



CDM 3650 - Clinical Radiology I

I. Course Information

Course: CDM 3650 - Clinical Radiology I
Semester and Year: Fall 2021
Course Start and End Dates: 07/26/2021 - 12/12/2021
Course Reference Number: 24098
Semester Credit Hours: 1.00

II. Instructor Information

Professor: Dr. Eun Young Choi
Email: ceun@nova.edu
Phone: 954-262-1698
Office Hours:

Day	Time	Location
MTWRF	8:30am - 4:30pm	7378

by appointment

Office Hours:
 Available upon request

III. Class Schedule and Location

Day	Date	Time	Location	Building/Room
	07/26/2021 - 12/12/2021		Ft Lauderdale/Davie Campus	-

IV. Course Description

Students perform radiographic techniques and interpretations in a clinical setting

V. Course Objectives / Learning Outcomes

Course Learning Outcomes

At the completion of this course, the student will be able to:

- ? select an appropriate radiographic examination for a given clinical situation.
- ? make and self-assess dental radiographs.
- ? recognize technically unsatisfactory and undiagnostic dental radiographs, determine the need for radiographic re-exposure, and enact appropriate corrective actions.
- ? interpret radiographic findings and complete radiographic reports.
- ? relate didactic principles to clinical situations.
- ? recommend referral and/or additional diagnostic tests.
- ? practice sound radiation hygiene principles and accepted infection control procedures.

? communicate to patients and auxiliaries current concepts and practices of dental radiology.

COLLEGE OF DENTAL MEDICINE COMPETENCY STATEMENTS Faculty Note: Use the most updated version of the CDM Predoctoral Competency document to select the corresponding competencies for this course. Be sure to select the number of the competency statement and the verbatim competency statement as it appears on the competency document. For each competency indicate the type of assessment (formative or summative) that will be employed to measure the attainment of the competency

Core Competencies:

Related Competencies in which students will be assessed and by the following assessment methods:

1. Graduates must be competent in patient assessment, diagnosis, comprehensive treatment planning, prognosis, and informed consent. (CODA Predoctoral Standard 2-24(a))

Formative Assessment (Summer, Fall)-Clinic Assignment

Summative Assessment (Winter)- Prescription, Radiology report, Presentation ICPA)

19. Graduates must be competent in the application of biomedical science knowledge in the delivery of patient care. (CODA Predoctoral Standard 2-15)

Formative Assessment (Summer, Fall)-Clinic Assignment

Summative Assessment (Winter)-Intraoral and Panoramic radiography, Presentation ICPA)

21. Graduates must be competent in managing a diverse patient population and have the interpersonal and communication skills to function successfully in a multicultural work environment. (CODA Predoctoral Standard 2-17)

Formative Assessment (Summer, Fall)-Clinic Assignment

Summative Assessment (Winter)-Prescription, Intraoral and Panoramic radiography ICPA)

22. Graduates must be competent in applying legal and regulatory concepts related to the provision and/or support of oral health care services. (CODA Predoctoral Standard 2-18)

Formative Assessment (Summer, Fall)-Clinic Assignment

Summative Assessment (Winter)-Prescription ICPA)

25. Graduates must be competent in the application of the principles of ethical decision making and professional responsibility. (CODA Predoctoral Standard 2-21)

Formative Assessment (Summer, Fall)-Clinic Assignment

Summative Assessment (Winter)-Prescription, Intraoral and Panoramic radiography, Radiology report ICPA)

27. Graduates must demonstrate competence in the ability to self-assess, including the development of professional competencies and the demonstration of professional values and capacities associated with self-directed, lifelong learning. (CODA Predoctoral Standard 2-11)

Formative Assessment (Summer, Fall)-Clinic Assignment

Summative Assessment (Winter)-Prescription, Intraoral and Panoramic radiography, Radiology report ICPA))

- This refers to the same as the items in the CDM Competency Document; please see them listed below.

