

GRAYSON COLLEGE

Course Syllabus

DNTA 1460- Clinical Dental Assisting
Spring 2017
Dental Assisting Program
Clinical hours per week 16
Clock hours per semester

Assigned Clinical Site per each student	Mondays and Tuesdays 8:00 am-5:00 pm
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Professor Contact Information
Tonya Hance CDA, RDA
(903)463-8780
hancet@grayson.edu

Office Location: Administrative Offices Room 126A

Office Hours:	Monday	8:00 am to 3:00 pm
	Tuesday	8:00 am to 3:00 pm
	Wednesday	9:00 am to 12:00 pm
	Thursday	8:00 am to 9:00 am & 1:00 pm to 3:00 pm
	Friday	1:00 pm to 3:00 pm

Professor's Class Schedule:	Monday	8:00 am to 3:00 pm
	Tuesday	8:00 am to 3:00 pm
	Wednesday	8:00 am to 9:00 am & 1:00 pm to 3:00 pm
	Thursday	9:00 am to 12:00 pm
	Friday	8:00 am to 12:00 pm

Clinical site visits will be made on Monday's and Tuesdays between the hours of 8:00 am and 3:00 pm

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Pre-requisites

DNTA 1311 Dental Science
DNTA 1301 Dental Materials
DNTA 1345 Preventive Dentistry
DNTA 1315 Chairside Dentistry
DNTA 1305 Dental Radiology I
DNTA 1251 Office Management

Co-requisites

DNTA1241 Dental Lab Procedures
DNTA1349 Radiology in the Clinic
DNTA 2130 Clinical Seminar
DNTA1353 Dental Assisting Applications
DNTA 1347 Advanced Dental Science

Course Description – (1-0-1) a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is

provided by the clinical professional. Students will work side-by-side with the Dentist and Dental Assistant improving skills learned in previous classes.

Course Learning Outcomes: As outlined in the learning plan, apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business, industry, and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business industry.

Student Learning Outcomes (Course Objectives)-

- Demonstrate fundamental abilities to function as an integral member of the dental health care team.
 - Demonstrate ability to relate pertinent information gained through experience(s).
 - Appropriately document information regarding assigned clinical objectives.
 - Appropriately verbalize thoughts and feelings when applying theory knowledge to clinical experience(s) during class sessions.
 - Interpret written information in text and documents (example: patient's charts and daily schedules).
 - Receive, attend to, interpret and respond to verbal and nonverbal messages from the dental health care team members and/or clients.
 - Recognize and utilize learning techniques to apply and adapt new knowledge and skills in both familiar and changing situations.
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Required Textbooks (ISBN # included) and Materials

No Required Text

Additional Resources:

- Texas State Board of Dental Examiners website: <http://www.tsbde.state.tx.us/>
 - Dental Assisting National Boards website: <http://www.danb.org>
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Required Assignments & Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.

As a secondary means of communication, the app GroupMe will be used. It is not a requirement of the class, but I strongly urge each of you join the class GroupMe. Any announcements such as inclement weather, class announcements, or in the event class must be canceled due to instructor illness or emergencies an announcement will be made in Canvas, as well as, GroupMe.

The Schedule below will have the Lecture chapters and Lab dates listed with lab activities and assignments.

The schedule listed below is subject to change with fair notice from the professor. Changes will be announced in the classroom, through the Canvas course, and in GroupMe.

Table 1 Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	January 17	<ul style="list-style-type: none"> ➤ Clinical Readiness Assessment ➤ Receive Clinical Assignments ➤ HIPPA Lecture & Quiz
2	Jan. 23 & 24	Clinical Day 1 & 2 <ul style="list-style-type: none"> • Document needed information of Time Sheets- Have Doctor or Dental Assistant from your clinical site sign. • Online Discussions on Clinical Experiences (Due 1/25/2017 by Midnight)
3	Jan. 30 & 31	Clinical Day 3 & 4 <ul style="list-style-type: none"> • Document needed information of Time Sheets- Have Doctor or Dental Assistant from your clinical site sign. • Online Discussions on Clinical Experiences (Due 2/1/2017 by Midnight) <p style="text-align: center;">*January Time Sheets Due by Feb. 8th- Min. of 40 hrs*</p>
4	Feb. 6 & 7	Clinical Day 5 & 6 <ul style="list-style-type: none"> • Document needed information of Time Sheets- Have Doctor or Dental Assistant from your clinical site sign. • Online Discussions on Clinical Experiences (Due 2/8/2017 by Midnight)
5	Feb. 13 & 14	Clinical Day 7 & 8 <ul style="list-style-type: none"> • Document needed information of Time Sheets- Have Doctor or Dental Assistant from your clinical site sign. • Online Discussions on Clinical Experiences (Due 2/15/17 by Midnight)
6	Feb. 20 & 21	Clinical Day 9 & 10 <ul style="list-style-type: none"> • Document needed information of Time Sheets-Have Doctor or Dental Assistant from your clinical site sign. Online Discussions on Clinical Experiences (Due 2/22/17 by Midnight)
7	Feb. 27 & 28	Clinical Day 11 & 12 <ul style="list-style-type: none"> • Document needed information of Time Sheets-Have Doctor or Dental Assistant from your clinical site sign.

