

GRAYSON COUNTY COLLEGE

Course Syllabus

Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

DNTA 1353 Dental Assisting Applications Spring 2021

Dental Assisting Program

Lecture hours per week	2
Lab hours per week	<u>3</u>
Clock hours per semester	80

Lecture Room	205	Wednesdays	10AM - 11:50 AM
Lab Room	203	Wednesdays	1 PM - 3:50 PM
Pre-clinical Room	201	Wednesdays	1 PM - 3:50 PM

Professor Contact Information

Wendy Renfro CDA, RDA

(903) 415-2529

renfrow@grayson.edu

Office Location: Health Science Professor's Offices Room 126

Office Hours:

Monday	8:00 AM to 3:00 PM
Tuesday	8:00 AM to 3:00 PM
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 11:50 AM, 1:00 PM to 3:50 PM
Thursday	8:00 AM to 11:50 AM
Friday	8:00 AM to 11:50 AM

Credit Hours	3.00
Lecture Hours	2.00
Laboratory Hours	3.00
Course Length	16 Weeks

Type of Instruction **Face to Face**

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

Prerequisites:

DNTA 1202 Communications and Behavior in the Dental Office

DNTA 1301 Dental Materials

DNTA 1305 Dental Radiology
DNTA 1311 Dental Science
DNTA 1245 Preventive Dentistry
DNTA 1315 Chairside Assisting

Co-requisites:

DNTA 1251 Office Management
DNTA 1347 Adv. Dental Science
DNTA 1349 Radiology in the Clinic
DNTA 1460 Clinical I
DNTA 2230 Seminar for the Dental Assistant

Course Description – from college

DNTA 1353. Dental Assisting Applications. (3-2-3). An expanded study of dental assisting techniques with emphasis on four-handed dentistry and utilization of armamentarium for general practice and specialty procedures, (RW)

A grade of “C” (75) or better is required for progression.

Student Learning Outcomes

1. Describe assisting a medically and physically compromised patient.
 2. Describe Endodontics, Periodontics, Oral and Maxillofacial Surgery, Pediatric Dentistry, and Orthodontics.
 3. Identify materials and instruments used in each of the specialties.
 4. Describe the role and responsibilities of the Dental Assistant in each of the specialties.
 5. Explain various post-operative instructions given to patients following endodontic treatment, surgical treatment, and orthodontic treatment.
 6. Describe preventive, interceptive and corrective orthodontics.
 7. Describe child behavior techniques.
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Course Learning Outcomes

1. Assemble tray setups and materials for designated general and specialty procedures.
2. Record patient chart information.
3. Maintain clear field of vision including isolation techniques.
4. Utilize chairside ergonomics.
5. Apply OSHA and other regulatory agencies’ standards.

Required Textbooks (ISBN # included) and Materials:

1. Bird, Doni L., CDA, RDH, MA, and Debbie S. Robinson., CDA, MS, **ModernDental Assisting**. Twelfth Edition (2018). Elsevier/Saunders Publishers ISBN: 978-0-323-43030-2
 2. Microsoft Office software
 3. Wristwatch w/ second hand
 4. Pens, Pencils, Highlighters
 5. Paper, folder or notebook
 6. Student Uniforms
 7. Dental Assisting Student ID
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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. Practice Check-offs are not graded or mandatory.

The Instructor also strongly suggests that each student join the class GROUP ME app on their phone.

