

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 148 – Advanced Clinical Skills

GENERAL DESCRIPTION: This course is designed to provide the student instruction in the advanced clinical skills in the specialty areas of dentistry. Advanced functions include coronal polishing, pit and fissure sealants, placement of rubber dam, fabrication of temporary crowns and bridges, retraction cord, cementing of prosthesis, removal of cement, suture removal, and placement/ removal of perio packs. This course will also better prepare the student for the Dental Assisting National Board exam.

DURATION: Clock Hours – 112 (63 didactic 35 lab 14 clinic) Semester Credits – 4

CLASS SESSION: **Campus Students:** Lecture: Tuesday, Wednesday, Thursday 8:00 – 9:00 a.m.
Lab: Section A Tuesday 12:00 Noon – 4:00 p.m.
Lab: Section B Wednesday 12:00 Noon – 4:00 p.m.
Lab: Section C Thursday 12:00 Noon – 4:00 p.m.
Labs will run beginning of semester through April 2nd 2015.

Online Students: Lecture: Online as directed
Lab: Dates will be announced.

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: Bird Robinson; *Modern Dental Assisting* 11th edition, Elsevier. Schuster/Wetterhus/Dryden; *Handbook of Clinical Dental Assisting*. Ehrlich and Torres; *Modern Dental Assisting*, 8th and 9th edition. Dean Avery McDonald; McDonald and *Avery's Dentistry for the Child and Adolescent* 9th edition. *Materials in Dentistry, Principles and Applications*, Ferrance 2nd edition *Pathways to the Pulp*, 7th edition, Cohen and Burns. Phinney and Halstead; Delmar's *Handbook of Essential Skills and Procedures for Chairside Dental Assisting*, Delmar Thompson Learning.

METHODS OF INSTRUCTION: Learning Activity Packets, lecture/PowerPoint's, interactive videos/activities and demonstrations, video tapes, assignment sheets, workbook exercises, written and practical evaluations, laboratory assignments.

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

1. Describe and explain the dental assistants' role in pediatric procedures and communication techniques with children and their parents.

- a. Student will demonstrate coronal polishing, application of topical fluorides
 - b. Application of dental sealant
2. Prepare rubber dam armamentarium; demonstrate moisture control by placing and removing rubber dam.
 3. Describe the dental assistants' role in fixed and removable prosthodontics as well as identify and describing each procedure.
 - a. Fabricate single and multiple unit provisional
 - b. Cement provisional and remove excess cements
 - c. Place and remove retraction cord
 4. Describe the dental assistants' role in various oral surgery procedures along with identifying oral surgery instruments, tray set-ups and pre-operative and post-operative instructions.
 - a. Remove sutures
 5. Describe and identify the dental assistants' role in endodontic procedures, instruments and tray set-ups.
 6. Describe the progression of periodontal disease and describe the dental assistants role in periodontal procedures, instruments and tray set-ups.
 - a. Place and remove periodontal packs
 7. Prepare for the Chairside Assisting component of the Dental Assisting National Board exam.

UNITS OF INSTRUCTION/TOPICS INCLUDED		Didactic Hours	Lab Hours	Clinic Hours
Continuation of coronal polishing and fluoride application.				
148 1	Assist to pediatric dentistry. a. Demonstrate coronal polishing and patient education. b. Prepare typodont and place sealant.	10 2	5	9
148 2	Demonstrate dental dam placement and removal.	4	4	4
148 3	Assist to prosthodontics. Fabricate temporary crowns and bridges and remove excess cement. a. Place and remove retraction cord. b. Construct matrices. c. Construct and polish a custom single unit anterior and posterior provisional crown. d. Construct and polish two custom temporary three unit bridges with self-curing material. e. Select and prepare aluminum shell and preformed crowns. f. Cement temporaries on laboratory models. g. Remove excess cement and give homecare instructions.	15	2 4 4 3 2 1 1	1

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UNITS OF INSTRUCTION/TOPICS INCLUDED		Didactic Hours	Lab Hours	Clinic Hours
Continuation of coronal polishing and fluoride application.				
148 4	Assist to oral surgery.	8	4 1	

	a. Remove sutures.			
148 5	Assist to endodontics.	10	2	
148 6	Assist to periodontics. a. Place and remove perio pack.	8	2	
-----	Prepare for the certification exam.	6		
Total		63	35	14

MAINTAINING THE LABORATORY: All lab projects must be stored in a designated online locker.

It is everyone's responsibility to clean up the lab after every lab period. This includes student stations and service counters. It is expected that the lab will be clean and tidy after all your classes and labs so the next scheduled class has a decent environment.

Clean and tidy will be defined as all working surfaces free of debris and dried, all sinks free of debris and dried, all instruments and supplies returned to their proper places after first being thoroughly cleaned.

