admission. Upon satisfactory completion of DNTH515, Research Methods in the Health Sciences, s/he should contact the Graduate Program Director to discuss the research topic and the selection of the thesis committee. The student will be provided with a committee that will oversee the student's research and the writing of the thesis. The committee will consist of thesis advisor and two other faculty selected by the Graduate Program Director and student. Prior to the beginning of the research, the student shall present a written research prospectus to the thesis committee for approval. Only after the prospectus has been approved by the thesis committee will the student be permitted to pursue the research. The student must prepare a thesis prospectus, forwarding copies to the Graduate Program Director and to each of the committee members at least one week before a scheduled prospectus approval meeting. The approval by the committee must be completed before the student enrolls in DNTH698 Research.

**Thesis:** Preparing the thesis can be one of the most challenging and intellectually rewarding experiences for graduate students. The thesis requires an investment of time, effort, talent, and resources by both the student and faculty members. The goal is to make a significant contribution to the advancement of theory with respect to a dental hygiene, or to improvements in dental hygiene practice or outcomes in client care. Thesis research should be undertaken only with careful planning, deliberation, and determination by the student. Faculty members of the School of Dental Hygiene are understandably committed to providing all appropriate experiences necessary to the development of the thesis.

The faculty defines thesis as: A study that reflects intensive or extensive research of such significance, scope, and quality as to disclose evidence that candidates have acquired a scholarly, in-depth mastery of the principles of their subject; that they have demonstrated the ability to contribute independently to the knowledge of, or a new outlook toward, their field of study, and that they have achieved the intellectual and technical command of the research methodology and written communication skills appropriate to their discipline.

Toward this ideal, the scope and complexity of the work itself shall build upon the academic backgrounds, strengths, and resources of the student and faculty. The expectation for the thesis is that the outcomes of the research will usually produce findings that are generalizable to other similar populations. In addition, publication of thesis results in scholarly journals and presentation of poster sessions is strongly encouraged.

**Acceptable Thesis Research.** Among the types of studies acceptable in the School Dental Hygiene are those included within these three general classifications:

**Descriptive Studies.** Descriptive studies that includes forms of non-experimental inquiry which are directed toward the study of relationships among variables, such as individual characteristics, educational factors, race, gender, disease patterns, etc. Descriptive studies investigate relationships among variables represented in collected data, but make no attempt to manipulate these variables. In descriptive studies that are acceptable for research, relationships among variables in either quantitative or qualitative data may be determined through rigorous analytic techniques. If the researcher does not investigate causal links between the variables studied, the research is generally viewed as correlational in nature. While the particular measurement and statistical techniques used by a researcher will vary from study to study, a common characteristic of all good descriptive research is that it contributes to theoretical knowledge about important problems.

**Experimental Studies.** Experimental design refers to organizing and implementing a scientific investigation in which variables are manipulated to measure their effects upon subjects or other phenomena. A researcher using this approach must be skillful in the application of scientific processes. If the researcher is able to establish control of most variables through complete randomization, the method is generally recognized as a "true" experimental design. If an intact group is studied and the differences among individuals in the experiment are controlled through statistical methods, the study is generally viewed as quasi-experimental. Clinical trials of various products or therapeutic interventions fall within this category. A major goal of experimental research is generalization of the findings beyond the specific situation being investigated.

These descriptions represent research in the School of Dental Hygiene. The types of acceptable theses are not mutually exclusive or exhaustive. Some worthwhile research topics may involve more than one of the above types or have a different objective, such as the development of a theoretical model. The student must work with his or her thesis chair and committee to ensure that the thesis proposal addresses a significant topic in a manner that builds upon the academic backgrounds, strengths, and available resources.

**Guidelines for Research.** Consistent with the expectations described above, any thesis should meet the following guidelines:

- a researchable and carefully delineated problem of significance
- adequate reference to the previously agreed upon theoretical/evidence and a thorough, critical review of the literature
- testable hypotheses or significant questions that establish relationships

**Non-Thesis Program:** The non-thesis program consists of at least 37 hours of course work. This option is designed for those students pursuing a less research oriented, more interdisciplinary course of study. A student in this program will be required to submit an acceptable comprehensive review of the literature paper. A project defense/oral comprehensive examination will be given on the paper and courses. Proposals must be submitted and approved prior to inauguration in a fashion similar to the thesis option procedures.

### **RESEARCH IN PROGRESS**

The faculty members of the School of Dental Hygiene are committed to the philosophy that professional advancement is achieved through a strong research commitment. Through specialized research courses and faculty guidance, students develop skills in research design, data analysis and interpretation, and scientific and professional writing. Most graduate candidates design and execute a research project under faculty supervision. Areas of investigation have included product testing, dental manpower assessment, effectiveness of dental disease control on the oral health status of the institutionalized patient; dental hygiene clinical skill acquisition; occupational hazards in the oral care setting, dental client motivation, and the effects of dental hygiene interventions on oral health. These scholarly endeavors have prepared dental hygiene leaders who can continuously contribute new knowledge to the ever-changing oral healthcare system. Research, thesis and nontheses projects may be difficult to complete over the summer months since most faculty are on 10 month contracts and devote this time to their own research projects. Students are strongly advised to check with their thesis or project advisor and committee members in advance regarding faculty availability. For current information, go <http://hs.odu.edu/dental/> and click *Dental Hygiene Research Center*.

### **EXTERNSHIP EXPERIENCE**

An externship is an experience-based learning program designed to afford qualified graduate students the opportunity to participate in a real world work environment. Externships are taken after the candidate has completed the core requirements for the master's degree. Living or travel stipends may be available from a few select agencies. For more information, contact the Graduate Program Director at least one semester in advance of the semester in which the externship will be taken.