STATEMENTS FOR THE GENERAL DENTIST

FOUNDATION KNOWLEDGE

FK1: Apply knowledge of molecular, biochemical, cellular, and systems-level development, structure and function to the prevention, diagnosis, and management of oral disease and the promotion and maintenance of oral health. FK3: Apply knowledge of physics and chemistry to explain the characteristics and use of technologies and materials used in the prevention, diagnosis, and management of oral disease and the promotion and maintenance of oral health.

VI. Materials and Resources

Course Required Texts and Materials:

1. Course details are available on Canvas.
2. White, S, & Pharoah, M. (2014) *Oral Radiology: Principles and Interpretation* (7th Ed.): ISBN 978-0-323-09633-1

Faculty Note: Please indicate the textbooks that are **required** for the class and if available, a hyperlink to the textbook. Also, indicate if there are articles or links to **required readings** that are required for the class *and* the site where the articles are available for the student (such as: Canvas, library, database).

Course Supplemental Materials:

1. supplemental PPT
- Supplemental, Recommended, Optional, NOT required.

The access to all instructional resources included in this course, such as, lectures, handouts, manuals, PowerPoint presentations, videos, photographs, pictures, articles and web links is limited to students who are enrolled in the course and is not for public distribution. The use of these instructional resources is exclusively for non-commercial and non-profit educational use. Students are recommended to download the instructional resources provided in the course, UNLESS, the course director instructs NOT to download specific files. We recommend that all students download, save, and keep the instructional materials from all the courses. These instructional resources will be very helpful references as you progress from year to year in the program.

VII. Course Schedule and Topic Outline

Course Schedule:

1. Technical and Interpretative Procedures
 - a. As a part of the comprehensive management of the patient, the student completes prescribed radiographic examinations and consultation reports on their assigned patients.
 - b. To receive radiology credit, all procedures must be completed in the radiology clinic and have radiology staff oversight until reaching the competent level.
 - c. All initial, definitive radiology services attempted in the radiology clinic are by appointment.
2. Interim Grade Standards (Summer/Fall semesters)
 - a. The student must satisfactorily complete the assigned rotations as scheduled or successfully remediate any missed rotations. The student must complete at least 3 satisfactory performances in novice and beginner levels before proceeding to the competency level.
3. Competency Standards (Winter semester)
 - a. The student must meet and sustain the competent level for:
 - i. radiographic prescription
 - ii. panoramic radiography
 - iii. intraoral radiography
 - iv. radiographic consultation
 - b. Students sustain a competent level requires at least two consecutive/successive satisfactory performances. The student who achieves the competent level of achievement may perform radiology services without radiology staff oversight or evaluation. Students need to attend all scheduled rotations or successfully remediate any missed rotations to pass the course (Winter semester).
4. Case Presentation
 - a. A radiographic pathology shall be selected from patients' case. Proper quality and quantity of radiographs and clinical photographs are required. Disease mechanism, Clinical features, Imaging features (location,

periphery, shape, internal structure, effects on surrounding tissue), differential diagnosis and management must be clearly indicated. Reference should be in APA format.

- b. The length of presentation needs to be less than 5 min, no more than 6 min.
- c. The presentation must fulfill the required criteria and the minimum passing grade must be achieved. If not, additional presentation will be requested.

All assignments, exams, works, patient care - written, laboratory, oral, clinical must be done as the independent work of each individual student. Plagiarism, copying or sharing the work of another or altering documentation to reflect something is your own work that is not; reflect false attendance, are considered serious offences that will not be tolerated. THESE ACTIONS WILL BE CONSIDERED IN VIOLATION OF THE CDM CODE OF BEHAVIORAL CONDUCT AND WILL BE REFERRED FOR APPROPRIATE ACTION. Students who need assistance in their learning goals should communicate with the appropriate NSU-CDM course director and/or faculty.

Topic Outline:

Refer to course schedule for topics related to Clinical Radiology.

“Important note – Please note that due to the current Coronavirus pandemic, course schedules and course activities may be modified now and in future.

Faculty and students are responsible for keeping apprised of these changes and adjusting their schedules accordingly.”

