

**WVU Department of Dental Hygiene**  
**Community Service and Service Learning Guidelines**  
Revised February 8, 2023

**INTRODUCTION**

Students are encouraged to perform community service to develop a professional benevolence value system that should continue throughout their lives and careers. Dental hygiene professionals are frequently called upon to provide leadership in service to the communities they serve. More importantly, dental hygiene is a service profession by its nature and the Department of Dental Hygiene endorses community service and service learning as an integral part of its curriculum.

The performance of these types of activities are a method in which students can actively participate in organized service that is conducted in and meets the needs of the community. Community outreach activities are designed to prepare dental hygiene students to assess the oral health need of communities and individuals to provide service throughout their entire professional careers.

**Learning Objectives**

Through the performance of community service/service learning activities, the student will be able to:

1. Demonstrate the skills needed to perform community service/ service learning activities.
2. Identify the health and social needs of a specific community.
3. Design appropriate community service/ service learning activities based on a needs assessment.
4. Conduct hands-on learning experiences to meet the community service/ service learning activities.
5. Assess the effectiveness of the community service service/learning activities performed.

**Guidelines**

The Department of Dental Hygiene grants hour-for-hour service credit. In some instances, community service activity credit awarded may be higher depending on the event or preparatory work/travel. This increase must be requested in writing via email and approved prior to the event. Students who have a question as to the amount of credit for a given project should first contact Dr. Shockey.

Every effort to coordinate with the other HSC schools to award similar hours of credit for similar or same activities that occur with other HSC students will be made; however, Dr Shockey and/or the Department of Dental Hygiene may deny service that has not been pre-approved or may change the number of hours for a particular project as deemed necessary. Dr Shockey and/or the Department of Dental Hygiene also reserve the right to offer differing credit than that approved by other schools at HSC.

Activities that appear to be self-serving or in which payment or other compensations are received will not count toward the graduation requirement. If there are questions regarding an activity, please address these concerns, via email, with Dr. Shockey, prior to the activity.

Students are encouraged to enter their service shortly after it has been performed. All service hours must be entered within six months of completion to be awarded credit. All entries must be submitted by noon on the Friday prior to spring finals week to allow time for review and approval. **If a minimum of 125 hours have not been submitted by this deadline, you will not have completed all requirements to be eligible for graduation.**

### **Requirements**

The School of Dentistry Department of Dental Hygiene professional program requires the completion of a minimum 125 hours of community service in more than one project or event prior to the student award of Bachelor of Science in Dental Hygiene. This requirement is in place for all admission types (FTF, spring admits, and advanced standing) beginning with the graduating class of 2022. If a student is required to repeat a year in the curriculum, an additional 25 hours will be added to their requirement, thus totaling a minimum of 150 hours. It is highly recommended that students complete 100 hours of service by the end of the third year of the program.

Students are required to perform community outreach during their rural rotation experiences which will count toward their 125 hours. Service learning opportunities during rural rotation will be based upon availability and may be provided by the rural rotation preceptors or by the students themselves. Some courses may have service learning requirements that may or may not count toward the total needed community service hours. These additional hours will be determined and noted in the individual course syllabus.

### **PROCESS FOR ENTERING HOURS**

Students must record their community service hours on the SOLE Dental Hygiene Community Service site and may check their total number of approved hours at any time. The SOLE logging system for service learning includes opportunities for students to reflect on their service learning experiences.

Please remember that students only enter hours and activities that have actually been completed. Failure to do so may result in charges of academic dishonesty being brought before the Dental Hygiene Committee on Academic and Professional Standards. The Department of Dental Hygiene reserves the right to confirm any activity and number of hours submitted and make appropriate changes (increase or decrease) in the number of hours recorded.

### **Instructions for entering service hours**

- Log in to SOLE
- Click on Community Service in the Courses & Sites list.
- My Events Page
  - The My Events page shows the total number of approved community service, school service and service learning events that have been approved and the total that are pending approval.
  - Total number of encounters for service learning events is also shown at the top of the page.
- To add a service event, click on the add event icon at the top of the page. The following is a definition of the types of events you can enter depending on the criteria set by the Department of Dental Hygiene.
- Select the proper event type from the drop down list based on the definitions above.
- Complete the required fields.
- Click the save button to submit the event.

You will be able to edit and delete the event prior to it being approved by the department administrators. If an event is rejected you will be able to make corrections to it so it may later be approved by the Department.

### **Approval Procedure**

- The student completes the service learning under appropriate supervision.
- The student enters the service learning hours in SOLE, at <http://sole.hsc.wvu.edu>.
- Dr Shockey will review the service learning activity entered and either approve or deny.

### **COMMUNITY SERVICE AND SERVICE LEARNING DEFINITIONS**

**Community Service Event** – is an event where you are performing community service to an individual or multiple individuals and you are not teaching others about what you have learned while pursuing your degree. Community service includes activities that contribute to the well-being of our citizens, community, and environment. Examples include: helping in the soup kitchen, reading aloud at a school, hospital or nursing home, picking up trash in the community, volunteer time with patient care groups, work in respective religious organizations, health care organizations, self-help groups, hospital organizations, donating blood or bone marrow (fifteen hours maximum), local school education or health assessment programs, monitoring blood pressures at the mall/senior center, volunteering at Health Right clinic without performing services to a patient, etc. A maximum of 50 hours will be awarded for a week of camp (i.e. - Nabe, 4-H, etc) when volunteering as a camp counselor or other worker or any on-going programming (Be Smart-Eat Smart, HSTA programs, etc.).

**Service Learning Event** – is an event where you are performing community service and using what you have learning while pursuing your degree. Service learning is defined as a structured learning experience that combines community service with preparation and reflection. Service learning

hinges on a response to community-identified concerns and students learn about the context in which service is provided, the connection between their service and their academic coursework, and their roles as citizens and professionals. Examples of this would include teaching children about proper dental hygiene, participating in health fairs, working as a volunteer in a clinic, participating in the Homecoming Parade, Relay for Life, etc.

**School Service Events** – is an event where you are performing a service for the school, these hours are limited and will count towards overall community service hours. Examples of these events would include: assisting with commencement graduation, putting together education kits, mentoring, usher for school events, tour guide, etc.

**Non-monetary Donations** - students may also earn community service hours by making non-monetary donations to charitable causes or assisting with events virtually. No more than ten hours of community service credit may be earned via non-monetary donations. Non-monetary donations should value \$10 or more and would merit an hour of community service per donation. The figure was derived from considering what would be comparable to an hour's wages (minimum). This is to begin teaching the importance of community benevolence.

**Monetary Donations** – even though these types of donations do not meet the spirit of this requirement, assisting others through monetary donations often is crucial to many service organizations. To foster future charitable contributions, a limit of ten total hours of service may be granted to meet the 125 hour requirement. These must be accumulated through five different service projects or events. A minimum of \$10 donation will merit one hour of service. Students must enter the following information related to each of these types of donations: Date/s of donation; Amount of donation; Benefactor/Organization; Person in charge of the organization; Contact information, Narrative on why the student chose the benefactor, the purpose of the benefitting organization, and how he/she believes the money, goods or food will improve the “community.” Incomplete information will not be accepted.