Education. The purpose of the education externship is to afford students the opportunity to participate as part-time or full-time faculty members in select dental hygiene programs, under faculty supervision. Emphasis is on gaining experience in teaching, curriculum development, administration, and in other faculty responsibilities in a multicultural, diverse institution of higher education.

Public health. The purpose of the dental public health externship is to provide students the opportunity to integrate public health theory and practice in a selected oral health care setting. Following a period of orientation, the student will function as an observer, participator, and a contributor to that agency. The externship includes contact with many aspects of the practice of dental public health or hospital dental care.

Management/Marketing. The purpose of this externship is to provide students the opportunity to integrate management or marketing theory and practice in an oral healthcare industry setting. Following a period of orientation, the individual will serve in the role of manager or sales agent in collaboration with an experienced staff member.

Other. Externship experiences may be available at the American Dental Hygienists' Association.

## **SCHOOL OF DENTAL HYGIENE GRADUATE COMPREHENSIVE EXAMINATION GUIDELINES**

The general purpose of the oral comprehensive examination is to insure that the Master's degree candidate can communicate and justify his/her research to other professionals and to evaluate synthesis and mastery of the competencies expected from graduate education. The succeeding objectives should be followed when preparing for and carrying out the oral comprehensive examination.

The student will be required to orally:

1. explain and justify the research project to the committee.
2. demonstrate knowledge of the rationale for the research methodology used in the specific project.
3. demonstrate analytical ability, evaluative insight and competence in the field of dental hygiene.
4. demonstrate ability to synthesize principles and concepts of core courses in the graduate curriculum related to the research.
5. demonstrate a command of the comprehensive body of knowledge applicable to dental hygiene.
6. demonstrate ability to apply principles of research.
7. demonstrate ability to interpret relationships and results.
8. recognize and state inferences.
9. recognize relevance of information.
10. develop and recognize alternative hypothesis.
11. formulate and recognize valid conclusions.
12. recognize assumptions underlying conclusions.
13. recognize the limitations of data.
14. recognize and state significant problems.
15. solve problems.
16. discuss recommendations for future study.
17. demonstrate command of the content taught in the core courses
18. demonstrate command of the content taught in the chosen area of specialization.

Oral presentation of the research report/thesis should be limited to approximately 45 minutes and include the competent use of instructional technology for effective communication.

The thesis committee composed of the thesis advisor and two faculty members, will study the thesis submitted and prepare questions from the subject and graduate coursework that must be answered by the examinee in the defense. Students should obtain a copy of the sample questions that can be asked during the defense/oral examination from the Graduate program Director. These questions are also found in the course syllabi for DNTH 602 and DNTH 699.

The graduate project committee is composed of the project advisor and at least one other faculty member who will supervise and guide the non-thesis graduate student's project. Both thesis and non-thesis master's candidates must present and define their work orally.

The oral defense will be held at least two weeks prior to the date of graduation. The thesis or graduate project report must be submitted at least one week prior to the examination date to each member of the thesis or project committee.

Evaluation of the thesis or project defense will be by majority decision of the thesis or project committee.

After the defense, the candidate's committee will conduct the oral examination covering the content of the core course and specialization of the candidate. The committee will have prepared questions in advance that reflect the academic specialization of the candidate.

### **THESIS RESEARCH PROJECT CRITERIA**

A thesis research problem must meet several basic requirements as decided by the thesis committee:

1. Problem requires original research and primary data generated by the student investigator.
2. Problem is comprehensive in scope and requires approximately one 15 week semester for in-depth treatment.
3. Comprehensive literature review.
4. Data collection must be scheduled for completion in approximately 15 weeks.
5. Collection of sufficient data upon which valid and reliable conclusions can be drawn.
6. Data must be quantifiable.
7. Format must meet the criteria found in the most current University "*Guide for Preparation of Theses and Dissertation*"

In addition, the following requirements considered in thesis research problem formulation include:

1. Problem is limited in scope to allow for adequate treatment in a limited amount of time, e.g., a literature review paper.
2. Data collection must be scheduled for completion within the first few weeks of a 15 week semester.
3. Final copies of the research report must be submitted at least two weeks prior to completion of the semester to allow for final evaluation of the total manuscript by the advisors, scheduling of the oral comprehensive examination, and final revisions of the manuscript as may be necessary.

### **NONTHESIS RESEARCH PROJECT CRITERIA**

A non-thesis research project must meet several basic requirements as decided by the research project advisor.

1. Problem is limited in scope to allow for adequate treatment in a limited amount of time, e.g. a literature review paper.
2. Data collection must be scheduled for completion within the first few weeks of a fifteen week semester.
3. Final copies of the research report must be submitted at least three weeks prior to completion of the semester to allow for final evaluation of the total manuscript by the advisors, scheduling of the oral comprehensive examination, and final revisions of the manuscript as may be necessary.

### **GUIDELINES AND RESPONSIBILITIES OF GRADUATE PROJECT OR THESIS COMMITTEE MEMBERS**

Prior to initiation of the study:

1. Read and critique the graduate student's research proposal.
2. Consult with the committee members at a research protocol meeting to make recommendations on the proposed research and to accept or reject the research proposal. Submit decision in writing to GPD.
3. Supply graduate student with written and oral feedback to improve the research proposed.
4. Be familiar with:
  - a. Old Dominion University's *Guide for Preparation of Thesis and Dissertations*.
  - b. American Medical Association Manual of Style: A Guide for Authors and Editors, Chicago: American Medical Association, (latest edition).