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

DNTA 1353 Dental Assisting Applications

Week	Date	Topics, Reading, Assignments
1	1/13	Review Syllabus Lecture <ul style="list-style-type: none">Chapter 56 Oral & Maxillofacial SurgeryHomework Assignment C 56 & 54 (due 2/2 @ 11:59pm) Lab: <ul style="list-style-type: none">Identify & Discuss Oral Surgery Instruments (handout)Demonstrate and Practice following skills<ul style="list-style-type: none">56-1 Assisting in a Surgical Extraction Procedure on Manikin56-2 Performing Suture Removal56-3 Treatment of Alveolitis (on Typodont) TEST, SKILL CHECK OFFS AND PRACTICAL C- 56 & 54 will be on 2/3
2	1/20	Lecture : <ul style="list-style-type: none">Videos Oral SurgeryIn Class Discussion- Pre-Op & Post-Op Instructions for Oral Surgery Lab: <ul style="list-style-type: none">Study Oral Surgery InstrumentsDemonstrate & Practice Chapter 56 skill check offSurgical Extraction Procedure on ManikinClean lab & clinic following infection control protocol
3	1/27	Lecture: <ul style="list-style-type: none">Chapter 54 EndodonticsHomework Assignment Chapters 56 & 54 (due 2/2 @ 11:59 pm) Lab: <ul style="list-style-type: none">Identify & Discuss Endodontic Instruments (handout)Practice Chapter 56 & 54 Skill Check offs<ul style="list-style-type: none">54-1 Assisting with a Root Canal Therapy Procedure on a ManikinClean lab & clinic following infection control protocol
4	2/3	Lecture: <ul style="list-style-type: none">Endodontics VideosIn Class Discussion- Post Op Instructions for Endodontics Lab:

		<ul style="list-style-type: none"> • TEST and PRACTICAL C 56 & C 54 • SKILL Check Offs for C 56 & C 54
5	2/10	Lecture: <ul style="list-style-type: none"> • C - 60 Orthodontics • Homework Assignment Chapters 60 & 55 (due 3/2 at 11:59pm) Lab: <ul style="list-style-type: none"> • Identify & Discuss Orthodontic Instruments (handout) • Demonstrate and Practice the following Skill check offs (Typodonts) <ul style="list-style-type: none"> 60-1 Procedural Steps for Placing and Removing Ligature Ties 60-2 Placing and Removing Elastomeric Ring Separators Test, Skill Check off (C 60) and Practical for C 60 & C 55 will be on 3/3
6	2/17	Lecture: <ul style="list-style-type: none"> • Videos on Orthodontic Procedures Lab: <ul style="list-style-type: none"> • Study Orthodontic Instruments • Practice Chapter 60 skill check offs • Discuss Post-Op Instructions for Orthodontics
7	2/24	Lecture: <ul style="list-style-type: none"> • C-55 Periodontics Lab: <ul style="list-style-type: none"> • Identify & Discuss Periodontal Instruments (Handout) • Skills C 55 Procedure Steps with a Periodontal Procedure • Discuss Post-Op Instructions for Periodontal Procedure • Work on Patient Fabrications due 4/14 & 4/28
8	3/3	Lecture: <ul style="list-style-type: none"> • C- 55 Periodontics Videos Lab: <ul style="list-style-type: none"> • TEST and PRACTICAL C 60 & C 55 • Skill Check Offs for C 60 & 55 • Work on Patient Fabrications due 4/14 & 4/28
	3/10	SPRING BREAK / NO CLASSES
9	3/17	Lecture: <ul style="list-style-type: none"> • C- 57 Pediatric Dentistry • Homework Assignment Chapter 57 (due 3/23 @ 11:59pm) Lab: <ul style="list-style-type: none"> • Skills C 57 Assisting with a Pediatric Procedure on a Manikin • Discuss Post-Op Instructions for Pediatric Procedures • Work on Patient Fabrications due 4/14 & 4/28 • Clean lab and clinic following infection control protocol • TEST & SKILL CHECK OFF C 57 Pediatric Dentistry is 3/24 (next week) (NO PRACTICAL)