The honor system will be in effect in the beginning and remain in effect unless the above rules are compromised. Cleaning assignments will be made and will be considered part of your laboratory responsibility.

GRADING: Each unit has a written and practical exam or laboratory project. Total points are kept and your grade is calculated at the end of the semester by totaling your points and dividing by the number of points possible. The student must achieve a minimum 80% cumulative average at the end of the semester. Clean-up is a very important part of your grade.

LATE POLICY: Any lab project not turned in on the required due date will be penalized 10% per day. Penalized points will be subtracted from the total points earned in the semester and will have an effect on your final grade.

EVALUATION CRITERIA/FINAL GRADE CALCULATION: A major exam will be given after each unit of instruction. A final exam will be given at the completion of the course. 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: Quizzes and Assignments258 points
 Practical Evaluations.....511 points
 Exams272 points
 Final Exam..... 58 points
 Final Practical Evaluation.....116 points
 1215 Total Points

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).
4. 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.

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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.

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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 DA148**

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

Student Signature _____

Date _____

**DA 148 – Advanced Clinical Skills
Calendar of Instruction (Weekly Schedule)**

DATE	TOPIC/ASSIGNMENT
Week 1	<p>Unit 1 Lecture: Assist to Pediatric Dentistry Review objectives and packet outline. Lab: Open lab for polish patients. Complete workbook pages and LAP.</p>
Week 2	<p>Unit 1 Lecture and Review: Assist to Pediatric Dentistry Pediatric Term Quiz. Assignment: Student is responsible for finishing lecture on E-learning. Instructor will review in class. Workbook and LAP due. Lab: Sealants on Typodonts. Open lab Friday for polish patients.</p>
Week 3	<p>Unit 1 Lecture and Review: Assist to Pediatric Dentistry Unit 1 Pediatric Test Friday. Lab: Sealants on Typodonts. (anesthetics)</p>
Week 4	<p>Unit 2 Lecture: Dental Dam Unit 2 Dental Dam Test Friday. Complete LAP Due Thursday. Lab: Rubber Dam placement on Typodonts.</p>
Week 5	<p>Unit 3 Lecture: Prosthodontics. Complete workbook pages and LAP. Lab: Rubber Dam placement on classmate.</p>
Week 6	<p>Unit 3 Lecture and Review: Prosthodontics Prosthodontics Review Sheets. Lab: Construct matrices. Construct custom temporary single unit crowns.</p>
Week 7	<p>Unit 3 Lecture and Review: Prosthodontics Workbook and LAP due. Lab: Construct custom bridge temporary crowns. Finish custom temporary single unit crown.</p>
Week 8	<p>Clinicals Assignment: Student is responsible for Parts 3 & 4 of Power point on E-learning. Test will be taken on your own time. Must be submitted by Sunday.</p>
Week 9	<p>Clinicals Assignment: Student is responsible for Listening to Parts 1-3 of the Oral Surgery lecture. Instructor will review in class.</p>
Week 10	<p>Spring Break</p>

DA 148 – Advanced Clinical Skills Calendar of Instruction (Weekly Schedule Continued)	
DATE	TOPIC/ASSIGNMENT
Week 11	<p>Unit 4 Lecture: Oral Surgery Workbook and LAP due</p> <p>Lab: Direct Crown with self curing resin temporary crown. Aluminum shell and preformed crowns.</p>
Week 12	<p>Unit 4 Lecture: Oral Surgery and Review</p> <p>Lab: Finish any temporaries. Retraction cord placement and removal. Cementation and removal of temporary crowns and bridges. Begin OS instruments and Procedures</p> <p>Any unfinished work will need to be completed during open lab on Friday.</p>
Week 13	<p>Unit 4 Lecture and Review: Oral Surgery Workbook pages and LAP Due. Unit 4 Test</p> <p>Lab Suture Removal. Endodontic procedure demonstration. Perio packing and removal (This lab will be longer)</p>
Week 14	<p>Unit 5 Lecture: Endodontics Complete workbook pages and LAP.</p>
Week 15	<p>Unit 5 Lecture: Endodontics Workbook and LAP due. Introduce instrumentation.</p> <p>Assignment: Students is responsible for Parts 3 and 4 Power Points on e-Learning. Instructor will review in class.</p>
Week 16	<p>Review Unit 5 Lecture: Endodontics and Unit 5 Test Unit 6 Lecture: Periodontics Complete workbook pages and LAP.</p>
Week 17	<p>Unit 6 Lecture: Periodontics Workbook and LAP due.</p> <p>Assignment: Students are to view remaining Power Point on E-learning</p> <p>Review Unit 6 Periodontics Unit 6 Test Periodontics</p>
Week 18	<p>Advanced Clinical Skills Final Advanced Clinical Skills Practical Final: As scheduled by the Instructor. Review for certification exam</p>

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



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