VIII. Instructional Methods

In this section of the syllabus you will find information about any course (instructional, assessment, assignments, benchmarks and/or clinical) modifications that were added to the course as a result of COVID-19

Rotation schedule was modified: two (2) students per session for the first and second rotations/ four (4) students per session for the third rotation

Refer to table:

SUMMER/FALL 2021				
LOCATION	# STUDENTS	DAYS	# OF SESSIONS/DAYS	# OF ROTATIONS
RADIOLOGY CLINIC DAVIE	2	M-T-R-F W (PM) <i>reserved for make up</i>	2 (AM & PM)	2 full days or 4 sessions
WINTER 2022				
LOCATION	# STUDENTS	DAYS	# OF SESSIONS/DAYS	# OF ROTATIONS
RADIOLOGY CLINIC DAVIE	4	M-T-R-F W (PM) <i>reserved for make up</i>	2 (AM & PM)	1 full day or 2 session (Additional rotation may be requested when the student doesn't meet the passing criteria for all four procedures during the scheduled rotations.)

In case of online delivery of the course content according to any modification from COVID -19, the clinical activity will be substituted with one or all of the method as follows. The student must complete all modified requirements to get 'P/PR' for the semester.

1. **online lectures: intraoral radiography prescription, basics of intraoral and extraoral radiography, panoramic radiography, introduction to CBCT, radiographic interpretation,**

- documentation in radiology
- 2. individual presentation
- 3. quiz/exam
- 4. case report

* Due to the closure of the clinics, the phase-in approach implemented by NSU-CDM to open the clinics, specifically, initially the clinics opened at 50% capacity and gradually increased service capacity to a 100% by the end 2020 and, the community response to the COVID-19 restrictions recommended by local and national health services agencies, the number of patients serviced during the 2020-2021 academic year is less than in years prior to COVID-19. Similar modification may be expected depending on the future status of COVID-19.

IX. Assignments

Description of Assignments, Point Value and Rubrics

Pre-requisites: Student must successfully pass courses (CDM 2505, 2110, 2120) and pre-requisite test (CDM 2999) before starting clinical radiology I.

Students must complete at least three successful/satisfactory performance(s) before proceeding to competency level.

Minimum Number of Successful Performances Prior to Challenging ICPA		
3 cases of each of the following (Total 12)		
Evaluation Criteria		
Intraoral Examination Prescription	S/I/U	Summer/Fall
Intraoral Radiography Examination	S/I/U	Summer/Fall
Panoramic Radiography Examination	S/I/U	Summer/Fall
Consultation: Radiology Report	S/I/U	Summer/Fall

The ICPA entails: **at least two consecutive successful/satisfactory performances, documented in the appropriate form by the end of the third rotation (Winter semester). STUDENTS MUST PASS EACH/ALL ICPAs TO PASS THE COURSE.**

Minimum Number of Successful Performances to Pass ICPA	Type of Competency Exam	Due Date
2 (Consecutive Successful/Satisfactory Performances) (Total 8)	Data Collection ICPA	Apr 22, 2022
<i>Any failure of achieving consecutive ICPA competency assessments will require new two more additional attempts.</i>		
Evaluation Criteria of Competency:		
Good working knowledge, Learning objectives achievement, Independent performance on Own		
2X Intraoral Examination Prescription	S/I/U	Winter
2X Intraoral Radiography Examination	S/I/U	Winter

2X Panoramic Radiography Examination	S/I/U	Winter
2X Consultation: Radiology Report	S/I/U	Winter

S: Satisfactory (100%)

I: Need Improvement (50%)

U: Unsatisfactory (0%)

Intraoral Examination Prescription

- Establish chief complaint or the reason for seeking treatment
- Review patient history
 - Determine relevant medical history
 - Check dental history and sign/symptoms of dental disease
- Perform cursory clinical exam
 - Assess for technique modifications
 - Validate tooth mobility and unfavorable prognosis
- Review prior radiographs
 - Contact patient in advance before the first data collection appointment
 - Any previous x-ray images should be presented in CD/Flash drive format, or emailed under proper authorization and properly uploaded on XDR before the first radiology appointment
- Predict dental treatment needs
- Make and justify prescription recommendation
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Intraoral Radiography Examination

