

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 138 – Clinical Skills

GENERAL DESCRIPTION: A study of the dental office and assisting to the delivery of treatment to include transferring instruments and maintaining moisture control. A study of the physical properties and manipulation of dental cement, liners, bonding and restorative materials as used in assisting to clinical dentistry.

DURATION: Clock Hours – 112 (43 didactic, 48 lab, 21 clinical) Semester Credits – 4

CLASS SESSION: **Campus Students:**.....Lecture: Monday and Thursday 12:00 Noon - 1:30 p.m.

Lab: Section A Tuesday 8:00 a.m. - 12:00 Noon

Lab: Section B Tuesday 1:00 - 5:00 p.m.

Lab: Section C Wednesday 8:00 a.m. - 12:00 Noon

Lab: Section D Wednesday 1:00 - 5:00 p.m.

Online Students:Lab: Thursday and Friday 8:00 a.m. – 12:30 p.m.

Dates to be present:

Thursday and Friday: September 17th and 18th

October 8th and 9th, 22nd and 23th

November 5th and 6th, 19th and 20st

December 3rd and 4th, 10th and 11th

INSTRUCTOR: Amy Meadors, RDA, CDA, BS

OFFICE HOURS: Your instructor is available on-campus 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.

CONTACT INFORMATION: Amy.meadors@lakeareatech.edu 605-882-5284 ext. 378

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

MAJOR REFERENCES: *Modern Dental Assisting*, Bird and Robinson, 11th edition. *Essentials of Clinical Dental Assisting*, 5th edition, Chasteen's. *Handbook of Clinical Dental Assisting*, Schuster/Wetterhus/Dryden. Phinney and Halstead; *Delmar's Handbook of Essential Skills and Procedures for Chairside Dental Assisting*, Delmar Thompson Learning.

REQUIRED SUPPLIES: Pencils, eraser, pens, highlighter, note paper, and a planner.

REQUIRED TECHNOLOGY: Computer/laptop, Internet access, Internet Browser: Firefox or Chrome, Microsoft Office (Word, Excel, PowerPoint)

METHODS OF INSTRUCTION: Learning Activity Packets, lecture/PowerPoints, videos and instructor demonstrations with return demonstrations according to given criteria with instructor supervision.

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

1. Describe the different areas of a dental office and four-handed dentistry, as it will be utilized in the dental office.

2. Identify and transfer various instruments, using different transfer techniques.
3. Demonstrate various methods of retraction and evacuation to maintain a clear operating field when assisting the dentist.
4. Identify and assemble different types of high speed handpieces and slow speed attachments, and the rotary accessories to go along with each handpiece. They will be able to perform proper maintenance of each handpiece.
5. Manipulate dental cements, liners, bases and desensitizers as they relate to restorative dentistry.
6. Place and remove different types of matrix and wedge systems used in today’s dentistry.
7. Distinguish between and demonstrate both composite and amalgam restorations and be able to provide patient with pre and post-operative instructions.

UNITS OF INSTRUCTION/TOPICS INCLUDED		Didactic Hours	Lab Hours	Clinic Hours
138 1	Identify the dental office and delivery of treatment.	3	3	
138 2	Identify dental hand instruments.	8	6	
138 3	Transfer instruments.	3	8	
138 4	Identify dental handpieces and accessories.	6	7	
138 5	Maintain moisture control.	4	2	16
138 6	Describe physical properties and manipulation of restorative dental materials.	8	8	
138 7	Demonstrate matrix and wedge placement.	4	8	
138 8	Assist to restorative dentistry.	6	12	
138 9	Demonstrate coronal polishing.			
Total		42	54	16

EVALUATION CRITERIA: Students are evaluated by unit written and/or practical evaluations and a final examination. Practical exams are evaluated by return demonstrations. The final grade will be computed by adding total points and dividing by the number of points possible. The student must achieve a minimum 80% cumulative average at the end of the semester.

Grading: Quizzes and Assignments..... 240 points
 Practical Evaluations 650 points
 Exams 300 points
 Final Exam 60 points
 1250 Total Points

GRADING POLICIES:

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

1. 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.*

2. 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%.

ATTENDANCE:

for on-campus students

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.