After study initiation:

1. Advise graduate student throughout the study.

2. Meet with the graduate student periodically to evaluate progress of research and drafting of the manuscript.
3. Discuss progress and problems identified in the student's research with other committee members.
4. Give on-going evaluations as various sections or chapters of the work are completed.
5. Give final approval only to a completed document.
6. Prepare questions for the oral comprehensive/thesis defense based upon the School of Dental Hygiene's *Guidelines for Oral Comprehensive Examination*.
7. Participate in the final evaluation of the graduate student at the oral comprehensive/thesis defense session.

The chairman of the committee (graduate student's major advisor) will:

1. Call and preside at the committee meetings and at the oral comprehensive/thesis defense.
2. Ensure that definite deadlines are established and met as designated in the graduate student's approved research proposal.
3. Ensure that interim research reports are completed and filed in the student's folder.
4. Monitor the work of the student to ensure that it does not go to the committee prematurely.
5. Schedule the date of the oral defense only after consulting with the committee.
6. Submit the thesis defense form and oral comprehensive form to the graduate program director.
7. Ensure that the student prepares and distributes a brief summary report of the research to all subjects who request information about the results of the research; copy summary should also be filed in the student's permanent record.

### **Prospectus Meeting**

At the prospectus meeting, the student will present his research plan, answer questions posed by the committee to assess the acceptability of the thesis topic and the student's ability to conduct the proposal research. The committee will then decide by majority vote to:

1. approve the prospectus as presented,
2. approve the prospectus with specified modifications, or
3. reject the prospectus and advise the student to prepare another.

The result of this vote is forwarded, in writing by the thesis advisor, to the Graduate Program Director within one week after the prospectus meeting. The committee also may recommend that certain additional courses be taken by the student, and/or that an additional faculty member with particular expertise be included on the committee, with voting or non-voting status, at the thesis defense. Once the prospectus is formally approved, the student will have not more than three years to defend the thesis; after which time another prospectus approval will be required.

The student must complete his/her thesis and submit copies in a final form, according to the University format; available at [www.odu.edu/ao/gradstudies/publications/thesis.pdf](http://www.odu.edu/ao/gradstudies/publications/thesis.pdf) (See *Guide to Preparation of Thesis and Dissertations*), to his/her thesis advisor and committee members two weeks before the end of the final semester and be prepared to present and defend his/her thesis and questions on material pertinent to his graduate level preparation. This thesis defense/oral comprehensive will be open to the thesis committee, faculty and students. Typing and drafting both for the prospectus and for the thesis are fully the responsibilities of the student and will not be furnished by the school. *Supplementary funds for graduate student research may be applied for through the Office of Research. Students are encouraged to pursue external funding sources to support research efforts when possible.* A listing of the sponsored research grant programs of the National Institute of Dental and Craniofacial Research, National Center for Health Services Research, American Fund for Dental Health and American Dental Hygienists' Association Institute for Oral Health, Canadian Dental Hygienists' Association, and related foundations can be obtained from Old Dominion University Research Foundation or on the Internet. Funding sources are also available at [www.adha.org](http://www.adha.org)

**CHECKLIST FOR DEGREE  
MASTER OF SCIENCE DEGREE  
CONCENTRATION: DENTAL HYGIENE**

NAME \_\_\_\_\_

UNIVERSITY # \_\_\_\_\_

- \_\_\_\_\_ 1. Hours overall either (A) or (B)
- \_\_\_\_\_ (A) Thesis Option (at least 34 hours):
- a. \_\_\_\_\_ At least 26 hours completed at ODU
  - b. \_\_\_\_\_ At least 23 hours at the 600/700 level courses
  - c. \_\_\_\_\_ At least 18 hours must be letter graded (not pass)
- \_\_\_\_\_ (B) Non-Thesis Option (at least 37 hours)
- a. \_\_\_\_\_ At least 28 hours completed at ODU
  - b. \_\_\_\_\_ At least 24 hours at the 600/700 level courses
  - c. \_\_\_\_\_ At least 18 hours must be letter graded
- \_\_\_\_\_ Transfer Credits (12 credit maximum)
1. Hours \_\_\_\_\_
  2. Date \_\_\_\_\_
  3. Institution (s) \_\_\_\_\_
- \_\_\_\_\_ 2. QPA (at least 3.00) required for the MSDH degree \_\_\_\_\_
- \_\_\_\_\_ 3. Core Curriculum: (22 credits)
- |                   |                   |
|-------------------|-------------------|
| _____ DNTH414/514 | _____ DNTH415/515 |
| _____ DNTH668     | _____ DNTH416/516 |
| _____ DNTH604     | _____ DNTH 660    |
|                   | _____ CHP640      |
- \_\_\_\_\_ 4. Specialization courses: \_\_\_\_\_
- |  |   |
|--|---|
| <p>_____ Approval of proposal</p> <p>_____ DNTH698</p> <p>_____ DNTH699</p> <p>_____ Committee approval<br/>to schedule defense</p> <p>_____ Thesis Acceptance</p> <p>_____ Oral comprehensive examination</p> | <p>5. Thesis Option<br/>Non-Thesis Option</p> <p>_____ Approval of proposal</p> <p>_____ DNTH698</p> <p>_____ Committee approval to<br/>schedule defense</p> <p>_____ Oral comprehensive exam</p> |
|--|---|
- \_\_\_\_\_ 6. Regular Status or Provisional Status
- \_\_\_\_\_ 7. Application for Graduation (1 full semester prior to date of graduation)
- \_\_\_\_\_ 8. All work completed within six years

**MASTER'S DEGREE CANDIDATE'S ACADEMIC PLAN**

TRANSFER: \_\_\_\_\_ (12 credits max.)

EXPERIENTIAL CREDITS: \_\_\_\_\_ (6 credits max.)

