

# Dental Assisting Course Syllabus



2016 – 2017

Revised: 5/16

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**COURSE:** DA 210 – Clinical Practice

**GENERAL DESCRIPTION:** At the completion of this course, the student will perform all duties designated to a chairside assistant in a variety of general dentistry and/or specialty practices. Emphasis is on all aspects of clinical chairside assisting and performance of expanded functions.

**DURATION:** Clinical Clock Hours – 240 Semester Credits – 4

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

**CLINICAL COORDINATOR:** Rhonda Bradberry, CDA, B.S. LATI DA Program Supervisor  
[bradberr@lakeareatech.edu](mailto:bradberr@lakeareatech.edu) 605-882-5284 ext. 214

**OFFICE HOURS:** 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.

**METHODS OF INSTRUCTION:** The student will be assigned to general dental and/or specialty practices for six – eight weeks (approximately 240 hours). The student is supervised by the dentist or an employee of the practice and is expected to actively participate in rendering of patient treatment as directed by the supervisor. This includes operative, preventive, laboratory, office and specialty procedures performed by the dental assistant.

Dental Assisting faculty assists in supervision with on-site visits and telephone conferences. A seminar will be held June 24<sup>th</sup> to discuss experiences, review logs and review procedures for applying for state licensure and DANB. The seminar will be held @ Lake Area at 11:00 a.m.

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

**STUDENT 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, completing and returning weekly logs and prepare for clinical training through reading and reviewing didactic information.
2. Demonstrate good work habits by 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. Perform procedures required correctly and accurately with minimal supervision by following established protocol within time allotted.
7. Exhibit satisfactory knowledge of underlying principles of procedures which meet expected career entry capabilities.
8. Perfect infection control procedures by operator preparation, sterilizing instruments and post operator duties.
9. Demonstrate basic laboratory skills pouring and trimming models and constructing custom trays.
10. Perfect traditional and/or digital radiography skills including exposure, processing and mounting or digitally capturing and displaying.
11. Demonstrate advanced function skills delegable in the state.
12. Demonstrate business office skills including telephone courtesy, appointment control records management.

**EVALUATION CRITERIA:** This course is either pass or fail. The student must achieve a minimum 85% competency based on professional and clinical skills performed. It is expected that the student will increase proficiency in duties performed as the week’s progress. This will be arrived at by input from the dentist, office staff, and Dental Assisting faculty. A journal of procedures observed and performed is required. The following guidelines will be utilized in the evaluation process:

A. Weekly Evaluation Sheet

This form is to be returned by the clinic instructor at the completion of each week of training.

<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. Weekly Journal

Your completion of a journal is needed to monitor your clinical experience. You should complete is daily and upload it to me via e-learning using the journal uploads so I have it no later than Monday of the next week. Please report your logged hours to the clinical instructor @ your site. Failure to return them weekly could lead to failure of the course.

C. End of the Rotation Evaluation of Clinical Site

**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.

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

**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.

**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.

#### **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>

**CLINICAL PRACTICE  
DA 210  
COURSE SPECIFIC LEARNING OUTCOMES**

LEARNING OUTCOMES FOR FINAL CLINICAL EXPERIENCE	ASSESSMENT TOOL	EVALUATOR
Demonstrate interest and accountability in training by assuming responsibility for his/her own assignments, completing and returning weekly logs and prepare for clinical training through reading and reviewing didactic information.	Rotation Evaluation Form Items 1 and 9 Weekly Logs	Dentist Clinical Instructor Faculty
Develop good work habits by demonstrating proper grooming, professional and ethical demeanor, attendance, punctuality, team work, and being prepared for activities.	Rotation Evaluation Form Item 1	Dentist Clinical Instructor
Demonstrate satisfactory communication skills through listening carefully and asking questions when uncertain of or unfamiliar with procedures or instructions, and accepts criticism.	Rotation Evaluation Form Item 1	Dentist Clinical Instructor
Demonstrates adequate rapport with patient, co-workers, and other health care professionals through sincerity, cooperation, respect, courtesy, and tact.	Rotation Evaluation Form Item 1	Dentist Clinical Instructor
Perfect 4-handed assisting skills utilizing proper evacuation technique, selection, use and sequencing of instruments, equipment and materials with minimal supervision.	Rotation Evaluation Form Items 1, 5, and 6	Dentist Clinical Instructor
Perform procedures required correctly and accurately with minimal supervision by following established protocol with in time allotted.	Rotation Evaluation Form Item 5	Dentist Clinical Instructor
Exhibit satisfactory knowledge of underlying principles of procedures which meet expected career entry capabilities.	Rotation Evaluation Form Items 2, and 9	Dentist Clinical Instructor
Perfect infection control procedures by operatory preparation, sterilizing instruments and post operatory duties.	Rotation Evaluation Form Item 3	Dentist Clinical Instructor
Demonstrate basic laboratory skills pouring and trimming models and constructing custom trays.	Rotation Evaluation Form Item 9	Dentist Clinical Instructor
Perfect traditional and/ or digital radiography skills including exposure, processing and mounting or digitally capturing and displaying.	Rotation Evaluation Form Item 8	Dentist Clinical Instructor
Demonstrate advanced function skills delegable in the state.	Rotation Evaluation Form Item 6	Dentist Clinical Instructor
Demonstrate business office skills including telephone courtesy, appointment control records management.	Rotation Evaluation Form Item 7	Dentist Clinical Instructor



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