10	3/24	Lecture: <ul style="list-style-type: none"> C-57 Pediatric Dentistry Videos on Procedures/ In Class Assignment Lab: <ul style="list-style-type: none"> TEST C 57 Pediatric Dentistry (NO PRACTICAL) Complete Assisting with a Pediatric Procedure on Manikin Discuss Post-Op Instructions for Pediatric Procedures Work on Patient Fabrications due 4/14 & 4/28 Clean lab and clinic following infection control protocol
11	3/31	Lecture: <ul style="list-style-type: none"> C-50 Fixed Prosthodontics Homework Assignment C 50 (due 4/6 @ 11:59 pm) Lab: <ul style="list-style-type: none"> Skills Chapter 50 Assisting with a Crown Procedure on a Manikin Discuss Post-Op Instructions for Crown Procedures Work on Patient Fabrications due 4/14 & 4/28 Clean lab and clinic following infection control protocol TEST C 50 NEXT WEEK (NO PRACTICAL)
12	4/7	Lecture: <ul style="list-style-type: none"> Fixed Prosthodontics Videos Lab: <ul style="list-style-type: none"> TEST C 50(NO PRACTICAL) Complete Skills C 50 Assisting with a Crown Procedure on Manikin Discuss Post-Op Instructions for Crown Procedures Work on Patient Fabrications # due 4/14 & 4/28 Clean lab and clinic following infection control protocol
13	4/14	Lecture: <ul style="list-style-type: none"> C 52 Removable Prosthodontics Homework Assignment (due 4/20 @11:59pm) Lab: <ul style="list-style-type: none"> Skills C 52 Assisting in Delivery of a Partial or Denture Procedural Steps Simulation Patient Fabrication #1 DUE TODAY Clean lab and clinic following infection control protocol
14	4/21	Lecture: <ul style="list-style-type: none"> Removable Prosthodontics Lab: <ul style="list-style-type: none"> TEST C 52 (NO PRACTICAL) Complete C 52 Skills Simulation / Procedural Steps Discuss Post-Op Instructions for Removable Prosthodontics Work on Patient Fabrications due 4/28 Clean lab and clinic following infection control protocol
15	4/28	Final Review Patient Fabrication #2 DUE TODAY
16	5/3	Final Exam 9-11 AM

Chapter 56 Oral and Maxillofacial Surgery

Chapter Outline

- Indications for Oral and Maxillofacial Surgery
- The Oral Surgeon
- The Surgical Assistant
- The Surgical Setting
- Specialized Instruments and Accessories
 - Elevators
 - Forceps
 - Surgical Curette
 - Rongeur
 - Bone File
 - Scalpel
 - Hemostat
 - Needle Holder
 - Surgical and Suture Scissors
 - Retractors
 - Mouth Props
 - Chisel and Mallet
 - Rotary Instruments
- Surgical Asepsis: Sterile Field
- Surgical Preparation
- Surgical Procedures
- Postoperative Care
- Postsurgical Complications

Expected Learning Outcomes (Objectives)

1. Pronounce, define, and spell the Key Terms.
2. Describe the specialty of oral and maxillofacial surgery.
3. Discuss the role of an oral surgery assistant.
4. Identify specialized instruments used for basic surgical procedures.
5. Discuss the importance of the chain of asepsis during a surgical procedure.
6. Demonstrate competency in preparing a sterile field.
7. Demonstrate competency in performing a surgical scrub.
8. Demonstrate competency in performing sterile gloving.
9. Describe surgical procedures typically performed in a general practice.
10. Demonstrate ability to assist in a simple extraction.
11. Demonstrate ability to assist in suture placement.
12. Demonstrate performing suture removal.
13. Demonstrate postoperative care given to a patient after a surgical procedure.
14. Discuss with a patient possible complications resulting from surgery.
15. Demonstrate competency in assisting in the treatment of alveolitis (dry socket).

Chapter 54 Endodontics

Chapter Outline

- Causes of Pulpal Damage
- Symptoms of Pulpal Damage
- Endodontic Diagnosis
- Endodontic Procedures
 - Pulp capping
 - Pulpotomy
 - Pulpectomy
- Instruments and Accessories
- Medicaments and Dental Materials in Endodontics
- Overview of the Root Canal Therapy
- Surgical Endodontics

Expected Learning Outcomes (Objectives)

1. Pronounce, define, and spell the Key Terms.
2. Describe the diagnostic testing performed for endodontic diagnosis.
3. Demonstrate assisting in various diagnostic testing performed for endodontic diagnosis.
4. List the conclusions of the subjective and objective tests used in endodontic diagnosis.
5. Demonstrate competency to assist in electric pulp vitality test.
6. Describe diagnostic conclusions for endodontic therapy.
7. List the types of endodontic procedures.
8. Discuss the medicaments and dental materials used in endodontics.
9. Provide an overview of root canal therapy.
10. Demonstrate correct tray set-up for assisting in root canal therapy.
11. Describe surgical endodontics and how it affects treatment.