COURSES COMPLETED AS UNDERGRADUATE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED EXCEPTIONS TO DEGREE REQUIREMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WRITING EXAM RESULTS: \_\_\_\_\_ Requirements: \_\_\_\_\_

\_\_\_ SEMESTER \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student Signature/date

\_\_\_ SEMESTER \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student Signature/date

\_\_\_ SEMESTER \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student Signature/date

\_\_\_ SEMESTER \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student Signature/date

\_\_\_ SEMESTER \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student Signature/date

Thesis/Nonthesis Title \_\_\_\_\_

Specialization \_\_\_\_\_

Anticipated Date of Graduation: \_\_\_\_\_

## **GRADUATE WRITING POLICY**

### Philosophy:

The School of Dental Hygiene is committed to the philosophy that:

- writing proficiency is an essential skill for masters level dental hygienists,
- good writing is a basic requirement in all graduate courses within the School
- composition skills and prose writing must be continually reinforced and regularly practiced in order to achieve written literacy,
- all courses should afford students the opportunity to develop skills required for professional and scientific writing.

### Procedures:

1. Upon admission into the Master of Science Degree Program in Dental Hygiene as a regular or provisional student, individuals, who have not earned the BS in Dental Hygiene at Old Dominion University, are required to participate in a diagnostic writing exercise.  
<http://uc.odu.edu/writingcenter/>
2. Graduate students are responsible for making an appointment at the Writing Center to complete the diagnostic writing exercise under controlled conditions. The diagnostic writing exercise should be completed prior to, or early in, the first semester of graduate studies. Students should call the Writing Center, corner of 49th and Parker, 683-4112, to make an appointment for the diagnostic writing exercise. Visit: <http://uc.odu.edu/writingcenter/exitexam/registration.shtml>
3. Graduate students deemed deficient in writing skills, as determined by the diagnostic exercise, will be required to remedy their deficiency prior to the completion of 15 graduate credits. Failure to participate in the diagnostic writing exercise or complete recommended developmental work at the Writing Center will necessitate holding back registration for the subsequent semester. Students must pass writing exam prior to graduation.
4. Faculty will require written assignments in their courses. All written assignments will be evaluated on the basis of form as well as content.
5. Instructors shall require students to utilize the resources available in the Writing Center, according to need.
6. Graduate students and Faculty should employ the current edition of the *Harbrace College Handbook* and American Medical Association *Manual of Style: A Guide for Authors and Editors*. Oxford University Press (latest edition), as standard reference texts for all written assignments submitted within the School of Dental Hygiene.

### **POLICY ON LATE ASSIGNMENTS**

Faculty members have the option of lowering the grade on course assignments or requirements submitted past the published due dates. Students who have valid reasons requiring deadline extensions should discuss the situation with the individual instructor.

### **POLICY ON RESEARCH INVOLVING HUMAN SUBJECTS**

To comply with requirements of the Department of Health and Human Services (DHHS), the Old Dominion University Board of Visitors has adopted a policy which specifies that "no funds for projects involving human subjects shall be accepted by the University or the ODU Research Foundation without approval of the project by the University Institutional Review Board for the Protection of Human Subjects." The policy is not limited to grants from DHHS, but covers all research on human subjects conducted by University faculty, staff or students, including faculty summer research grants. Therefore, any proposal for research involving the use of human subjects must be submitted to the Institutional Review Board, in accordance with its procedures, prior to submission of the proposal to the funding agency and/or prior to the initiation of the study.

In addition, the Department of Health and Human Services has specified "if the proposal involves human subjects, the principal investigator shall, under the heading". HUMAN SUBJECTS" at the end of the Methods of Procedures section of application shall provide the following information:"

1. Identify the sources of the potential subjects, derived materials or data. Describe the characteristics of the subject population, such as their anticipated number, age, sex, ethnic background, and state of health. Identify the criteria for inclusion or exclusion. Explain the rationale for the use of special classes of subject, such as fetus, pregnant women, children institutionalized, mentally disabled, prisoners, or others, especially those whose ability to give voluntary informed consent may be in question.
2. Describe the recruitment and consent procedures to be followed, including the circumstances under which consent will be solicited and obtained, who will seek it, the nature of information to be provided to prospective subjects, and the (methods of documenting consent. (A copy of the consent form may be requested by Public Health Service/DDHS or Food and Drug Administration staff if needed for review purposes.)
3. Describe any potential risks -- physical, psychological, social, Legal or other -- and assess their likelihood and seriousness. Describe alternative methods, if any, that were considered and why they will not be used.
4. Describe the procedures for protecting against or minimizing any potential risks and include an assessment of their likely effectiveness. Include a discussion of confidentiality safeguards, and where relevant arrangements for providing medical treatment if needed.
5. Describe and assess the potential benefits to be gained by the subjects, as well as the benefits that may accrue to society in general as a result of the planned work.
6. Discuss the risks in relation to the anticipated benefits to the subjects and to society.

For additional information, contact the Institutional Review Board or the College's representative to the Institutional Review Board. See [www.odu.edu/ao/research/](http://www.odu.edu/ao/research/) used within the University.

No research involving human subjects can be initiated without documented approval of the Institutional Review Board. Approval is for one year only, then reapplication to the Institutional Review Board is required until all work, including data analysis is complete.

**PASS/FAIL POLICY**

The only courses authorized for pass/fail credit in the graduate program are: DNTH668 Internship; DNTH602 Problems in Dental Hygiene; DNTH614 Externship; DNTH698 Research; DNTH699 Thesis. Students registering for these courses should make sure that they register for pass/fail credit.

