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 1st year of the dental hygiene program will work with the 1st year mentor coordinator. Students in the 2nd year of the dental hygiene program will work with the 2nd 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/RECare 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.