Week	Date	Topics, Readings, Assignments, Deadlines
		<ul style="list-style-type: none"> Online Discussions on Clinical Experiences (Due 3/1/17 by Midnight) *February Time Sheets Due by Mar. 8th- Min. of 64 hrs*
8	Mar.6 & 7	Clinical Day 13 & 14 <ul style="list-style-type: none"> Document needed information of Time Sheets-Have Doctor or Dental Assistant from your clinical site sign. Online Discussions on Clinical Experiences (Due 3/8/17 by Midnight)
	Mar. 13 & 14	Spring Break! Enjoy Your Break
9	Mar. 20 & 21	Clinical Day 15 & 16 <ul style="list-style-type: none"> Document needed information of Time Sheets-Have Doctor or Dental Assistant from your clinical site sign. Online Discussions on Clinical Experiences (Due 3/22/17 by Midnight)
10	Mar. 27 & 28	Clinical Day 17 & 18 <ul style="list-style-type: none"> Document needed information of Time Sheets-Have Doctor or Dental Assistant from your clinical site sign. Online Discussions on Clinical Experiences (Due 3/29/17 by Midnight) *March Time Sheets Due by Apr. 5th- Min. of 48 hrs*
11	Apr. 3 & 4	Clinical Day 19 & 20 <ul style="list-style-type: none"> Document needed information of Time Sheets-Have Doctor or Dental Assistant from your clinical site sign. Online Discussions on Clinical Experiences (Due 4/5/17 by Midnight) **Last Week of the first Clinical Rotation**
12	Apr. 10 & 11	Clinical Day 21 & 22 (New Clinical Rotation) <ul style="list-style-type: none"> Document needed information of Time Sheets-Have Doctor or Dental Assistant from your clinical site sign. Online Discussions on Clinical Experiences (Due 4/12/17 by Midnight)
13	Apr. 17 & 18	Clinical Day 23 & 24 <ul style="list-style-type: none"> Document needed information of Time Sheets-Have Doctor or Dental Assistant from your clinical site sign. Online Discussions on Clinical Experiences (Due 4/19/17 by Midnight)
14	Apr. 24 & 25	Clinical Day 25 & 26 <ul style="list-style-type: none"> Document needed information of Time Sheets-Have Doctor or Dental Assistant from your clinical site sign. Online Discussions on Clinical Experiences (Due 4/26/17 by Midnight)

Week	Date	Topics, Readings, Assignments, Deadlines
		April Time Sheets Due by May. 3rd- Min. of 64 hrs
15	May 1 & 2 May 3	Clinical Day 27 & 28 <ul style="list-style-type: none"> • Document needed information of Time Sheets-Have Doctor or Dental Assistant from your clinical site sign. • Online Discussions on Clinical Experiences (Due 5/3/17 by Midnight) ➤ 8:00 am- 12:00 pm Nitrous Oxide Course with Dr. Moore ➤ 1:00 pm-3:00 pm Nitrous Oxide Review with Dr. Moore ➤ 3:00 pm-5:00 pm Nitrous Oxide Licensing Exam ** You will receive an assignment grade for this Exam**
16	May 8 & 9	No Final Exam for This Class *May Time Sheets Due by May. 9th- Min. of 16 hrs* May time sheets will not be accepted late due to it being the end of the semester. Any absences that have not been made-up can be made-up this week. You MUST have 224 total clinical hours in order to finish and complete this class.

Methods of Instruction

1. Clinical Experience
2. Online Discussions/Computer Programs via the Internet
3. Evaluations (Faculty, DDS, & Dental Office Staff)

Course & Instructor Policy

Clinical Attendance Policy – Please see the Student Handbook for detailed information.

It is important that you, the student, notify the program me by 7AM if you will not be able to attend Clinical on a Particular Day or Time.

Tonya Hance hancet@grayson.edu or office phone 903-463-8780

ALSO, YOU MUST NOTIFY YOUR CLINICAL SITE IF YOU WILL NOT BE ABLE TO ATTEND ON A PARTICULAR DAY OR TIME. YOU MUST NOTIFY THEM PRIOR TO THE TIME YOU USUALLY ARRIVE.

Many of the clinical sites plan their day and schedules around having you being in attendance on the agreed upon days. Therefore, it is extremely important that you communicate with them. Failure to notify your clinical site can result in lower grade and dismissal from the program.