- Infection control must be followed according to the NSU infection control policy. If not, radiography shall not be allowed to be started.
- A paper form is available to assist in scoring of intraoral techniques, which is in radiology clinic
- Product Criteria: assessment of images
 - receptor placement: demonstrates desired area of coverage-3rd molar areas, 1/2-1/3 distal of canines/premolars, root apices
 - horizontal overlap: <30% (excellent), 30-50% (satisfactory), >50% (unsatisfactory)
 - vertical angulation: elongation or foreshortening
 - PID placement: cone cutting
 - presentation: composition, mounting, labeling, artifacts
- Management Criteria: assessment of operator
 - procedural compliance: radiation hygiene; infection control
 - retake rate: >20% unsatisfactory
 - patient interaction
- Final Evaluations
 - Assessment: use 3 (100%), 2 (70%), 1 (0%)
- Comparison of student to instructor product evaluations
 - Product: use 0-100%, from calculator
 - Management: use 3 (100%), 2 (70%), 1 (0%), from criteria questions
 - Minimum passing grade 70%

Panoramic Radiography Examination

- Infection control must be followed according to the NSU infection control policy. If not, radiography shall not be allowed to be started.
- Criteria: assessment of image
 - area of coverage: TMJs and chin included in image
 - symmetry: midline aligned, right = left
 - Frankfort plane: occlusal plane 10° downward; smile
 - cervical spine ghost: no overlap of C-spine on mandibular anteriors
 - Anterior teeth dimension: no evidence of narrowed or enlarged distortion

- airway: no or minimal air moustache
- artifacts: no metallic artifacts limiting diagnosis, no patient movement
- Management Criteria: assessment of operator, requires oversight by evaluator
 - patient assessment: chief complaint, review of medical history, physical and oral assessment.
 - operatory preparation: disinfect unit, proper & complete Axiom and XDR setup, select correct biteblock, select correct profile & correct program.
 - patient positioning: correct posture, Frankfort plane parallel to floor, correct anterior stop, midline aligned, head support closed.
 - pre-exposure instructions: swallow, tongue on roof of mouth, breath through nose, stay still
 - procedural compliance: radiation hygiene polices followed

Consultation: Radiology Report

- Criteria
 - Only be credited if consultation is completed and approved BEFORE treatment Plan is finalized
 - All radiographs in the XDR should be mounted, labeled and noted properly
 - Format: follows guidelines for creating an electronic report, professional terminology, spelling, syntax
 - Descriptions: accurately describes patient dentition, caries activity, bone loss, and calculus, and additional findings
 - Radiographic Findings: accurately identifies radiographic findings and must be charted in AxiUm Odontogram
 - Recommendations: includes additional diagnostic recommendations
 - Timeliness: completes consultation before odontogenic exam finalized

Grading Criteria	Grade		
	Novice level: Has no experience and needs supervision Beginner level: Limited experience and needs minimum coaching Competent level: Complete tasks on own, independent performance is required.		
	Satisfactory (100%)	Needs Improvement (50%)	Unsatisfactory (0%)
Intraoral Radiographic Examination Prescription	All required criteria are addressed, and all questions are answered. Available existing radiographs are properly prepared and mounted.	1-2 required criteria are not addressed properly or 1-2 questions are not answered adequately. Available existing radiographs are addressed but not transferred to XDR before the appointment or improperly mounted.	More than 3 required criteria are not addressed properly or more than 3 questions are not answered adequately. Available existing radiographs are not addressed.
Intraoral Examination	All required criteria are met, and all questions are answered. Professional performance was successfully completed during the whole procedure. Self-evaluation is successfully done.	1-2 required criteria are not adequately fulfilled. Failure in mounting or self-evaluation in up to 2 images.	More than 3 required criteria are not adequately fulfilled. Any violation of infection control or radiation safety. Any failure of professional performance or procedure compliance.
Panoramic Radiography	All required criteria are met, and all questions are answered. Professional performance was successfully completed during the whole procedure. Self-evaluation is successfully done.	1-2 required criteria are not addressed properly. Any failure of imaging software management. 1-2 self-evaluation criteria are not addressed or properly unanswered to the related questions.	More than 3 required criteria are not adequately fulfilled. Any violation of infection control or radiation safety. Any failure of professional performance or procedure compliance. More than 3 self-evaluation criteria are not addressed or properly unanswered to the related questions.

