

Dental Assisting Course Syllabus



2016 – 2017

Revised: 5/16

Lake Area Technical Institute: superior, comprehensive technical education that changes lives and launches careers.

COURSE: DA 126 – Introduction to Patient Care

INSTRUCTOR: Nicole Pahl, CDA, RDA Room 112 Nicole.pahl@lakeareatech.edu 605-882-5284 ext. 362
This course (via MyPortal) is available 24 hours a day, seven days a week. I am on campus 8:00am to 4:00 pm M-F and other times by appointment. Please schedule via email or phone call. However, you can expect a reply to any e-mail within 24 hours M-F and 48 hours Saturday/Sunday.

GENERAL DESCRIPTION: This course will provide an overview of the dental profession. It begins with a look at dentistry through the ages, introduces the members of the dental healthcare team, and discusses the legal and ethical standards expected of a dental professional. This will also include the skills and knowledge needed to gather patient information, obtain vital signs and to assist in and document the information gained during an oral exam.

DURATION: Clock Hours – 56 (30 didactic, 26 lab and clinic) Semester Credits – 2

CLASS SESSION:

<u>Campus Students :</u>	Lecture: Tuesday and Thursday	9:30-11:00
	Lab Section A	12:00 Tuesdays
	Lab Section B	12:00 Wednesday
	Lab Section C	12:00 Thursday
	Lab Section D	12:00 Monday

REQUIRED TEXT: *Modern Dental Assisting and student workbook*, Bird and Robinson, 11th edition.

MAJOR REFERENCES: *Essentials of Clinical Dental Assisting*, 3rd edition, Robinson and Bird; *Essentials of Clinical Dental Assisting*, 5th edition, Chasteen; *Dental Assisting: The Comprehensive Approach*, 3rd Ed, Phinney and Halstead; *Pearson's Comprehensive Dental Assisting*, Tyler; *Delmars's Handbook of Essential Skills and Procedures for Chairside Dental Assisting*, Phinney and Halstead.

REQUIRED TECHNOLOGY: Computer/laptop, Internet access, Internet Browser: Firefox or Chrome, Microsoft Office (Word, PowerPoint) and webcam for online chat.

REQUIRED SUPPLIES: Pencils, eraser, highlighter, and daily planner.

METHODS OF INSTRUCTION: Learning Activity Packets, lecture/PowerPoints, demonstrations, videos, Eagle Soft Select software, workbook exercises, assignment sheets, laboratory/clinical practice sessions, and small group activities. Student may need to bring materials/handouts to lab.

STUDENT LEARNING OUTCOMES: At the completion of this course, the student will:

1. Identify historical highlights pertaining to dentistry.
2. Describe the educational requirements, roles, licensure, and professional organizations of the dental healthcare team.

3. Differentiate between the ethical and legal behavior of the dental health team.
4. Identify risk management techniques necessary to prevent legal entanglements.
5. Identify the components of the patient record and the importance of each.
6. Explain the HIPAA regulations regarding patient care.
7. Measure and record vital signs.
8. Describe assisting to an oral exam.
9. Explain the requirements of a complete diagnosis and treatment plan.
10. Chart and document on patient records.
11. Prepare for the Chairside Assisting component of the Dental Assisting National Board exam.

UNITS OF INSTRUCTION/TOPICS INCLUDED		Didactic Hours	Lab Hours	Clinic Hours
126 1	Describe the history of dentistry and the dental healthcare team.	4	2	----
126 2	Identify ethical and legal conduct. a. Dental ethics b. Legal aspects of dentistry	12	----	----
126 3	Describe the patient record.	6	2	----
126 4	Measure vital signs. a. Obtain vital signs	2	----	6
126 5	Describe complete diagnosis and treatment planning.	6	16	----
Total		30	20	

ATTENDANCE: Consistent with department policy, a student may miss six hours of any one class during the semester. Upon missing the seventh hour, a drop slip will be filled out and submitted to the registrar. Within three days of being dropped, the student may appeal by filling out an appeal form with the registrar. The registrar will then set up a meeting with the student and the instructor. The appeal will be considered and a decision reached on an individual basis. Absences can seriously affect grades. ***Students are responsible for all information missed while absent from class.*** This includes any changes to the schedule that might occur. When a student is 10 minutes late for class, it is an automatic absence.