Methods of Evaluation

Grading

Categories	Percentage
Clinical Time Sheets/Online Discussions/Assignments	25%
Clinical Attendance/Absences	25%
Faculty Evaluations	15%
Clinical Site Evaluations	35%
Total =	100%

Grade	
90-100	A
80-89	B
75-79	C
74-70	D
69 or below	F

Grading

Grades will be posted via Canvas

Clinical Time Sheets Grading Policy

- Turning in your Signed Clinical Time Sheets and your Monthly Total Sheet each month by the due date listed in your syllabus will result in a grade of a 100.
 - If you fail to turn in your time sheet by the due date 10 points will be deducted each day that it is not turned in.
 - If you turn them in, but they are not signed you will have 10 pts deducted for each day you do not have them signed as well.
 - You will also be graded on how well you fill out your Time Sheet.
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- Example: January Time Sheets are due on Feb. 8th. If turned in by the end of the school day on the 8th your grade will start with 100 in the grade book. If turned in on the 9th your grade will start with a 90. On the 10th you will start with an 80, and so on. You will even lose 10 pts each day on the weekends.
 - Turn in your Monthly time sheets in the portable filing system in the classroom (I will show you where it is).
 - Each one of you will have a file with your name on it in the filing system. Place your signed clinical sheets and your monthly total sheet in your file. (Please staple them together so papers do not get misplaced).

- At the end of the class day on the day they are due I will pick up the filing system and bring it to my office. If your time sheets are in your file, signed, and filled out you will receive a 100. If not I will start deducting your 10 pts, and you must hand them into me.
- The Grading Rubric can be found in your Canvas account.

Online Discussion Grading Policy

- Each week you will be required to post a discussion in canvas about a procedure or something that happened while in clinical that week.
 - You must respond to a minimum of 2 classmates post.
 - Each Discussion post is due by midnight on the Wednesday after clinical on Monday and Tuesday.
 - The Discussion Board will close at midnight, and late discussion post will not be accepted.
 - The Grading Rubric can be found in your Canvas account. Please refer to this for the full breakdown on what is expected in each post.
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Clinical Attendance/Absences Grading Policy

Each Month you will be graded on your clinical attendance based on the Clinical Time Sheets you turn in. Below is the grading scheme.

1. Zero missed Clinical hours	100
2. Up to 8.0 missed clinical hours	90
3. Between 8.25 and 16.0 missed clinical hours	80

- **Please Note: If you miss more than 16 clinical hours during this course it can result in being Withdrawn from the program.**
 - **If you miss a clinical day you must make-up your time before the end of the course. To complete this course, you must have 224 total clinical hours.**
 - The Grading Rubric can be found in your Canvas account.
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Faculty Site Evaluations Grading Policy

- During the semester, we will be visiting your clinical sites. Based on the time we spend in your clinical site we will fill out an evaluation form.
- Once all evaluation site visits have been completed we will assess the evaluation form and give you a grade based on the form.
- The grade you earn will be posted into Canvas.
- The Faculty Site Evaluation form can be found in your Canvas account.

Clinical Site Evaluations Grading Policy

- During this semester, you will be assigned a minimum of two clinical sites.
- At the completion of your first clinical rotation an evaluation form will be sent to your clinical site.
- You will receive a Clinical Site Evaluation Grade based on the answers we receive from your clinical site.
- Beginning April 10th you will start your second site rotation. You will be assessed on their evaluation during the Summer mini-mester.
- The Clinical Site Evaluation Form can be found in your Canvas account.

Expected Clinical Behavior Outcomes

- Accepting the responsibility of gathering pertinent information in regards to office policy and philosophy in their initial interview with the assigned Dentist and his/her personnel.
- Practicing personal and professional ethics.
- Observing staff member(s) greeting the dental patient in the clinical facility.
- Remaining aware in their position within the learning process by:
 - Refraining from advising dentist and office personnel
 - Using appropriate procedures
 - Refraining from discussing specific patient care with lay persons
- Adapting and successfully applying the knowledge and techniques acquired in classroom instruction to the demands of the dental facility environment and dentist.
- Demonstrating the ability to participate as a member of the dental health care team.

Late Work Policy

No Late Work is accepted except for Clinical Time Sheets. They will be accepted after the due date but a penalty of 10 pts per day will be assessed for each day turned in passed the due date. (Please see the Clinical Time Sheet Grading Policy)

Extra Credit Policy

No extra credit will be given.

Dress Code

The dress code will be strictly enforced. If not followed, it can affect your overall Clinical Grade. Refer to the Student Handbook for the complete Dress Code Policy.

****Cell phones during Clinical days will result in lowered grades.**

****Jewelry worn during Clinical days will result in lowered grades.**

Class Attendance

Academic success is closely associated with regular classroom attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as mini-mester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable.

Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

Title IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veteran's status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Regina Organ, Title IX Coordinator
 - Dr. Dava Washburn , Title IX Coordinator
 - Website:
 - GC Police Department: (903) 463-XXXX
 - GC Counseling Center: (903) 463-XXXX
 - For Any On-campus Emergencies: 911
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Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

Grayson College campus-wide student policies may be found on our Current Student Page on our website:

<http://grayson.edu/current-students/index.html>

Faculty members must place a pdf formatted copy of each course syllabus in the "Personal Info" section of their portal no later than Friday of the first week of classes each semester. Place it in a Category labeled with the semester date. Faculty will maintain these syllabi in the "Personal Info" section of their portal for five years.

****Sorry no clinical site assignments in here** You will be given your clinical assignments once you complete your clinical readiness assessment****