

# Dental Assisting Course Syllabus



2016 – 2017

Revised: 5/16

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

**COURSE:** DA 156 – Developing Professional Skills

**GENERAL DESCRIPTION:** The student will be assigned to a general dental office and perform operative dental assisting duties, will have the opportunity to observe in specialty practices and gain techniques in providing care for the developmental disabled under the direction of clinical supervisors. The student will also provide community service and attend other professional functions.

**PREREQUISITE:** Successful completion of all Prior Semester Dental Assisting courses.

**DURATION:** Clock Hours – 104 (14 didactic, 90 clinical) Semester Credits – 2

**INSTRUCTOR:** Designated Clinical Instructor from each dental office, who has a minimum of one (1) year of clinical experience.

**CLINICAL COORDINATOR:** 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](mailto:Amy.meadors@lakeareatech.edu) 605-882-5284 ext. 378

**COURSE MATERIALS:** Modern Dental Assisting, Torres and Ehrlich.10th edition, 2012

**STUDENT LEARNING OUCOMES:** Attend clinical orientation session and sign agreement regarding student responsibilities during clinical rotations.

Actively participate in dental operative and preventive procedures and perform expanded functions in a general dental office February 22 – March 4, 2016. This experience will enhance the student's knowledge, abilities and speed by observing, assisting and performing general chairside assisting and selected expanded functions as instructed by the clinical supervisor. Dental Assisting faculty assist in supervision with on-site visits and telephone conferences. A seminar will be held March 17th to discuss office experiences.

Attend training at the South Dakota Developmental Center in Redfield assisting with the intellectually disabled and observe in specialty dental practices.

Participate in at least one professional community service activity sponsored by the department or individually organized.

Attend professional meetings and the LATI spring workshop Date to be announced, from 9:00 a.m. – 12:00 Noon.

Complete and submit daily logs, clinical experience site evaluations and professional development verification forms.

**COURSE SPECIFIC LEARNING OUTCOMES:** At the completion of this course the student will:

1. Demonstrate interest and accountability in training by assuming responsibility for his/her own assignments, and prepare for clinical training through reading and reviewing didactic information.
2. Develop good work habits by demonstrating proper grooming, professional and ethical demeanor, attendance, punctuality, team work and being prepared for activities.
3. Demonstrate satisfactory communication skills through listening carefully and asking questions when uncertain of or unfamiliar with procedures or instructions, and accepts criticism.
4. Demonstrate adequate rapport with patient, co-workers, and other health care professionals through sincerity, cooperation, respect, courtesy, and tact.
5. Perfect four-handed assisting skills utilizing proper evacuation technique, selection, use and sequencing of instruments, equipment and materials with minimal supervision.
6. Exhibit satisfactory knowledge of underlying principles of procedures which meet expected career entry capabilities.
7. Perfect infection control procedures by operatory preparation, sterilizing instruments and post operatory duties.
8. Demonstrate basic laboratory skills pouring and trimming models and constructing custom trays.
9. Demonstrate entry level oral exam and charting skills.
10. Acquire basic skills in working with the developmentally disabled.
11. Provide community service to various groups.
12. To gain confidence and behavior management techniques in treating people with intellectual disabilities in the dental setting.
13. Attend meetings of the Dental Associations as scheduled.
14. Complete daily logs and verification forms and return to your instructor within one week of completing the experience.

**COURSE SCHEDULE:**

January 11<sup>th</sup> ..... Orientation to Course. Schedule appointment with instructor prior to January 24<sup>th</sup>.  
January 19<sup>th</sup> – May 10<sup>th</sup> ..... Professional Development at various clinics and agencies  
February 22 – March 4, 2016.... . Clinical Rotations  
March 14 ..... Seminar to discuss office experiences  
March 14<sup>th</sup> ..... All clinical Forms must be returned to instructor  
April 10<sup>th</sup> ..... Spring Workshop

Students are expected to complete minimum standards, if all requirements are not met they are carried over to summer term and added to the requirements for program completion. It is expected that students do more than the stated requirements.

**EVALUATION CRITERIA:** This course is either pass or fail. A passing grade is determined by achieving the minimum standards on the Clinical Evaluation Form and completion of all verification forms and logs. The student must achieve a minimum 80% competency based on professional and clinical skills performed, evidenced by input from the dentist, office staff, and Dental Assisting faculty. A daily log and verification of procedures observed and performed is required. The following guidelines will be utilized in the evaluation process:

A. Evaluation Sheet

This form is returned by the clinical instructor at the completion of each experience. Students are rated and comments and suggestions by both doctor and office staff are considered.

<b>Evaluation Code</b>	<b>Clinical Evaluation Grade Scale</b>
3 points..... <i>Excellent:</i> meets criteria with no supervision or assistance	3.0 – 2.8 = A
2 points..... <i>Competent:</i> meets stated criteria, with one of two suggestions or corrections	2.7 – 2.4 = B
1 point ..... <i>Acceptable:</i> meets stated criteria, with 3 or more suggestions or corrections	2.3 – 2.0 = C
0 points..... <i>Unacceptable:</i> fails to meet criteria	
N/A ..... Not Evaluated or Non-applicable	

B. Daily Log and Verification of Procedures performed

Your completion of these logs is to monitor your clinical experiences. You should fill them out completely the last work day of each week. **It must be signed by the dentist or a staff member.** The form should e-mailed or mailed immediately. Failure to return log or verification will lead to failure to complete this course.

C. End of the Rotation Evaluation

D. Professional Development Verification

**GRADING CRITERIA:** Once all of the above information under performance standards must be received, reviewed and determined that the program standards have been met, the student will receive a passing grade. If these are not met, the student will receive a failing grade.

**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.**

**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).

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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.

### **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, 8<sup>th</sup> Floor, Kansas City, MO 64153-1367, 816-880-4200.

**LAKE AREA TECHNICAL INSTITUTE  
DENTAL ASSISTING COURSE DA156**

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

Student Signature \_\_\_\_\_

Date \_\_\_\_\_



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