EVALUATION CRITERIA: Written and/or practical exams will be given after each unit of instruction. The final grade will be calculated by adding total points achieved and dividing by the number of points possible. The student must achieve a minimum 80% cumulative average at the completion of the course.

GRADING SCALE: 94% - 100% = A 87% - 93% = B 86% - 80% = C 79% or below = Failing

GRADING POLICIES: Tests not taken on the scheduled test day will be assessed a 10% late penalty unless other arrangements have been made **prior** to test day. If you are absent the day of a test, the late penalty will be assessed and that test must be taken within **2 days** or a score of zero will be awarded. *Note: This test may NOT be the same test given in class.*

To obtain full credit for a missed test, the following conditions must be met:

1. You contact the course instructor prior to the beginning of class.

AND

2. You have a legitimate excuse that you can document. Examples: serious illness (requires a doctor's note), funeral (accompanied by the memorial pamphlet from the funeral), automobile accident (documentation necessary), severe weather, and program-related activity (requires documentation).

Points are awarded for assignments completed. Assignments/tests are due on the date specified unless an extenuating circumstance has been approved by the instructor. Late assignments will not be accepted unless due to extenuating circumstances and will be penalized by 10%.

ADDITIONAL COURSE INFORMATION:

for online and on-campus students

1. It is expected that students will spend 2 hours per credit hour outside of class time for each course. For example, for a 3 credit course you can expect to spend 3 hours working with the concepts presented (for on-campus students this would be the time you attend class) plus 6 additional hours per week (2 hours x 3 credits) completing assigned homework and projects as well as studying for tests.
2. Laptops are LATI property during class and will be used for academic purposes only. Social networking is distracting to those around you. Please be courteous during classroom instructional time (lecture and other class activities).
3. Cellphones and other mobile devices (iPods) are to be turned off and put away unless being used for classroom activities (as specified by your instructor). Any texting during class will not be allowed. Please inform the instructor if there is an emergency call expected. No cell phones should be on or visible during exams.
4. The instructor has the right to alter the syllabus and assignments during the course. Any changes will be announced.
5. Personal responsibility is expected of all students. You are responsible for knowing the material as well as meeting all due dates. It is suggested that each student develop a method for keeping track of due dates.
6. Professional behavior is expected in class and on-campus at all times. Professionalism in the classroom and in the workplace are vital to your success. Unprofessional behavior including, but not limited to, swearing, cheating, making rude comments or gestures, showing disrespect, and talking during instructional time will not be tolerated.
7. Excellent communication is a vital tool to success in the classroom and workplace. This communication includes in-person and email as well as any other methods utilized by your instructor. The course (via My Portal) is available 24 hours a day, seven days a week. Your instructor is available 8:00 am to 4:00 pm M-F and by appointment. However, you can expect a reply to any e-mail within 24 hours M-F and 48 hours Saturday/Sunday. *It is expected that you will check your LATI email at least 5 days a week* to ensure you are receiving up to date information. As your instructor, I am here to assist you. If I do not know you have questions or are struggling, I am not able to help. Please feel free to call, stop by my office, or send an email if you have any questions or need assistance.

Communication guidelines for email:

- When emailing, always use LATI's email system for communicating with your instructor.
- Include a subject line to let me know what the message is about.
- Please include a salutation (Hi) and a closing (thank you, sincerely,)
- Clearly describe your question or information you would like to share.
- Use complete sentences including capital letters and punctuation. Email (in an academic and workplace setting) should follow a professional format; it is not the same as texting or sending a quick reply to a close friend.

Professional Online Etiquette:

- **Be aware of how you communicate via e-mail or in the forum so your message is not misinterpreted.** Communication between humans is approximately 90 percent body language, 8 percent tone of voice, and 2 percent spoken words. With e-mail, 98 percent of the communication's context is no longer in play.
 - **Avoid language that may come across as strong or offensive.** Language can be easily misinterpreted in written communication. Humor and sarcasm may easily be misinterpreted in online platforms, so try to be as matter-of-fact and professional as possible. No inappropriate, offensive, or profane language.
 - **Review, review, then send.** There's no taking back a comment that has already been sent, so it is important to double-check all writing to make sure that it clearly conveys the exact intended message.
 - **An online classroom is still a classroom.** Though the courses may be online, appropriate classroom behavior is still mandatory. Respect for fellow classmates and the instructors is as important as ever.
 - **Proofread posts and messages.** Make sure you are communicating your points as clearly as possible in the forums and other communications. The accurate grammar and spelling of a message is vital. If your audience cannot decode misspelled words or poorly constructed sentences, you are not communicating. It is a good practice to compose, review, and check your comments in Word before posting them.
8. Without my permission, you do not have the authority to record any of my class, its class members, or any content expressed here.