Chapter 60 Orthodontics

Chapter Outline

- Benefits of Orthodontic Treatment
- The Orthodontist and Orthodontic Assistant
- The Orthodontic Office
- Understanding Occlusion
- Malocclusion
 - Class I Malocclusion
 - Class II Malocclusion
 - Class III Malocclusion
 - Malaligned Teeth
- Management of Orthodontic Problems
- Orthodontic Records and Treatment Planning
- Case Presentation
- Specialized Instruments and Accessories
- Orthodontic Treatment
- Treatment Options

- Adjustment Visits
- Oral Hygiene and Dietary Instructions
- Headgear
- Completed Treatment: Retention

Expected Learning Outcomes (Objectives)

1. Pronounce, define, and spell the Key Terms.
2. Describe the environment of an orthodontic practice.
3. Describe the types of malocclusion.
4. Discuss corrective orthodontics, and describe what type of treatment is involved.
5. List the types of diagnostic records that are used to assess orthodontic problems.
6. Describe the components of the fixed appliance.
7. Demonstrate placement and removal of elastomeric ring separators.
8. Demonstrate competency in assisting in the fitting and cementation of orthodontic bands.
9. Demonstrate competency in assisting in the direct bonding of orthodontic brackets.
10. Demonstrate competency in assisting in placement of an arch wire.
11. Demonstrate competency to place and remove ligature ties.
12. Demonstrate competency in to place and remove elastomeric ties.
13. Describe the use and function of headgear.
14. Describe ways to convey the importance of good dietary and oral hygiene habits in the practice of orthodontics.
15. Demonstrate explaining oral hygiene and dietary instructions to orthodontic patients.

Chapter 55 Periodontics

Chapter Outline

- The Periodontal Examination
 - Medical and Dental History
 - Dental Examination
 - Mobility
 - Oral Tissues and Supporting Structures
 - Periodontal Probing
 - Bleeding Index
 - Occlusal Adjustment
 - Radiographic Analysis
- Periodontal Instruments
 - Probes
 - Explorers
 - Scalers & Files
 - Curettes
 - Surgical Knives
 - Pocket Markers
- Hand Scaling and Ultrasonic Scaling
 - Ultrasonic Scaler

- Nonsurgical Periodontal Treatment
 - Dental Prophylaxis
 - Scaling and Root Planing
 - Gingival Curettage
 - Antimicrobial and Antibiotic Agents
 - Locally Delivered Antibiotics
- Surgical Periodontal Treatment
 - Advantages and Disadvantages
 - Remaining Bone
 - Excisional Surgery
 - Incisional Surgery
 - Osseous Surgery
 - Crown Lengthening
 - Soft Tissue Grafts
 - Postsurgical Patient Instructions
 - Periodontal Surgical Dressings
 - Esthetic and Plastic Periodontal Surgery
- Lasers in Periodontics
 - Advantages of Laser Surgery
 - Laser Safety

Expected Learning Outcomes (Objectives)

1. Pronounce, define, and spell the key terms.
2. Describe the role of the dental assistant in a periodontal practice.
3. Explain the procedures necessary for a comprehensive periodontal examination, including the following:
 - Describe the early signs of periodontal disease
 - Describe the role of radiographs in periodontal treatment.
4. Identify and describe the instruments used in periodontal therapy.
5. Discuss hand scaling and ultrasonic scaling, including the following;
 - Use of the ultrasonic scaler
6. Describe the types of nonsurgical periodontal treatment.
7. Discuss the types of surgical periodontal treatment, including the following:
 - Explain the purpose of crown lengthening.
 - Describe the purpose of soft tissue grafts.
 - Describe the postsurgical patient instructions.
 - Identify the indications for placement of periodontal surgical dressings.
 - Describe the technique for proper placement and removal of periodontal surgical dressings
 - Name the types of periodontal plastic surgeries.
8. Discuss the use of lasers in periodontics.