**POLICY ON THE VALIDATION OF OUT-OF-DATE GRADUATE CREDIT**

Academic credit that falls beyond the time limits established for a master's or doctoral degree must be validated by a written examination before the work can be applied toward the requirements of a degree program. The work to be validated must have been completed at Old Dominion University or acceptable as transfer credit in lieu of an ODU course.

The following procedures shall be used to validate out-of-date work:

1. The student must receive the permission of his/her graduate program director and chairperson of the department in which the course is offered for permission to validate the course credit. The form for validation of out-of-date credit shall be used to record all transactions.
2. The department chairperson shall make appropriate referrals to faculty (an individual or a committee) teaching the course to request that an examination be prepared and evaluated. Prior to the examination, the faculty shall inform the student of the area of knowledge or course content on which he/she is to be examined.
3. After the examination has been administered, the validation form shall be completed, signed by the examining faculty, and forwarded to the dean of the academic school offering the graduate degree program for approval.
4. Upon approval and completion of the form, the dean shall forward copies to the Office of Student Records, the student, the graduate program director, the department chairperson, and faculty examiner.
5. Validation for any given course can only be attempted once.

**POLICY ON INCOMPLETE GRADES**

A grade of I indicates assigned work yet to be completed in a given course or absence from the final examination and is assigned only upon instructor approval of a student request. This grade can be given only in exceptional circumstances beyond the student's control, such as illness. In these cases it is the responsibility of the student to notify the faculty member. The I grade becomes an F if not removed by the end of the following term, e.g., I grades from the fall semester become F's if not removed by the end of the spring semester; I grades from the spring semester and the summer session become F's if not removed by the end of the fall semester. An I grade may not be changed to a W under any circumstances.

**POLICY ON THE INITIATION & CONDUCT OF THESIS RESEARCH**

Prior to the initiation of thesis research, graduate candidates must have:

1. Successfully completed DNTH415/515 Research Methods in Health Sciences;
2. Select in conjunction with the Graduate Program Director a thesis committee and thesis director;
3. A research prospectus presented to and accepted by the thesis committee;
4. A research prospectus submitted to and approved by the ODU IRB if human subjects are involved.
5. Successfully completed the online course on human subjects research and file a current certificate as evidence of successful completion. (course must be repeated annually)

Steps 2, 3 and 5 must be completed preceding the semester in which DNTH698 Research will be taken. Step 4 must be completed immediately after thesis committee approval is obtained. Students enrolled in DNTH415/515 who plan to initiate their research during the succeeding semester should complete steps 2, 3, 4 and 5 while enrolled in DNTH415/515.

Notification of the Director of the Dental Hygiene Research Center and the Director of Clinics is required for any investigations that will involve the use of the clinical facilities and/or clients. A planning meeting between the thesis director, thesis student and Director of the Dental Hygiene Research Center is usually required. The Director of the Dental Hygiene Research Center must be notified during the proposal development phase of any investigation classified as clinical research.

Graduate candidates who plan to solicit dental companies for supply donations (toothbrushes, floss, dental instruments, etc.) must have the letter reviewed in advance by the thesis director.

Graduate candidates who have informed their subjects that "the research results will be available on request" must prepare a summary research report and submit that summary report to the thesis committee at the time of the thesis defense. The graduate candidate will be responsible for distributing the approved summary report to the subjects as promised. A copy should be on file in the student's folder in case of inquiry after the student has graduated.

### **OPPORTUNITIES FOR PROFESSIONAL PRESENTATIONS**

Annually, graduate students are mentored to make local, regional and national presentations related to their graduate research. These opportunities arise throughout the year and facilitate the student's role development as a researcher and leader. Some of these opportunities follow:

	<u>Submission of Abstract</u>	<u>Event</u>
University Research Expo	December	April
SADHA Conference	March	April
ADHA Annual Session	March	June
Oral Health Section of the American Public Health Assoc.	February	November
American Dental Education Assoc (ADEA)	September	March
American Association Of Dental Research	August	March
International Association Of Dental Research	Varies	Varies
Virginia Dental Hygienists' Association	Varies	Varies

### **MALPRACTICE INSURANCE AND CPR CERTIFICATION**

Graduate students enrolled in courses including DNTH604 Clinical Teaching and Administration; DNTH614 Externship; Clinical, Radiology, and Community Health practica; and/or clinical research must have current CPR certification. Insurance is automatically provided to appropriately enrolled health science students by the University.

## **OTHER POLICIES**

As a student, you have certain rights and responsibilities. Many of these are outlined in the Old Dominion University Policies and procedures. Following is a list of important policies and procedures and where copies of these policies are available.

### Equal Opportunity/Affirmative Action

Affirmative Action Office

121-A Spong Hall

683-3141

<http://www.odu.edu/ao/eoaa/>

### AIDS Guidelines

Health Services

1007 S. Webb Center, 683-3132

<http://studentaffairs.odu.edu/healthservices/>

### Class Attendance

University Catalog

### Grade Appeal Procedure

University Catalog

### International Students and Scholars

2101 Dragas Hall

683-4756

### Student Code of Conduct

Student Activities Office

200 Webb Center, 683-3446

### Regulations for Continuance

University Catalog

### Student Record Policy

Office of the University Registrar

116 Rollins Hall

683-4425

### Student Senate Constitution

Student Senate Office

204 Webb Center

683-3438

### University Bulletin Board Policy

Campus Information Center

Webb Center Lobby

683-5914

### Withdrawal from Class or from the University

University Catalog

Office of the University Registrar

116 Rollins Hall

683-4425

## **PREPARATION FOR GRADUATION**

An application for a graduate diploma is obtained from <http://www.odu.edu/ao/registrar/pdf/forms/gradappl.pdf> the Office of the Registrar. This application should be submitted to the Office of the Registrar one semester prior to the student's final semester of study.

