Course Description: Head and Neck Anatomy is a course designed for students to investigate the structure and function of organ systems as they pertain to the head and neck and oral cavity. This course draws on concepts learned in Human Anatomy and Physiology courses and emphasizes study of the anatomy and physiology of epithelial membranes as well as skeletal, muscular, cardiovascular, lymphatic and nervous systems. Students learn the clinical significance of head and neck structures as they pertain to oral health and dental hygiene therapy.

General Information

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Anna Davis, Ph.D., RYT</th>
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</thead>
<tbody>
<tr>
<td>Office Hours</td>
<td>W 1-2 pm (3190) and by appointment</td>
</tr>
<tr>
<td>Office Locations</td>
<td>BE 3190 and SAM 321</td>
</tr>
<tr>
<td>Phone</td>
<td>The best way to reach Dr. Davis is via email</td>
</tr>
<tr>
<td>E-mail (preferred)</td>
<td><a href="mailto:Anna.Davis@seattlecolleges.edu">Anna.Davis@seattlecolleges.edu</a></td>
</tr>
<tr>
<td>Web Sites</td>
<td><a href="http://www.seattlecentral.edu/faculty/adavis/">http://www.seattlecentral.edu/faculty/adavis/</a></td>
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<tr>
<td>Canvas</td>
<td><a href="https://seattlecentral.instructure.com/courses/823573">https://seattlecentral.instructure.com/courses/823573</a></td>
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<tr>
<td>Lecture</td>
<td>Wednesdays, 11 – 12:50, BE 3189</td>
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Textbooks


*All textbooks can be purchased at SCCC Bookstore located on Broadway across from the Broadway Edison Building.*
COURSE LEARNING OBJECTIVES
Upon completion of this course, all dental hygiene students should be able to:

1. Use appropriate terminology to effectively communicate information related to anatomy of the head and neck.
2. Identify anatomic landmarks of the head, face, neck, and oral cavity.
3. Describe the anatomy and physiology of the oral structures including skeletal, muscular, lymphatic, circulatory, and nervous systems. Specifically students will be able to:
   a. Identify and describe the features of cranial and facial bones and the cervical vertebrae.
   b. Identify and describe the anatomy and functions of the temporomandibular joint, in health and disease.
   c. Identify the origin, insertion, and describe the actions of all muscles associated with the head and neck.
   d. Identify the location and describe the functions of the cranial nerves, including the structures they innervate.
   e. Locate the sites for local anesthetic injection and describe the anatomical structures used to identify each site.
   f. Identify the location, structure and describe the function of the salivary glands.
   g. Identify the location, structure and describe the function of the lymph nodes of the head and neck.
   h. Identify the location, structure and describe the function of the major blood vessels of the head and neck.
   i. Describe the symptoms, complications, and prevention of odontogenic infections.
   j. Identify the stages of oral cavity formation and discuss the most common congenital oral deformities.
4. Identify all extra-oral and intra-oral structures and landmarks that are visible or palpable on a student partner including muscles, lymph nodes, bones, nerves and mucosal landmarks.
5. Accurately locate all oral structures and discuss their clinical significance and combine this information with his/her knowledge of the physiology of these structures to demonstrate an understanding of the complete anatomy and physiology of the head and neck.

Course Requirements/Attendance

General Expectations:
- Students are required to silence and put away all electronic devices before coming to class. You will be dismissed from class for texting or inappropriate computer use.
- Students are asked to take personal responsibility for their education!
  o Students are required to check CANVAS every day so they are aware of updates to our schedule, new assignments and announcements.
  o Students are required to ask questions when they do not understand.
  o Students are encouraged to work smart in and out of class. We will practice different study strategies to meet this goal.

Davis DH110
Students are encouraged to share their knowledge, insights and questions with other students in the class and the teacher.

Students are required to complete all assignments on time. Missed assignments cannot be rescheduled. Students have one late pass that can be used to turn in an assignment late – no questions asked, no penalty.

**Course Structure:** This is an online supported course with modules of study that roughly correspond to the chapters in your text. We meet 1x a week for lectures and discussion.

**Preparation for Lectures and Discussion:** Students are required to read the text and all other assigned materials before the topic is discussed in class so that you are prepared to ask questions and engage in problem solving with peers. To support this preparation, the instructor will provide pre-lecture assignments that must be completed and submitted before lecture (either submitted online or as you walk in the class as noted for each assignment).

**Attendance:** Students should attend every class session. If you must miss class due to illness or unexpected circumstance, you should notify the instructor as soon as possible. There are no makeup quizzes and no makeup exams for unexcused absences. You will receive a zero for an unexcused absence.

**CANVAS:** Our CANVAS website (https://seattlecentral.instructure.com/courses/823573/modules#module_631069 contains course materials including supplementary movies, lecture notes and study questions to help you prepare for quizzes and exams. You are required to check the website daily throughout the quarter after the first week of the quarter. If you have never used CANVAS, please do the **Canvas Student Orientation** here: https://seattlecentral.instructure.com/courses/790526/.

