

GRAYSON COLLEGE

Course Syllabus

DNTA 2230 – Seminar for the Dental Assistant

SPRING 2017

Dental Assisting Program

Lecture hours per week **2**

Clock hours per semester **32**

Lecture Room 205 Wednesdays 8:00 am to 9:50 am

Type of Instruction: Lecture

Professor Contact Information

Wendy Renfro

(903) 415-2529

renfrow@grayson.edu

Office Location: Administrative Office Room A126

Office Hours:	Monday	8:00 am to 3:00 pm
	Tuesday	8:00 am to 3:00 pm
	Wednesday	10:00 am to 11:00 am
	Thursday	1:00 pm to 3:00 pm
	Friday	1:00 pm to 3:00 pm

Professor's Class Schedule:	Wednesday	8:00 am to 10:00 am, 11:00 am to 12:00pm 1:00 pm to 4:00 pm
	Thursday	8:00 am to 12:00 pm
	Friday	8:00 am to 12:00 pm

Clinical Site visits will be made on Mondays or Tuesdays between the hours of 8:00 AM and 4:00 PM.

Pre-requisites

DNTA 1311 Dental Science

DNTA 1305 Dental Radiology

DNTA 1245 Preventive Dentistry

DNTA 1315 Chairside Dentistry

DNTA 1301 Dental Materials

DNTA1251 Office Management

Co-requisites

DNTA 1241 Dental Lab Procedures

DNTA 1347 Advanced Dental Science

DNTA 1349 Radiology in the Clinic

DNTA 1353 Dental Assisting Applications

DNTA 1460 Clinical I

Course Description – (1-0-1) this seminar will allow problem solving case studies during the clinical phase.



End-of-Course Outcomes: Analyze problem situations from case studies in the clinical phase of the program; and formulate responses to presented topics.

Student Learning Outcomes (Course Objectives)-

- Present a case study of a dental procedure in which they have assisted the dentist.
- Make application for the National Certification Exam.
- Take the review course for the state registration exam if not already done so.
- Present a written report on an article published in dental related journals.
- Explain and evaluate problem situations from case studies in the clinical phase of the program
- Formulate conclusions to topics presented
- Present an oral report of the journal article assigned, to the classroom observers.
- Receive a certificate of completion from the Dental Assisting Program of Grayson College.

Reference Textbooks (ISBN # included) and Materials:

Hatrick, Carol Dixon, CDA, RDA, RDH, MS., and W. Stephan Eakle, DDS, FADM. and William F. Bird DDS, MPH, DrPH, FACD., **DENTAL MATERIALS Clinical Applications for Dental Assistants and Dental Hygienists**. Second Edition (2011). Elsevier/Saunders Publishers (ISBN#978-1-4377-0855-4)

Bird, Doni L., CDA, RDH, MA, and Debbie S. Robinson, CDA, MS, **MODERN DENTAL ASSISTING**. Tenth Edition (2012). Elsevier/Saunders Publishers (ISBN#978-1-4377-1729-7)

Reference Journals:

1. Dental Assistant, by the American Dental Assistant Association.
2. Texas Dental Journal, by the Texas Dental Association.
3. Oral Surgery, Oral Medicine, and Oral Pathology, of the Academy of Oral Pathology.
4. Journal of American Dental Society.

Projects, Assignments, Portfolios, Service Learning, Internships, ETC,

Students are required to prepare a journal report, and participate in classroom presentations.

Guidelines for Review of Journal Articles

Each student is to read, summarize, and evaluate an article selected from the Dental Journals not more than a one year old.

This review is to be typed with a minimum length of two typed pages. A copy of the article must be turned in, in order to receive a grade.

Online Journals can be found by using Google or using the college Library. The Library is available on campus or online through the Grayson Website.

Font size should be 12 and font should be Times New Roman with 1" page margins all around.