Chapter 57 Pediatric Dentistry

Chapter Outline

- The Pediatric Dentist and Dental Assistant
- The Pediatric Dental Office
- The Pediatric Patient
 - Erikson's Stages of Development
 - Behavior Management
- Patients With Special Needs
- Diagnosis and Treatment Planning
- Preventive Dentistry for Children

- Pediatric Procedures
- Pediatric Procedures
- Dental Trauma
- Child Abuse

Expected Learning Outcomes (Objectives)

1. Pronounce, define, and spell the Key Terms.
2. Describe the appearance and setting of a pediatric dental office.
3. List the stages of childhood from birth through adolescence.
4. Discuss specific behavior techniques that work as positive reinforcement when one is treating children.
5. Describe why children and adults with special needs are treated in a pediatric practice.
6. Describe what is involved in the diagnosis and treatment planning of a pediatric patient.
7. Discuss the importance of preventive dentistry in pediatrics.
8. Demonstrate giving oral hygiene and nutritional instructions to patients and patient's caregiver.
9. Demonstrate placement of fluoride treatment on pediatric patient and/ or special needs patient.
10. Demonstrate correct post-fluoride treatment instructions.
11. List the types of procedures that are performed for the pediatric patient compared with those performed to treat patients with permanent teeth.
12. Demonstrate ability to assist in a pulpotomy of a primary tooth.
13. Demonstrate competency in assisting in the placement of a stainless steel crown.
14. Describe the most common types of dental trauma in children and the basic knowledge a dental assistant should have regarding possible child abuse.

Chapter 50 Fixed Prosthodontics

Chapter Outline:

- Plan of Care
- Indirect Restorations
 - Inlays and Onlays
 - Veneers
 - Crowns
 - Fixed Bridge
- Role of the Dental Laboratory Technician
 - Laboratory Prescription
 - Laboratory Working Days
- Overview of a Crown Procedure
 - Shade Selection
 - Tooth Preparation
 - Retention Aids for Crowns
 - Gingival Retraction and Tissue Management
 - Final Impression and Bite Registration
 - Provisional Coverage
 - Delivery Appointment
 - Provisional Placement of a Permanent Casting
- Overview of a Bridge Procedure
 - Preparation Appointment
 - Try-In and Cementation Appointment
 - Patient Instructions
- Computer-Assisted Restorations

Expected Learning Outcomes (Objectives)

1. Pronounce, define, and spell the key terms.
2. List indications for and contraindications to a fixed prosthesis.
3. Discuss indirect restorations, including the following:
 - Describe the differences among inlays, onlays, veneer crowns, and full crowns.
 - Describe the uses of porcelain for fixed prosthodontics.
 - Identify the components of a fixed bridge.
4. Identify the role of the laboratory technician and the steps for a diagnostic workup.
5. Explain a crown procedure, including the following:
 - Describe the preparation and placement of a cast restoration.
 - Discuss the uses of core buildups, pins, and posts in crown retention.
 - Describe the use of retraction cord before taking a final impression.
 - Describe the function of provisional coverage for a crown or fixed bridge.
6. Explain a bridge procedure, including the home care instructions for a permanent fixed prosthesis.
7. Describe the steps when using a CAD/CAM system.

Chapter 52 Removable Prosthodontics

Chapter Outline:

- Factors influencing the Choice of a Removable Prosthesis
 - Extraoral Factors
 - Intraoral Factors
- Removable Partial Denture
 - Components of a Partial Denture
 - Appointment Sequencing for a Partial Denture
 - Home Care Instructions
 - Components of a Full Denture
 - Appointment Sequencing for a Full Denture
 - Home Care Instructions
 - What to Expect the First Month
- Immediate Dentures
 - Construction
 - Surgical Template
 - Placement
- Overdentures
- Denture Adjustment and Relining
 - Tissue Conditioners
 - Impression
 - Delivery
- Denture Repairs
- Denture Duplication

Expected Learning Outcomes (Objectives)

1. Pronounce, define, and spell the key terms.
2. Differentiate between a removable partial and a full denture.
3. Identify factors that influence the choice for removable partial and full dentures.
4. Discuss removable partial dentures, including the following:
 - List the components of a partial denture.
 - Describe the appointment sequence needed for the proper construction of a removable partial denture.
 - Identify home care instructions for removable partial dentures.
5. Discuss removable full (complete) dentures, including the following :
 - List the components of a full denture
 - Describe the appointment sequence needed for the proper construction of a full denture.
 - Identify home care instructions for removable full dentures.
 - Explain what to expect the first month of having a denture.
6. Discuss the construction, surgical template, and placement of an immediate denture.
7. Discuss the process of constructing overdentures.
8. Discuss the process of denture adjustment and relining.
9. Discuss denture repair and duplication.