	December no later <u>than</u>	May no later <u>than</u>	Aug. no later <u>than</u>
Approval of committee to schedule thesis/nonthesis defense (Appropriate form must be filed with the GPD)	November 1	April 1	July 1
Final copy to thesis committee and GPD	November 8	April 8	June 23
Thesis/Nonthesis Oral Defense	November 15	April 15	July 1
Thesis to the Dean	November 20	April 20	July 20

### Graduate Advisors and Graduate Students

	December no later <u>than</u>	May no later <u>than</u>	August no later <u>than</u>
Thesis/Nonthesis approval form submitted to the University	last day of regular classes of the semester		
Original and four copies of the thesis to student records	last day of regular classes of the semester		
Deadline for submitting application for graduation	July 20	Nov. 15	April 17

Remember graduate candidates who do not complete the thesis or nonthesis project during the semester must register again for either DNTH698 Research, DNTH699 Thesis, or DNTH602 Problems in Dental Hygiene, whichever is most applicable.

## **AWARDS PROGRAMS**

### **SIGMA Xi: ([www.sigmaxi.org](http://www.sigmaxi.org))**

The Scientific Research Society of North America (Sigma Xi) sponsors a Grants-in-Aid of Research Program to support scientific investigation in any field. The Sigma Xi Committee on Awards meets on or about the first of March, June and December of each year to review research proposals. Applications and supporting letters should be submitted at least one month prior to the meeting for consideration. Application and information can be obtained from the website.

### **G. W. HIRSCHFELD AWARD**

The G.W. Hirschfeld Award is given annually to the outstanding Master's degree candidate who, in addition to scholastic achievement, has demonstrated excellence in one or more of the following areas: (1) teaching, (2) research, (3) professional service. The award is announced at the Annual University Honors Ceremony in April and at the School's Awards Ceremony.

### **ADHA INSTITUTE FOR ORAL HEALTH RESEARCH GRANT PROGRAM ([www.adha.org](http://www.adha.org))**

The ADHA Institute for Oral Health sponsors a Research Grant Program to provide financial assistance for baccalaureate, master's and doctoral candidates, and practicing dental hygienists to support and promote research in dental hygiene. Research grants are made in up to \$5000. to cover research expenses. These funds may not be used for salary, tuition for the applicant, indirect costs to institutions or planning projects. Application packets may be obtained from the ADHA Institution Oral Health, 444 N. Michigan Avenue, Suite 3400, Chicago, Illinois 60611 or from the Graduate Program Director. Deadline is mid January.

### **ORAL HEALTH AMERICA/AMERICA'S FUND FOR DENTAL HEALTH ([www.ada.org](http://www.ada.org))**

The OHA/AFDH considers requests from any qualified individual institution or organization within the United States for the support of research or training program for a maximum of three years. The Fund's Board has defined four areas as being of primary interest at this time: (1) quality assurance, (2) access, (3) prevention, and (4) improving the educational process. The project must show promise of producing new results or information applicable to the dental profession. Guidelines for proposals may be obtained by contacting the Director of Programs, Oral Health America/American Fund for Dental Health, 211 East Chicago Avenue, Suite 820, Chicago, IL 60611. Deadline is Sept. 1st.

### **AMERICAN DENTAL ASSOCIATION, COMMUNITY PREVENTIVE DENTISTRY AWARD**

The American Dental Association through the Council on Community Health, Hospital, Institutional and Medical Affairs reviews entries for the annual "Community Preventive Dentistry Award."

The program, sponsored through a grant from Johnson & Johnson Dental Care Company, recognizes those who have developed and/or implemented significant preventive dentistry projects. A \$2,000 award will be presented to the top winner. Awards of \$300 may be granted for other meritorious entries.

Any individual or organization responsible for creating and/or implementing a community program concerned with some aspect of preventive dentistry may enter. Appropriate community activities involve members of the dental team and include school programs, programs for special populations and high risk groups, media public information programs, and private practitioners' community education activities and/or treatment programs. Preventive dentistry includes oral hygiene instruction, plaque control, the use of fluorides and sealants for prevention of caries, early intervention programs for periodontal disease, nutrition education and relevant patient motivation.

Additional brochures and entry applications are available upon request from the Council on Community Health, Hospital, Institutional and Medical Affairs, American Dental Association, 211 East Chicago Avenue, Chicago, IL 60611. Phone inquiries may be made by calling the Council at 312-440-2879. Entries must be acknowledged by a state or local dental society, dental school, or state dental director, as indicated on the application. Xerox copies of the entry application will be accepted. All entries must be postmarked by June 1st. ([www.ada.org](http://www.ada.org))

### ASSOCIATION OF SCHOOLS OF ALLIED HEALTH PROFESSIONS

Scholarship of Excellence Award-8 awards of \$1,000 each are given each year. The new investigators award given to one qualified applicant each year includes a stipend of \$5,000 plus travel funds to attend the ASAHP Annual Conference. Submission guidelines and application materials are available on the web at [www.asahp.org](http://www.asahp.org) or by calling the ASAHP at (202) 293-4848.

### HISPANIC DENTAL ASSOCIATION

To encourage entry of Hispanics into oral health careers, the Foundation was created in 1995 and now administers four different scholarship funds. Each fund has its own unique purpose, and each has its own benefactor. Applications for membership and scholarships, and further information, can be obtained from its national office at [HispanicDental@hdassoc.org](mailto:HispanicDental@hdassoc.org).

### NATIONAL DENTAL HYGIENE ASSOCIATION

The NDHA is an organization for licensed dental hygienists who have graduated from accredited dental hygiene programs and dental hygiene students who are enrolled in accredited programs. The NDHA is committed to cultivating and promoting the art and science of dental hygiene.