**Communication with the Instructor:** During this course my top priority is to help you understand Head and Neck Anatomy as it relates to Dental Hygiene. If you have questions, it is likely that other students do also. Everyone’s learning benefits from students asking questions. **Please ask for help early and often if you are struggling.** You can contact me in person during class, via CANVAS email or my school email anna.davis@seattle.colleges.edu. Additionally, you can make an appointment to meet with me privately outside of class. My response: For email questions, you should expect a response from me within 24 hours to a direct question or post to our Discussion Board (Monday-Friday). Please note that I will not respond to every message sent to the Discussion Board but I will facilitate the discussion threads so that class learning objectives are met.

**Study Suggestions:** This course covers a lot of material in a short period of time therefore it requires a strong commitment in order to succeed. Plan to attend every class and spend at least 4-8 additional hours per week studying. Your studies outside of class should include reading and studying your lecture notes, reviewing the online course materials, answering study questions and drilling anatomy. Many successful students (3.5 – 4.0) form study groups, share notes and practice explaining concepts
and memorizing anatomy before exams as well as meet with their teacher if they need help.

**Free Tutoring:** Free tutors will be available in Biology Open Lab in Science and Math building (Room 302 and 303) to provide additional support (Hours of the Tutoring Center can be found at the Learning Support Network website: http://seattlecentral.edu/learningsupportnetwork/?page_id=122).

**American with Disabilities Act (ADA)** Students with documented disabilities requesting class accommodations, who require special arrangements in case of building evacuation, or have emergency medical information that the instructor should know about must contact the disability support services office (DSS) in room BE 1112 during the first week of the quarter. The disability will be verified and you will be given a letter of accommodation to give to Dr. Davis. Together the student, teacher and counselor will develop a plan to support student learning.

**Academic Honesty:** The worst academic offenses are cheating and plagiarism. All exams, quizzes and written assignments are independent works of the individual student. Please make sure you understand the definition of plagiarism as defined here: [http://www.wpacouncil.org/node/9](http://www.wpacouncil.org/node/9). The consequences for cheating and plagiarism can be as serious as failing the course, and in some instances, being kicked out of school.

### Evaluation

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<thead>
<tr>
<th>Assessment Method</th>
<th>Point Value</th>
<th>%</th>
<th>Points</th>
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<tbody>
<tr>
<td>2 Midterm Exams</td>
<td>100 pts</td>
<td>33.3</td>
<td>200</td>
</tr>
<tr>
<td>1 Cumulative Final Exam</td>
<td>200 pts</td>
<td>33.3</td>
<td>200</td>
</tr>
<tr>
<td>4 Quizzes</td>
<td>25 pts</td>
<td>16.6</td>
<td>100</td>
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<td>5 Graded Homework Assignments</td>
<td>10 pt</td>
<td>8.3</td>
<td>50</td>
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<tr>
<td>Participation</td>
<td>50 pts</td>
<td>8.3</td>
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<td><strong>TOTAL = 600 pts</strong></td>
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**Homework Assignments:** Homework will include answering study questions, mini-presentations in lecture, article summaries, etc.). Details will be given in class and posted on Canvas. All homework must be submitted on time (in class or to the drop box associated with the assignment). **Late homework will receive no credit.** Each Student receives one **late pass.** **Late pass** policy will be explained in class.

**Tests (Exams/Quizzes):** There are 4 quizzes, 2 midterm exams and 1 cumulative final exam. These tests are designed to help you assess your understanding of the material covered in the text and lecture. All exams are likely to include a mix of multiple choice, short answer and essay style questions as well as identification of anatomical structures.

- The **approximate** dates of tests are listed in the course schedule.
- There are no early, late, or makeup tests and no extra time is given for those arriving late to an exam.
Quizzes are designed to take approximately 10 - 30 minutes, exams are designed to take 1 – 1.5 hours, Final Exam: 2 hours.
All exams are cumulative.
Test Reflections: As part of this course you will be required to submit corrected responses to any missed exam/quiz questions and a brief reflection on why you missed the question (rubric will be provided). These are due in writing 2 days after assessments are returned to you via Canvas dropbox.
If there is a mistake on the addition of your exam, please return it to your instructor immediately for a reassessment of the addition. If you are unsure/unhappy with the grading protocol, turn in a written explanation of the areas in question no later than two days after the exam has been returned.

Professionalism and Participation – Students will earn eight percent for class grade for professionalism and class participation. Participation means coming to class prepared to be fully engaged as a member of the class, sharing your questions and comments with small groups and with the class and effectively contributing your knowledge to solve class lecture questions and case studies.