Instructional Methods

Face to Face

Students will be required to complete laboratory assignments/competencies. These will include, but are not limited to alginate impressions, pouring up in Gypsum, trimming models, fabricating bleach trays and occlusal guards, practicing skills, studying instruments for practical, in class activities, interactive discussions and homework assignments.

Fabrications

Students will fabricate 1 bleach tray and 1 occlusal guard utilizing impressions taken on their radiology volunteer. The student will choose which impression for which fabrication.

Grading rules for the fabrication:

- Up to 50 points for the model, up to 50 points for the fabrication.
- The model must be void free, trimmed correctly, and showing detail of patient's teeth. Models not showing any of these will be reduced in grade.
- The fabrication must be deliverable to a real patient. If it is not, the grade for that portion of the fabrication will be a zero.
- **Patient Fabrication #1 is due 4/14/21 by 11:30 AM**
- **Patient Fabrication #2 is due 4/28/21 by 11:30 AM**

*** Occlusal Guards and Bleach Trays must be prescribed by a dentist, therefore, ALL fabrications will be destroyed by the instructor after grading.***

These fabrication grades will go into the Skill Category weighted at 40% of overall grade.

Methods of instruction include lecture, discussion, required reading, audio and visual aids, computer aided instruction, skill demonstration, and skill practice.

The student should not expect that every objective will be lectured or discussed in the classroom. Success in the course is dependent on mastery of not only the material delivered in the classroom but also the assigned reading material.

Because many assignments and study tools are performed via Canvas, access to computer hardware with internet connection and software to allow web navigation is required. Microsoft Office software, Word, PowerPoint, and Excel, is also required. However, a personal computer is not required. Dental Assisting students may access several computer lab resources on and off campus to facilitate completion of assignments. If the student is dependent upon computer resources outside the home, significant time management, organizational skill, and personal commitment is necessary to be successful. In the event of technology failure, the student should contact the GC Help Desk for guidance.

Methods of Evaluation

Grading

Categories	Percentage
Tests	20%
Assignments/Quizzes	15%
Skill Check-offs, Patient Fabrications	40%
Behavior Grade/Attendance Grade	25%
	100%

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

Grades will be posted via Canvas

Late Work Policy

NO LATE WORK ACCEPTED.

This includes laboratory projects.

Individuals arriving late for an exam will not be given additional time for the exam. Also, if any student has completed the exam and left the room prior to arrival of the late student, the late student **will not** be allowed to take the exam.

Extra Credit Policy

NO EXTRA CREDIT WILL BE GIVEN.

Tests

Examinations (cognitive domain) are multiple-choice exams administered electronically via Canvas in a proctored computer lab setting on the GC campus as scheduled by the professor. These exams will measure knowledge, application, and synthesis of the course objectives using content from lectures, discussions, and reading assignments and check-off assignments.

1. Examinations will be graded via Canvas and the grade will post once the student has submitted the exam.
2. A separate exam will be given to the student who is absent from an exam.
3. REFER to the Student Handbook for complete quiz and test policies.

Exam scores will be expressed in whole numbers. The length of time allowed for testing is based on the number of test items on the exam and will be determined by the professor. Examinations will begin on time and finish on time. Students who arrive late will be admitted at the discretion of the professor, and, if admitted, will have only the remaining time available. Students who are absent from an examination may be eligible for a make-up examination only when certain circumstances are met and approved by the professor.

Classroom Quizzes (cognitive domain) are composed of a variety of question types (multiple-choice, fill-in-the-blank, essay, and others) that are administered at any time during any class period. The student may or may not be given advance notice of a quiz. The quiz grade will be calculated as the percentage of total points earned during the semester. **A missed quiz is a missed opportunity to earn points; quizzes are not available for makeup.**

Skills Competency (psychomotor domain) in all of the following:

- Procedural Steps for Periodontic Procedures
- Assisting in Root Canal Therapy
- Placing and Removing Separators
- Placing and Removing Ligature Wires
- Assist in a surgical extraction
- Assist in Delivery of a Partial or Denture
- Performing suture removal
- Assisting in the Treatment of Alveolitis
- Giving Pre-op and post-op instructions
- Assisting in Pediatric Procedure

Dress Code

The dress code will be strictly enforced. If not followed, it can affect your behavior grade.