Radiographic Consultation	All required criteria are addressed and properly written in the AxiUm. All radiographic findings are charted. All questions are answered. The adequate time line is satisfied: The consultation is completed before treatment plan is finalized.	1-2 required criteria are not addressed properly. 1-2 radiographic findings are missed or not charted. 1-2 questions are not answered adequately.	A wrong code is used to start report. Any failure in time lines. Any failure in mounting of existing radiographs. More than 3 required criteria are not addressed properly. More than 3 radiographic findings are missed or not charted. More than 3 questions are not answered adequately.
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Oral presentation: Minimum passing grade is 70 out of 100.

Case Presentation Points (Total 100)	PowerPoint Organization (up to 20)	AV Use (up to 20)	Delivery (up to 20)	Reference (up to 20)	Time Management (up to 20)
20	All key points were addressed (Clinical picture, Radiographic images, Disease mechanism, Clinical features, Imaging features (location, periphery, shape, internal structure, effects on surrounding tissue), differential diagnosis and management)	Detailed explanation of imaging (radiographic and clinical) Addressing all images adequately. Excellent understanding of the topic	Presenters reflect excellent understanding of all concepts (no reading off the slides)	APA format Addresses diagnosis, radiographic appearance, and treatment management	Do not exceed 6 min or no less than 4 min Uses time wisely to describe all resources
10	Missing 1-2 key points or not explained upon questioning	Missed 1-2 points during the presentation but was able to address it at the end	Reads off PowerPoint often	Improper APA format Lacks either a treatment or diagnostic reference	Presentation doesn't flow well Failure in time management (more than 1 min differences)
0	More than 3 key points missing or failure in explanation upon questioning	Unable to describe the images or failure in addressing them upon question at the end	Reads off PowerPoint mostly and misses most information Completely lacks understanding	No references or lacks both treatment and diagnostic references APA formats is completely missed	Failure to include all information in presentation Failure in time management (more than 2 min differences) Failure in time line fulfillment without proper excuse based on NSU student handbook

Student Self Assessments

Prescription	Student review any missing points from the presentation
Intraoral Radiography	Students evaluate each image based on the image assessment criteria, and suggest any retake request

Panoramic Radiography	Students evaluate the image based on the image assessment criteria, define errors if any exist, and suggest how to improve
Consultation: Radiology report	Student review any missing criteria, findings, diagnosis or recommendations as well as compliance of the format

Electronic form: Needs to be filled out in narrative	
Date	
Clinic Session	
Activity/Procedure	
In regard to this patient encounter	
What do you think you did well?	
What do you think could have been done better?	

Radiology ICPA form

		Radiographic Prescription		
		Novice: Requires 1	Beginner: Requires 2 Ss	Competent: Requires 3 consecutive Ss
		has no experience has difficulty with task requires supervision	has limited experience has some difficulty requires coaching	has good working knowledge shows discipline completes on own
Encounter Date				
Encounter Assessment				
Instructor				
Acquires Dental and Medical History	<ul style="list-style-type: none"> solicits chief complaint reviews last dental visit; outcomes determines availability of existing radiographs reviews last physician's visit; outcomes; vital signs 			
Completes Clinical and Panoramic Assessment	<ul style="list-style-type: none"> assesses presenting dental findings predicts general dental treatment needs identifies unfavorable tooth prognosis 			
Develops Radiographic Prescription	<ul style="list-style-type: none"> adheres to "Guidelines" for planning prescription 			