ACADEMIC HONESTY STUDENTS' RESPONSIBILITIES: Students are responsible for their own behaviors and are expected to maintain stated standards of academic honesty. Students share the responsibility with the faculty for maintaining an environment that supports academic honesty and discourages plagiarism or cheating.

FACULTY AND ADMINISTRATOR RESPONSIBILITIES: Faculty are responsible for creating a classroom and testing environment that discourages cheating, confronts suspected violators and insures fair treatment of all students. Administrators also share the responsibility for developing an environment that discourages academic dishonesty.

ACADEMIC DISHONESTY: The following activities are considered to be academically dishonest:

- Failing to report observed instances of academic dishonesty.
- Plagiarism, defined as representing as one's own, the ideas, writings, or other intellectual properties of others, including other students; any material taken verbatim from the work of others must be placed in quotation marks and a reference cited. Paraphrased content must have appropriate attribution. Consult this website for more information about plagiarism: <http://www.plagiarism.org/plagiarism-101/overview/>
- Collaboration on assignments unless it is clearly permitted per the syllabus/instructor.
- Falsifying academic records.
- Bribing faculty to improve academic scores or grades.
- Acquiring an exam during the preparation, duplication, storage, or prior to testing date.
- Removing or acquiring secured exams after administration.
- Copying answers from another student's examination.
- Taking a crib sheet or other form of prepared answers/notes into an examination when not permitted by the instructor.
- Leaving the examination and returning without permission.
- Taking an examination for someone else, preparing and submitting an assignment for someone else, or sign-in for class for someone else.
- Receiving, retaining, and/or using materials obtained in a manner that is defined as academically dishonest.
- Using signals or otherwise communicating (e.g. text messaging) during an examination to share answers with or from another student.
- Continuing to answer test items beyond the prescribed exam time limit.
- Falsifying reasons for excused absences from examinations.
- Taking examinations at times other than the one to which you have been assigned in order to obtain more preparation time.

If a student is participating in academic dishonesty and is caught, he/she may be dismissed from the course.

RECORDING STATEMENT: Without permission, students do not have the authority to record **any** of the dental assisting classes, its class members, or any expressed content.

INSTRUCTOR RIGHTS STATEMENT: The instructor has the right to change any and all material on this syllabus at any time.

ADA STATEMENT: Watertown School District 14-4 provides equal opportunity in its employment regulations, educational, and activity programs. It is the policy of the District not to discriminate on the basis of sex, race, color, national origin, creed, religion, marital or veteran status, status in regard to public assistance, age, or disability.

Students are entitled to ‘reasonable accommodations’ under provisions of the Americans with Disabilities Act. Those in need of such accommodations should notify the instructor and make appropriate arrangements with the Office of Disability Services, Educational Services/Library.

Inquiries regarding implementation and compliance of the Americans with Disabilities Act may contact Sandie Jungers, Special Needs Coordinator, Watertown School District 14-4, P.O. Box 730, Watertown, SD 57201-0730, 605-882-6312. Persons with inquiries regarding implementation and compliance regarding Title IX or Section 504 may contact the Watertown School District Superintendent's Office, P.O. Box 730, Watertown, SD 57201-0730, 605-882-6312.

Additional inquiries may be directed to the Regional Director, U.S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, MO 64153-1367, 816-880-4200.

STUDENT SERVICES:

- ***Career Counseling***

Guidance is available for students when investigating career choices or in reaffirming the choice already made.

- ***Personal Counseling***

Knowing that student life can be stressful, Lake Area Tech provides personal on-campus counseling for either school-related or non-school-related issues. At times, referral to another counseling service may be warranted. Check with the on-campus counseling staff if you have concerns you need to discuss. Specific referrals for drug and alcohol-related issues will be made by on-campus counselors.

- ***Student Tutoring***

The Educational Services Center staff and peer tutors provide tutoring for all courses. If you are a student in need of help in any of your classes, please contact the Educational Services Coordinator located in the LATI library.

- ***Online Learner Information***

Additional information and support for online learners at LATI is available at:
<http://www.lakeareatech.edu/onlinelearner/index.html>



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