Refer to the Student Handbook for complete dress code.

Assignments

1. Assignments are due when indicated by the syllabus, however the due date can be changed as needed by the professor with an advanced warning. All assignments are completed during class.
2. Always check the due date! Some assignments will have later due dates.

Skill Check-offs

1. Skill Check-offs are graded on a Pass/Fail basis with the student having the opportunity to repeat the competency three (3) times. The maximum numerical score on a second attempt to pass the check off is 89. The maximum score on a 3rd attempt is a 75. After 3 times and the skill is not completed it will be a zero for that skill. The student will be counseled by the instructor &/ or program director.
 2. REFER to the Student Handbook for complete Skill Check Off Policy
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Professional Behavior Rubric

Behavior	Description	Points
Ethics	Exhibiting ethical behavior which includes, but not limited to: Always practicing high quality standard of care, and following HIPAA guidelines and protocols.	10
Personal Characteristics	You should also display 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; actively participates in group projects.	10
Appearance	Displays appropriate dress, grooming, hygiene and etiquette. Follows dress code.	10
Attitude/Demeanor	Demonstrates a positive attitude; a demeanor that exudes confidence but not cockiness; 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; takes initiative to actively stay busy and continue practicing all skills learned to date.	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/email etiquette, grammar) skills.	10
Cooperation	Displays leadership skills; appropriately handles constructive criticism, conflicts and complaints; demonstrates problem-solving capability;; follows chain of command.	10
Respect	Deals appropriately with cultural / racial diversity; does not engage in harassment of any kind. Respects professors, doctors, volunteers, and peers at all times, including maintaining appropriate relationships.	10

ADDITIONAL EVALUATION TOOLS MAY BE UTILIZED BY THE PROFESSOR TO MEASURE STUDENT PROGRESS.

Course & Instructor Policies

IT IS IMPORTANT THAT YOU, THE STUDENT, NOTIFY THE PROGRAM DIRECTOR by 9 AM IF YOU WILL NOT BE ABLE TO ATTEND CLASS ON A PARTICULAR DAY OR TIME.

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.

Attendance Grading Rubric

0-2 Total Absences	100
3-4 Total Absences	89
5-6 Total Absences	70

Six or more absences will result in the student being counseled and could result in being dismissed from the program. However, we understand there are always extenuating circumstances. In the event a student has six or more absences, a committee consisting of the Dental Faculty and the Dean of Health Sciences will meet to determine if the absences fall into the extenuating circumstances category, and what action will be taken.

Excused Absence

Test, practical's, assignments, or skills check-offs may be made-up (with the exception of quizzes)

Doctor's note for yourself or a child

Death of an immediate Family Member: spouse, child, parent, sibling, or grandparent (must bring an Obituary or Funeral/Memorial Program)

Unexcused Absence

Test, practical's, assignments, or skills check-offs may not be made-up (quizzes are never made-up)

Illness without a doctor's note

Missing for a trip or vacation

Basically missing for any other reason besides an illness with a Doctor's note, or a death of an immediate family member.

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 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 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.

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include minor instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:

- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper)
 - Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else
 - Quoting or copy/pasting phrases of three words or more from someone else without citation, • Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original
 - Submitting an assignment with a majority of quoted or paraphrased material from other sources
 - Copying images or media and inserting them into a presentation or video without citation,
 - Using copyrighted soundtracks or video and inserting them into a presentation or video without citation
 - Giving incorrect or nonexistent source information or inventing source information
 - Performing a copyrighted piece of music in a public setting without permission
 - Composing music based heavily on someone else's musical composition.
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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 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. Molly M. Harris, Title IX Coordinator (903)463-8714
 - Ms. Logan Maxwell, Title IX Deputy Coordinator - South Campus (903) 415-2646
 - Mr. Mike McBrayer, Title IX Deputy Coordinator - Main Campus (903) 463-8753
 - Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
 - GC Police Department: (903) 463-8777- Main Campus) (903-415-2501 - South Campus)
 - GC Counseling Center: (903) 463-8730
 - 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 at the following URL on the College website:
<https://www.grayson.edu/currentstudents/Academic%20Resources/index.html>