***** DUE DATE IS MARCH 8, 2017 by 3:00pm*****

Case Presentation

Students will be assigned a day to present their case presentations. The case presentation will be presented at the beginning of each class. Any student who does not present his/her case presentation on his/her assigned day will receive a zero (0).

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. Be sure to check the announcements for each class.

Clinical Seminar Schedule of Assignments

Week	Date	Topics, Readings, Assignments, Deadlines	Modern Dental Assisting (reference) Chapters Covered
1	Jan. 18	Welcome, Syllabus,& Clinical Readiness Assessment if needed	
2	Jan. 25	Clinical Discussion Everyone is required to participate. Assign Case presentation deadlines to students. Begin working on Journal Review Article Paper- Due by 3:00 pm on 3/8/17	
3	Feb. 1	Clinical Discussion Everyone is required to participate. Work on Journal Review Article Paper	
4	Feb. 8	Clinical Discussion Everyone is required to participate. Case Presentations Exam #1 opens online through Canvas (Due 2/22/16 by Midnight)	Chapters 6,7,9,28

Week	Date	Topics, Readings, Assignments, Deadlines	Modern Dental Assisting (reference) Chapters Covered
5	Feb. 15	Clinical Discussion Everyone is required to participate. Case Presentations	
6	Feb. 22	Clinical Discussion Everyone is required to participate. Case Presentations Exam #1 due by Midnight	Chapters 2,3
7	Mar. 1	Clinical Discussion Everyone is required to participate. Case Presentations Exam #2 opens online through Canvas (Due 3/22/16 by midnight)	Chapters 15, 16
8	Mar. 8	Clinical Discussion Everyone is required to participate. Case Presentations ONLINE JOURNAL REVIEW DUE TO ME BY 3:00 PM TODAY	
9	Mar. 15	<i>SPRING BREAK !!!!!</i>	Chapters 4,5
10	Mar. 22	Clinical Discussion Everyone is required to participate. Case Presentations Exam #2 due by Midnight Exam #3 opens online through Canvas (Due 4/19/16 by Midnight)	
11	Mar. 29	Clinical Discussion Everyone is required to participate. Case Presentations	Chapters 43,45,35
12	Apr. 5	Clinical Discussion Everyone is required to participate. Case Presentations	

Week	Date	Topics, Readings, Assignments, Deadlines	Modern Dental Assisting (reference) Chapters Covered
13	Apr. 12	Clinical Discussion Everyone is required to participate. Case Presentations	Chapters 33,36,37
14	Apr. 19	Clinical Discussion Everyone is required to participate. Case Presentations Exam #3 Due by Midnight	Chapters 19,20,21
15	Apr. 26	Clinical Discussion Everyone is required to participate. Case Presentations Exam #4 opens online through Canvas (Due 5/10/16 by Midnight)	Chapters 30, 41
16	May 3	Clinical Discussion Everyone is required to participate. Finish Case Presentations if Needed	
17	May 10	Clinical Discussion Everyone is required to participate. Exam # 4 Due by Midnight	

Calculation for Course Grade

Categories	Percentage
Journal Report	30%
Case Presentations	35%
Online Exams (X4)	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

Methods of Evaluation

1. Journal Report
2. Case Presentations
3. Exams
4. Clinical Experience

. Expected Clinical Behavioral 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

. Cell phones during Clinical days will result in lowered grades.
Jewelry worn during Clinical days will result in lowered grades.

Late Work Policy

NO LATE WORK ACCEPTED. This applies to take home exams as well.