Obviously, if you are gone you will be missing the opportunity to gain points toward your final grade. Make up for a test for full credit is possible only if the following two conditions are met:

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

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).

for online students

Attendance will be based on logging in to the course website on My Portal and/or E-learning. If you have not logged in or communicated with your instructor for seven (7) consecutive days, 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. Communicating with your instructor is very important. All correspondence must be through the LATI email system.

ADDITIONAL COURSE INFORMATION:

for online and on-campus students

1. Social networking is distracting to those around you. Please be courteous during classroom instructional time (lecture and other class activities).
2. 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. Cell phones should be visible in front of computers during exams or placed in the front of the classroom. ***NO Cell phones allowed in the laboratory***, any and all exceptions must be cleared with the instructor prior to entering lab.
3. 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(planner).

- 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, talking, cell phone usage, and unauthorized computer usage during instructional time will not be tolerated.

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.

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.
- 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.

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.
- *Americans with Disabilities Act Policy*
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 Counseling Office.
- *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>

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.

**LAKE AREA TECHNICAL INSTITUTE
DENTAL ASSISTING COURSE DA138**

I have read, heard, and understood the course syllabus and policies associated with this particular course as written.

Student Signature _____

Date _____

**DA 138 – Clinical Skills
Calendar of Instruction (Weekly Schedule)**

DATE	TOPIC	ASSIGNMENT
Week 1	Unit 1 Lecture Identify the Dental Office and Delivery of Treatment	Complete workbook pages and LAP.
Week 2	Unit 2 Lecture a. Identify Instruments b. Identify Instruments with ELMO	Complete LAP with PowerPoint. Work in groups for instrument identification. Complete workbook and LAP. Review Unit 1 and test. Instrument identification quiz with partner, no books or notes. Show in groups, unit 1 lab
Week 3	Unit 3 Lecture Transferring Instruments Video on Transferring	Workbook and LAP for Unit 2 due. Review Unit 2 and test. Complete workbook and LAP. Lab Student will seat self as operator and assistant. Test out on Unit 1 Evaluation. Students can review instrument identification while others are testing out for unit 1.
Week 4	Unit 4 Lecture Handpiece and Accessories	Unit 3 review and test. Practice transferring in lecture with pens. Complete Workbook and LAP. Lab Test out on instrument identification. Transfer Instruments. Demonstrate instrument transfer and begin with partners in operatories.
Week 5	Unit 4 Lecture and Review	Transferring instruments and test out for Unit 3. Begin to look at handpieces and accessories while others are testing out.

DA 138 – Clinical Skills
Calendar of Instruction (Weekly Schedule Continued)

DATE	TOPIC	ASSIGNMENT
Week 6	Unit 5 Lecture Moisture Control	Unit 4 Test Lab Moisture control on typodonts
Week 7	Unit 5 Review and Test	Lab Handpiece and accessories practice/test out. Moisture Control on typodonts.
Week 8	Unit 6 Lecture Physical Properties and Manipulation of Materials	Complete Workbook and LAP Lab Moisture control on each other.
Week 9	Unit 6 Lecture Continued Physical Properties and Manipulation of Materials	Lab Moisture control and cements
Week 10	Unit 6 Lecture Continued Physical Properties and Manipulation of Materials	Test Lab Moisture control and cements test out
Week 11	Unit 7 Lecture Matrix and Wedge	Complete Workbook and LAP Lab Moisture Control Test out of Moisture Control
Week 12	Unit 7 review and Test Unit 8 Lecture Assist to restorative procedures	Complete Workbook and LAP Lab Matrix Systems Test out of Moisture Control

**DA 138 – Clinical Skills
Calendar of Instruction (Weekly Schedule Continued)**

DATE	TOPIC	ASSIGNMENT
Week 13	Lab Matrix systems/test out Restorative procedures	
Week 14	Unit 8 Lecture Assist to Restorative Procedures	Lab Assist to restorative
Week 15	Unit 8 Test Unit 9 Lecture Coronal polishing	Complete Workbook and LAP Lab Test out on Restorative procedures
Week 16	Unit 9 Lecture Continued Coronal Polishing	Lab Polishing on Typodonts Polish each other
Week 17	Unit 9 Review and Test Review for final	Lab Polish Patients
Week 18	Finals	Lab Polish Patients

This schedule is subject to change at the discretion of the instructor or director of the Dental Assisting program.



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