Panoramic Radiography

	Novice: Requires 1 has no experience has difficulty with task requires supervision	Beginner: Requires 2 Ss has limited experience has some difficulty requires coaching	Competent: Requires 2 consecutive Ss has good working knowledge achieves objective completes on own
Encounter Date			
Encounter Assessment			
Instructor			
Assesses Patient <i>solicits chief complaint</i> <i>identifies any patient factors affecting positioning</i> <i>verifies dentition/occlusion</i> <i>removes artifacts</i>			
Prepares Workstation and Device <i>manipulates clinical management and imaging software</i> <i>follows infection control protocols</i> <i>practices radiation protection procedures</i>			
Positions Device and Patient <i>establishes optimal patient position</i> <i>establishes optimal instrument position</i>			
Manages Patient <i>gives pre-exposure instructions</i>			
Assesses Examination <i>self-assesses examination</i>			

Radiographic Consultation

	Novice: Requires 1 has no experience has difficulty with task requires supervision	Beginner: Requires 2 Ss has limited experience has some difficulty requires coaching	Competent: Requires 2 consecutive Ss has good working knowledge achieves objective completes on own
Encounter Date			
Encounter Assessment			
Instructor			
Uses Standard Format for Reports			
Charts Radiographic Findings			
Interprets Diagnostic Findings			
Makes Recommendations			

* caries: enter N with no radiographic caries; S or U with caries

Uses Standard Format for Reports

*follows prepared guidelines for creating the report
uses professional terminology, spelling, syntax*

Charts Radiographic Findings

*uses enhancement tools to optimize interpretation
charts caries**

Interprets Diagnostic Findings

*correctly identifies/describes panoramic findings
correctly identifies/describes intraoral findings*

Makes Recommendations

*recommends additional diagnostic tests
recommends recall x-ray protocol*

Radiology Presentation

Title: _____

Student Name: _____

Date: _____

Points	PowerPoint Organization	AV Use	Delivery	Reference	Time Management
20	All key points were addressed (Clinical picture, Radiographic images, Disease mechanism, Clinical features, Imaging features (location, periphery, shape, internal structure, effects on surrounding tissue), differential diagnosis and management)	Detailed explanation of imaging (radiographic and clinical)		All key points were addressed (Clinical picture, Radiographic images, Disease mechanism, Clinical features, Imaging features (location, periphery, shape, internal structure, effects on surrounding tissue), differential diagnosis and management)	Detailed explanation of imaging (radiographic and clinical)
10	Missing 1-2 key points or not explained upon questioning	Missed 1-2 points during the presentation but was able to address it at the end	Reads off PowerPoint often	Improper APA format	Missing 1-2 key points or not explained upon questioning
0	More than 3 key points missing or failure in explanation upon questioning	Unable to describe the images or failure in addressing them upon question at the end	Reads off PowerPoint mostly and misses most information	More than 3 key points missing or failure in explanation upon questioning	Unable to describe the images or failure in addressing them upon question at the end
Individual Grade & Comments					
Total Grade					

X. Grading Criteria

Provide a List of all the graded work in the course (Assessments, Class Activities, Classwork and Assignments) with Point or Percentage Values, or required Completion item.

Grading Scale:

Daily clinical grades

40%

Presentation

10%

Independent Clinical Performance Assessments (ICPAs)

50%

Total

100%

The student receives a Progress Grade at the end of each interim semester until sustaining the Competent Level then a final course grade of Pass. Students receive an interim grade of NPR (unsatisfactory progress) if they do not:

- 1) satisfactorily complete the rotations assigned
- 2) satisfactorily remediate the missed rotations
- 3) satisfactorily achieve minimum numbers of requirements for each semester

Students who do not reach the competent level (Consecutive 2Ss) or fail to give a presentation with adequate level of fulfillment by the completion of the winter semester receive a Fail.

4) Additional Competency shall be asked if students violate radiology policy in any procedure even after competency is finished.

5) Minimum passing grade of presentation is 70 out of 100.

STUDENTS MUST PASS EACH/ALL ICPAs TO PASS THE COURSE.

Course Final Grade Mode for the course (Pass/Fail, PR/NPR or Letter Grade). For a

continuum course, please specify the grade mode for each semester.