Course Grade: Grades will be will be assigned using a numerical grading system. The numbers below are used to compute test scores and final grades for clinic and lecture courses in the Dental Hygiene Program. A minimum of 2.5 is required in all dental hygiene courses in order to progress in the program.

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<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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<tbody>
<tr>
<td>4.0</td>
<td>95 - 100</td>
<td>3.4</td>
<td>2.9</td>
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<tr>
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<tr>
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The following rule applies to all fractional grades: any number over .5, round up to the next number (94.6 becomes 95), any number less than .5, round down (94.4 becomes 94).

Students who stop attending class and do not initiate one of the following alternatives will receive a grade of 0.0. Please take note of the following alternate grades:

I - Incomplete. Given only to students who perform at a passing level (60%) but did not complete a small portion of the course requirements and wish to complete the course next quarter. Given at the instructor's discretion.
N - Audit. Requires official registration.
NC - No Credit. Student did not fulfill the course requirements. If the overall student performance is 60% or better, a student may request an NC from the instructor PRIOR to the final exam. This grade is granted at the instructor's discretion.
General Policies Pertaining to all Dental Hygiene Program Courses

Performance Based Instruction:

1. We consider the SCCC Dental Hygiene Program a learning community, and you, as a learner, are the most important member of this community. In performance-based instruction, we carefully identify what you need to be able to do (course outcomes) as a result of an instructional experience. Next we determine how you can show that you have learned these skills (learning objectives). Finally, we plan learning activities that will help you develop the skills.

2. Performance-based instruction has many advantages for you:

   a. What you will learn is based on the skills and knowledge you will need, rather than on mere outlines of information.
   b. You are responsible for your own learning. Therefore, you can plan how to invest your time and energy in order to meet the course requirements at the expected level of proficiency. To help you do that, we tell you right up front WHAT you will learn, how we expect you to show WHEN you have learned, and HOW you may go about learning.
   c. You know the standards for evaluation before the performance test. You earn a grade according to how well you perform the skills rather than according to how well others in the class perform. You are not graded on a curve.
   d. You are actively involved in the teaching-learning process, and we design learning activities and assignments that teach you to solve problems, ask questions and discover the answers, and to learn on your own or as a member of a learning team. We believe that competence comes with practice and careful attention to consistency and accuracy. Therefore, it is important you spend time outside of class to perfect your skills.
   e. Finally, we encourage you to regularly engage in self-assessment of your learning and performance on the program competencies and the learning objectives as well as inform your instructors of your learning needs.
<table>
<thead>
<tr>
<th>Dates</th>
<th>Weeks</th>
<th>Topics</th>
<th>Reading Assignments</th>
<th>Assessments</th>
</tr>
</thead>
</table>
| 9/25   | 1     | • Introduction (Review syllabus and classroom guidelines)  
                  • Introduction to Surface Anatomy, Terms  
                  • Oral Cavity  
                  • Cells, Tissues | Chapters 1 & 2  
                  Chapter 3 | No Quiz        |
| 10/2   | 2     | Skeletal System                              | Chapters 4 & 5  
                  Due: H1 | Quiz 1: Ch1 & Ch2 |
| 10/9   | 4     | Ch5: Joints: Temporomandibular Joint  
                  Ch5: Muscular System | Chapters 4 & 5  
                  Due: H2 | Quiz 2: Ch3 |
| 10/16  | 3     | Ch4: Muscular System and Review              | Review (Ch1-5) | Quiz 3: 4 & Ch5 |
| 10/23  | 4     | Exam I                                      | Chapters 6 & 7  
                  Due: H3 | EXAM 1: Ch 1 – 5 |
| 10/30  | 5     | Ch6: Vascular System  
                  Ch7: Glandular Tissues | Chapters 7 & 8  
                  Due: H4 | No Quiz        |
| 11/6   | 7     | Ch8: Nervous System                          | Chapter 9  
                  Due: H5 | Quiz 4: 6 & 7 |
| 11/14  | 8     | Ch9: Anatomy of Local Anesthesia             | Review Chapters 1-9 | No Quiz        |
| 11/20  | 9     | Exam II (Chapters 7, 8 & 10)                 | Chapters 10 & 11 | Exam 2: Ch 1- 9 |
| 11/27  | 10    | Ch10: Lymphatic System  
                  Ch11: Fascia and Spaces Review | Chapter 12 | No Quiz        |
| 11/27  | 10    | Ch12 Spread of Dental Infections Review for Final Exam | Review | No Quiz |
| 12/4   | 11    | Comprehensive FINAL EXAM (Ch1 - 12)          |                       | FINAL EXAM   |

* Dates for assessments are listed in the tentative schedule but note that the instructor reserves the right to alter the schedule, assignments, grading procedures, etc., at any point in time during the class, due to schedule conflicts, new/different assignments, new approaches, etc., based upon the instructor’s professional judgment.