



**VERA Z. DWYER COLLEGE  
OF HEALTH SCIENCES**

INDIANA UNIVERSITY SOUTH BEND

**TITLE: Division of Dental  
Education Coordinator  
Mentoring Policy**

**POLICY NO:** IUSB-CHS-DE.008

**EFFECTIVE DATE:** January 1,  
2018

**TARGET GROUP:** Division of  
Dental Education Students

**SECTION:** Division of Dental  
Education Student Policy

**REVISION DATE: December  
15, 2017**

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**Purpose:** The purpose of this policy is to outline the formal faculty mentoring of undergraduate dental hygiene students.

**Policy:**

Students are assigned a cohort mentor at the beginning of the academic year. The coordinator's primary responsibility is to guide the clinical student towards success. Students in the 1<sup>st</sup> year of the dental hygiene program will work with the 1<sup>st</sup> year mentor coordinator. Students in the 2<sup>nd</sup> year of the dental hygiene program will work with the 2<sup>nd</sup> year mentor coordinator.

**Mentor Assignments**

Spring and Fall clinical semesters, students will complete biweekly mentor assignments. Summer clinical semester, students will complete weekly mentor assignments. If the coordinator has significant findings to discuss with a student, the student will be notified via email, and a mentor meeting will be scheduled to address student success. The meeting will be requested via email to the student. A meeting summary will be emailed to the student within 24 hours.

**Mentor Meetings**

- Each student will meet at minimum twice during the semester with an assigned faculty mentor to evaluate clinical progress.
- Incomplete patients on the PATIENT RECORD/RE CARE LIST charts will be evaluated at the mentor meeting.
  - Prior to the mentor meeting, the student will document all attempted communications with the patient in the patient chart.
  - The mentor coordinator will review notes, discuss with the student, and sign the clinical notes at the mentor meeting.
- Failure to follow through with the mentor meeting procedure does not meet clinical course objectives.