Grade Mode:

Pass/Fail

PR/NPR (Interim grade in Summer and Fall semesters)

Course Grading Scale

Letter Grade	GPA	Equivalence
A	4	93 to 100
A-	3.75	90 to < 93
B+	3.5	86 to < 90
B	3	83 to < 86
B-	2.75	80 to < 83
C+	2.5	76 to < 80
C	2	70 to < 76
F	0	<70

XI. Course Policies

COURSE ATTENDANCE REQUIREMENTS, REMEDIATION POLICY, ALL CDM POLICIES

Attendance Policy : Please refer to appropriate pages of the NSU-CDM 2020-2021 Student Handbook.

Link to the handbook:

<https://liverootnova.sharepoint.com/dentmed/Active%20Docs/Policies%20and%20Procedures/Pre%20a2020%20CDM%20PreDoctoral%20Student%20Handbook.pdf?wa=wsignin1.0>

Remediation Policy: Please refer to appropriate pages of the NSU-CDM 2020-2021 Student Handbook.

“Successful completion of each CDM course requires compliance with the CDM Code of Behavioral Conduct.”

CDM College Attendance Policy Please note that, the Office of Admissions, Student Affairs and Services manages excused absences including sick days, mission trips, dental meetings, externships, interviews, family events, and other personal leave time, etc. and all student absences will continue to be tracked in axiUm. (Please refer to NSU Wide Religious Holidays Policy in the Student Handbook.) • Planned excused absences: please fill out the appropriate paperwork, with backup documentation (e.g. physician’s note), and submit on the online portal for the Office of Student Services prior to the scheduled absence, so that we can approve the leave time, and help you map out a plan to make up the work. It is the student’s responsibility to inform the course director for any courses you will be missing, your team leader for any clinic sessions that will be missed and/or the Coordinator of Extramural Programs (Dr. Mairelina Godoy), etc. of your planned absence(s). • Unplanned excused absences: please email Dr. Galka at agalka@nova.edu with a cc to cdmservices@nova.edu to report that you will be out, the reason for your absence and to also let us know if you plan to return to school the following day. You should also email the course director for any courses you will be missing, Dr. Mairelina Godoy mg1189@nova.edu for any rotations you will be missing and/or your team leader for any clinic sessions scheduled for that day. You must continue to email us daily to keep us updated if you will be out additional days and you can submit your SREA form together with backup documentation when you know the date you will return to school. • The student will be responsible for making up all missed rotations, all material presented in lectures, all laboratory projects, all written and practical examinations (including OSCEs) and must fulfill all didactic and clinical responsibilities as outlined in the individual course syllabi. Also, please review the attendance policy in the individual course syllabi. • Please do not schedule externships or interviews when you are scheduled for an examination or rotation. • Remember, it is your responsibility to reach out to our office for

any unexcused absences to see if these fall under excused absences and/or to see how the unexcused absence will be managed. Also, please contact Dr. Mairelina Godoy directly to arrange makeup of any and all missed rotations, which will take place during optional clinic weeks. • Every student will be able to take 1 Personal Day/per Semester (3 Personal Days/Academic Year) with NO BACKUP DOCUMENTATION REQUIRED, provided the day(s) are not taken when you are scheduled for a rotation, written examination, practical/competency examination, OSCE or taken directly before/after a school holiday, etc. These absences will be managed through our office and designated as excused absences, provided our office is notified by email in advance or on the day of the absence. (Please indicate in the email if you will be using a personal day and designate D-1, D-2, D-3 or D-4 student.) For any additional absences to the 1 Personal Day/per semester, or in the event that you will be missing a written examination, a preclinical or clinical practical/competency examination, including an OSCE, or rotation, backup documentation WILL be required. Again, it is the student's responsibility to notify all course directors, team leaders, and/or the Coordinator of Extramural Programs, etc. affected by your absence(s). Please check your individual schedule before requesting a personal day, to be sure that you will not be missing a rotation or an exam. A personal day will be recorded as a full day. (Half days cannot be requested.) A personal day must be requested on or before the day in question and cannot be used retroactively. **COVID-19 Protocol (subject to change)**1. NO STUDENT IS TO COME TO SCHOOL SICK- if you do not feel right- please do NOT come to school. Email Dr. Galka- Assistant Dean for Admissions, Student Affairs and Services (agalka@nova.edu) 2. If a student has had direct/close contact with someone who has been infected with COVID-19 or is experiencing COVID-like symptoms- immediately self- isolate/quarantine. Email Dr. Galka and Dr. Schweizer- Director Infection Prevention Programs (schweize@nova.edu). a. Direct Exposure/ Asymptomatic: test on day 7- if negative test result- can come back after 10 days : if NO test- quarantine 14 days b. Symptomatic (with or without Direct Exposure): test immediately and then again on day 7- if negative test result on day 7- can come back after 10 days : NO test- quarantine 14 days and must be symptom-free for 72 hours3. If a student tests positive for COVID-19: remain self-isolated. To return to school: student needs to have 2 consecutive negative test results in a row (at least 24 hours apart). 4. Students who are in quarantine, need to contact both Dr. Galka and Dr. Hernandez (marher@nova.edu) to determine if they can participate in online courses during this time