The NDHA is especially active in efforts to enhance access to oral healthcare for underserved communities in the United States. The NDHA aims to provide a professional foundation for minority dental hygienists and dental hygiene students. Scholarship programs are available. <http://www.ndhaonline.org/>

### VIRGINIA RESIDENCE REQUIREMENTS

To meet the Virginia residency requirements, the student must have domiciled in the state for at least one year prior to the preceding of the semester in which claimed; and the applicant's parents must have been Virginia taxpayers for one year prior to the beginning of the semester. <http://www.odu.edu/ao/registrar/>

### SELECTED STUDENT SERVICES

#### Parking

Parking information can be obtained in the University's publication entitled "Motor Vehicle Regulations: Old Dominion University." A parking decal is required and must be purchased to obtain any parking spaces on campus. Questions about parking regulations can be directed to the Office of Parking Services, phone 683-4004.

### Statistical Consulting Laboratory

The Department of Mathematical and Statistical Sciences sponsors the Statistical Consulting Laboratory to provide consulting service to the students and faculty of Old Dominion University in the formulation and analysis of research problems utilizing statistical methods.

Consulting is a broad term for a wide range of possible activities depending on demand. It encompasses problem modeling, analyzing problems, assisting with the use of appropriate computer programs, and providing assistance in planning or writing research proposals of statistical nature. The Statistical Consulting Laboratory will also organize and teach special purpose short courses, seminars or private tutorials for students or faculty. The laboratory will have a statistician available for consultation throughout the semester. For information about hours and location, please contact the Department at 683-3882.

### International Student/Scholar Services

Approximately 800 international students and visiting scholars from 90 different countries attend Old Dominion University. The staff of *Dragas International Center* assists these students and scholars with immigration matters, housing, cultural adjustment, and personal concerns. All new international students must report to *Dragas International Center* prior to registering.

The staff of this office also coordinates cross-cultural programs for both international and American students and publishes a newsletter. In addition, this staff assists international faculty members with the immigration procedures required for their legal employment at the University. For information, call 683-3701 (International Admissions) or 683-4756.

(<http://www.admission.odu.edu/international.php>).

### English Language Center [www.odu.edu/ao/oip/elc](http://www.odu.edu/ao/oip/elc)

The English Language Center (ELC) offers intensive and semi-intensive noncredit courses in English grammar, writing, reading/vocabulary, and listening/speaking for non-native speakers.

Semi-Intensive Noncredit Courses. These classes are designed for students who have attained the overall TOEFL (Test for English as a Foreign Language) score required by Old Dominion University for admission, but whose subscores are relatively low in one or more skill areas. Based on TOEFL scores, students are placed in these noncredit classes and are required to attend them as a condition of registration for regular credit classes. Such students are usually permitted to enroll in three to nine hours of Old Dominion credit classes while continuing to attend noncredit English classes at the ELC. When the deficiency is remedied (as measured by a new TOEFL score), they will be cleared by the Admissions office for full-time enrollment in credit classes. The English Language Center also offers a pronunciation course and two semi-intensive writing courses for non-native speakers of English—one for undergraduates and one for graduate students.

In addition, the English Language Center offers intensive noncredit courses in English as a foreign language to non-native speakers who are not enrolled as students at Old Dominion University. These classes are available at all levels of proficiency, from classes for complete beginners who speak no English to advanced classes in TOEFL preparation. For information, call 683-4424.

### Testing Center [www.studentservices.odu.edu/testing/](http://www.studentservices.odu.edu/testing/)

The University's Testing Center administers placement exams in writing, mathematics, and foreign language as well as the assessment exams that all freshmen and seniors must take. The Testing Center also serves as a national testing center for the TOEFL, LSAT, MCAT, GMAT, GRE, SAT, CLEP, DANTES, and MAT. A student may also make arrangements to have a staff member serve as a proctor for a correspondence test. For more information, call 683-3697.

Student requests for the evaluation of credit by examination are made through the Testing Center. These include the Advanced Placement of the College Board (AP) exam, CLEP, and DANTES.

A copy of the departmental requirements for credit for each of these exams is on file in the Testing Center.

Women's Center [www.studentservices.odu.edu/wc/](http://www.studentservices.odu.edu/wc/)

Old Dominion University's Women's Center is designed to help campus and community women become aware of the choices open to them and to help them make important decisions about their education, their careers, their families, and their roles in society. The center is open to all women and men. Services offered by the Women's Center include the following:

- .Special programs and services for returning women students.
- .Education on sexual harassment and discrimination.
- .Sexual assault awareness and prevention programs.
- .Referrals to community and university resources.
- .Career counseling for community women in transition.
- .Peer counseling providing support and information to adult women who want to enroll at Old Dominion University.
- .Noncredit courses, workshops, and presentations covering a range of topics, such as assertiveness training, self-esteem, and educational and career planning.
- .An extensive library of books, periodicals, records, and audiovisual materials on a wide range of subjects of concern to women. For more information call 683-4109.

#### Writing Center

The Writing Center was established to help all Dominion University students in the development of writing abilities. The Writing Center offers a series of five-week nondegree credit courses that deal with specific writing problems. These courses are for all students with developmental writing needs. Section sizes are kept small so that students may receive individual attention. For information, call 683-4112.

Health Services <http://studentaffairs.odu.edu/healthservices/>

The Student Health Service provides acute primary outpatient health care and preventive health education for Old Dominion University students. These services offer medical care for injuries and acute illnesses and promote, through health education programs, attitudes and behaviors that foster optimum health.