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 Student Handbook for complete Dress Code Policy

Professional Behavior Rubric

Behavior	Description	Points
Attendance	Attends class, arrives/ leaves on time; notifies instructor in advance of a planned absence.	10
Personal Characteristics	Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.	10
Teamwork	Respects the rights of others, respects confidentiality, is a team player; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior.	10
Appearance	Displays appropriate dress, grooming, hygiene and etiquette. Follows dress code.	10
Attitude	Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.	10
Productivity	Follow safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; completes assignments on time, makes up assignments punctually; participates.	10
Organization	Displays skills in prioritizing and management of time and stress; demonstrates flexibility in handling change.	10
Communication	Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills	10
Cooperation	Displays leadership skills; appropriately handles criticism, conflicts and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.	10
Respect	Deals appropriately with cultural / racial diversity; does not engage in harassment of any kind.	10

Methods of Instruction

1. Clinical Experience
2. Journal Report
3. Case Presentations
4. Journal entries

Course & Instructor Policies

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

IT IS IMPORTANT THAT YOU, THE STUDENT, NOTIFY THE PROGRAM DIRECTOR OR INSTRUCTOR, IF YOU WILL NOT BE ABLE TO ATTEND CLINICAL ON A PARTICULAR DAY OR TIME.

Wendy Renfro	renfrow@grayson.edu	or office phone	903-415-2529
Tonya Hance	hancet@grayson.edu	or office phone	903-463-8780

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.

Student Conduct & Discipline

Students are to maintain classroom decorum that includes respect for other students and the professor.

Disruptive behaviors such as harassment of fellow students and/or professors; persistent talking in class while lecture is in progress; using electronic equipment without authorization (cell phone/texting) or repeated tardy arrival to class will not be tolerated. Students will be counseled initially, but may be dismissed from the classroom for repeated offenses.

We have a **Classroom Disruption Policy** that is: Each Student will be given one (1) warning and then dismissed from class for the rest of the day and will not be able to make up any work missed

Cell phones need to be kept on silent notification at all times and left in the classroom. Cell phones during Lab, Pre-Clinical or Clinical days can result in lowered behavior grades.

PLEASE REFER TO THE STUDENT HANDBOOK FOR DETAILED RULES AND POLICIES.

Academic Integrity

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

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, 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 and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal from any college-level courses. These dates and times are published in that semester's schedule of classes. Administrative procedures must be followed. It is the student's responsibility to handle student initiated withdrawal requirements from any class. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled (see GC College Catalog for details).

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room SC 115 in the Student Success Center.

The contact information for the Office of Disability Services is:

Jeffri Hodge

(903) 463-8751 (voice or TTY)

hodgej@grayson.edu

If you anticipate issues related to the format or requirements of this course, please meet with the Coordinator of Disability Services. The Coordinator is available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Services to notify them of your eligibility for reasonable accommodations. Disability Services can then plan how best to coordinate your accommodations.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Financial Aid

Effective July 1, 2000 students receiving Title IV funds (Pell, Federal Grants, and Student Loans), who subsequently withdraw from classes, will be required to return a portion of the federal financial aid received. Only the percentage of aid earned (determined by the percentage of time attended) will be eligible for retention on the student's behalf. Any aid that is not earned must be returned to its source. If there is a student account balance resulting from these adjustments, the student is responsible for payment. Further details can be obtained from the Office of Financial Aid.

Drop Rule

Under section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if (1) the student drops a course after census date or (2) the student is not dropping the course in order to withdraw from the institution. Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause before the drop. Students with questions should contact the Counseling Office or the Office of Admissions & Records for more information before dropping a course!

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 veterans 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 ([903-463-8714](tel:903-463-8714))
- Dr. Dava Washburn, Title IX Coordinator ([903-463-8634](tel:903-463-8634))
- Dr. Kim Williams, Title IX Deputy Coordinator- South Campus ([903\) 415-2506](tel:903-415-2506)
- Mr. Mike McBrayer, Title IX Deputy Coordinator ([903\) 463-8753](tel:903-463-8753)
- Ms. Marilyn Power, Title IX Deputy Coordinator ([903\) 463-8625](tel:903-463-8625)
- Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
- GC Police Department: ([903\) 463-8777](tel:903-463-8777)- Main Campus) ([903\) 415-2501](tel:903-415-2501) - South Campus)
- GC Counseling Center: ([903\) 463-8730](tel:903-463-8730)
- For Any On-campus Emergencies: 911

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>

Revised: August 23, 2015