XII. University Policies

Academic Integrity: Cheating or inappropriate behavior during any written examination, quiz, any assignment, any project; plagiarism of any work(s), or other unethical behavior will not be tolerated; the student risks receiving a grade of zero (0) for said examination, quiz, assignment, project and may be referred to the Associate Dean for Academic Affairs and the Student Progress Committee. Please refer to appropriate pages of the NSU-CDM 2020-2021 Student Handbook. and the NSU Student Handbook located at

<https://liverootnova.sharepoint.com/dentmed/Active%20Docs/Policies%20and%20Procedures/Pre%20and%202020%20CDM%20PreDoctoral%20Student%20Handbook.pdf?wa=wsignin1.0> .

Plagiarism Policy: All assignments, exams, works, patient care - written, laboratory, oral, clinical must be done as the independent work of each individual student. Plagiarism, copying or sharing the work of another or altering documentation to reflect something is your own work that is not; reflect false attendance, are considered serious offences that will not be tolerated. THESE ACTIONS WILL BE CONSIDERED IN VIOLATION OF THE UNIVERSITY AND THE CDM CODE OF BEHAVIORAL CONDUCT AND WILL BE REFERRED FOR APPROPRIATE ACTION. Students who need assistance in their learning goals should communicate with the appropriate NSU-CDM course director and/or faculty. Please refer to appropriate pages of the NSU and the CDM 2020-2021 Student Handbook. Following a link to the NSU Student Handbook

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University Policy

Class content throughout this course may be recorded in accordance with the NSU Class Recording Policy. If class content is recorded, these recordings will be made available to students registered for this course as a supplement to the classroom experience. Recordings will be made available to all students who were registered to attend the live offering of the class, regardless of a student's section or discipline, or whether the student is participating in the course online. If recordings are intended to be accessible to students or third parties who were not registered for the live offering of the class, students' personally identifiable information will be removed or redacted from the recording, unless (1) their written consent to such disclosure was previously provided, or (2) the disclosure is permissible in accordance with the Family Educational Rights and Privacy Act ("FERPA").

Students are prohibited from recording audio or video, or taking photographs in classrooms (including online classes) without prior permission from the instructor or pursuant to an approved disability accommodation, and from reproducing, sharing, or disseminating classroom recordings to individuals outside of this course.

Students found engaging in such conduct will be in breach of the Student Code of Conduct and subject to disciplinary action.

Title IX/Sexual Misconduct: Sexual violence and sexual harassment are contrary to our core values and have no place at Nova Southeastern University. In accordance with Title IX and other laws, NSU prohibits discrimination, including sex-based discrimination and discrimination towards pregnant/parenting students. If you or someone you know experience(s) sexual violence and/or sexual harassment, there are resources and options available. To learn more or to report an incident, please visit the NSU Title IX website at www.nova.edu/title-ix. Please be aware that as an instructor, I am not a confidential resource, and I will need to report any incidents of sexual misconduct to the NSU Title IX Coordinator. You can also contact Laura Bennett, NSU's Title IX Coordinator directly at laura.bennett@nova.edu or 954-262-7858.