In addition, the Student Health Service provides referrals to health resources within the community for services beyond the scope of the campus Yon Student Health Center. Bed care is available for brief daytime observation periods, or until transfer to another facility can be arranged. Laboratory tests sent to outside laboratories and x-rays are done at the student's or family's expense.

It is suggested that students have adequate health insurance to supplement the Health Center's outpatient services. Students may join the insurance plan available through the University, or obtain insurance from other sources. Details about the university's insurance program are available at the Student Health Center.

The Student Health Service is accredited by the Accreditation Association for Ambulatory Health Care, Inc. It is located at Webb Center. For more information, call 683-3132.

#### Interlibrary Loan Service (ILL)

The ODU Interlibrary Loan Desk is in the main reference room near the reference desk in the library. A library assistant is on duty at this desk during normal library working hours Monday through Friday. At all other times, the interlibrary Loan is served by the reference staff at the reference desks. Graduate students are charged for cost amounts over \$5.00.

If you are in need of materials not at the ODU library, request assistance at the ILL desk or through the UnCover Service. A standard form is filled out and signed by the requester. Requested

materials can seldom be obtained in less than two weeks and often longer. The borrowed materials may be used for a two-week period unless it is copied material - then you have to pay for it and it is yours. The interlibrary Loan is not available to libraries within the area including Norfolk, Portsmouth, Chesapeake, and Virginia Beach or request on-line at [www.lib.odu.edu/services](http://www.lib.odu.edu/services)

### Career Management Center

Located on the second floor of the Webb Center, Room 2202, the Center offers a variety of career development services and programs to help students make a successful transition from school to work. The Center maintains resource information on occupations, employers, salary levels, graduate schools, career planning, resume writing, interviewing and job placement. Office hours are 8-5 Monday through Friday. Call 683-4388. Individual appointments for assistance with resume writing, interviewing and job hunting are available to matriculated students. Visit [www.odu.edu/ao/cmc/index.php](http://www.odu.edu/ao/cmc/index.php)

### Student American Dental Hygienists' Association (SADHA)

The objectives of the S.A.D.H.A. are to cultivate, promote and sustain the art and science of dental hygiene, to represent and safeguard the common interest of the members of the dental hygiene, and to contribute toward the improvement of the health of the public. Members of the O.D.U. Student Association are classified as Active Members in the ADHA and are entitled to receive the benefits that ADHA provides its members. The membership is open to dental hygiene undergraduate and graduate student of good moral character who possess a satisfactory scholastic standing. Attendance at the monthly SADHA meetings is recommended if the student wishes to receive the privileges of the Association. Students receive information regarding the membership fee, meeting dates, SADHA officers and future community activities at the first meeting in September. Students should remember that SADHA membership is a requirement for some scholarships and awards.

**FOR ACCESS TO OTHER STUDENT SERVICES, REFER TO [www.odu.edu](http://www.odu.edu) and click onto "Current Students."**

**GRADUATE CAREER DEVELOPMENT OPPORTUNITIES  
AT OLD DOMINION UNIVERSITY**

<http://www.odu.edu/ao/cmc/index.php>

**Year 1**

- Consult graduate program director**
  - .define emphasis and concentration areas
  - .decide full time vs. part time study
  - .thesis vs. non-thesis option
  - .financial aid (fellowship, teaching assistantships)
  - .schedule writing assessment test prior to completion of 15 graduate hrs.
- Become familiar with Career Management Center**
  - .career counseling services
  - .define and develop career goals
  - .explore internships, externships, and practicums
- Evaluate and/or modify year 1**

**Year 2**

- Consult Graduate Program Director**
  - .refine and complete emphasis and concentration areas
  - .schedule and complete internship
  - .completion of thesis (if the chosen option)
- Enhancement of networking skills**
  - .develop rapport with classmates, instructors, and association members
  - .begin networking for possible job openings
  - .join alumni network (through career services)
  - .attend professional meetings/conferences
  - .Present at a professional meeting
- Use Career Management Center resources**
  - .attend resume workshops
  - .attend job fairs
  - .CS computer resources for transition decisions, job vacancies and employer information
  - .define and begin implementing career goals
  - .schedule a mock employment interview
- Evaluate and/or modify year 2**

### SUMMARY KEY WEBSITES

URL	PURPOSE
<a href="http://www.odu.edu/ao/gradstudies/publications/thesis.pdf">www.odu.edu/ao/gradstudies/publications/thesis.pdf</a>	.To obtain <i>Guide for Preparation of Theses and Dissertation</i>
<a href="http://www.odu.edu/ao/research/">www.odu.edu/ao/research/</a>	.To obtain policy, procedures and forms for IRB Review.
<a href="http://www.adha.org">www.adha.org</a>	. To get application for SADHA membership and research program
<a href="http://www.dentalresearch.org">www.dentalresearch.org</a>	. To get application for membership to the American Association for Dental Research.
<a href="http://www.ifdh.org/">www.ifdh.org/</a>	.To obtain application for membership to the International Federation of Dental Hygienists.
<a href="http://www.adea.org">www.adea.org</a>	.To obtain application for membership to the American Dental Education Association and scholarship program
<a href="http://www.usfreeads.com">www.usfreeads.com</a>	.To obtain a free subscription to <i>RDH Magazine</i> .
<a href="http://studentaffairs.odu.edu">http://studentaffairs.odu.edu</a>	.To obtain information on student services at the University
<a href="http://www.dimensionsofdentalhygiene.com/">http://www.dimensionsofdentalhygiene.com/</a>	.To obtain a free subscription to <i>Dimensions of Dental Hygiene</i>
<a href="http://www.contemporaryoralhygieneonline.com">www.contemporaryoralhygieneonline.com</a>	.To obtain a free subscription to <i>Contemporary Oral Hygiene</i>