Course Information

Course Date: Fall 2013
Course Location: 552
Course Type: web-enhanced
Instructor: Yvonne Jenkins, BS, RDH, CDA
Health Science Building office 556
Office hours: Tuesday-Thursday 5:00-7:00 P.M.
912-486-7700
yjenkins@ogeecheetech.edu

Course Description:
Introduces student to ethics and jurisprudence for the dental assistant and to chairside assisting with diagnostic and operative procedures. Topics include: ethics and jurisprudence in the dental office; four-handed dentistry techniques; clinical data collection techniques; introduction to operative dentistry; and dental material basics.

Credit/Contact Hours: 6 credit hours, 135 contact hours

Prerequisites:
Program Admission
DENA 1050 – Microbiology & Infection Control
DENA 1080 – Dental Biology

Corequisites:
DENA 1050 – Microbiology & Infection Control
DENA 1080 – Dental Biology

Competency Areas:
1. Ethics and Jurisprudence in the Dental Office
   b. Maintain personal integrity and integrity in relationships.
   c. Serve all patients without discrimination.
   d. Meet educational and/or experience requirement for performing all functions.
Consider professional organizations in the dental field and their role in ethics and jurisprudence.

II. Four-Handed Dentistry Techniques

a. Discuss the development of modern dentistry concepts.

b. Apply four-handed dentistry concepts in all treatment procedures.

III. Clinical Data Collection Techniques

a. Obtain and record patients’ medical and dental history using both interviews and written questionnaires.

b. Prepare for, assist with, and/or perform the collection of diagnostic data.

IV. Introduction to Operative Dentistry

a. Identify the principles of cavity preparation and classification.

b. Use the concepts and techniques of four-handed dentistry and apply these to operative dentistry procedures.

c. Prepare appropriate treatment trays with armamentarium in sequence of use.

d. Apply the concepts of four-handed dentistry when assisting with operative procedures.

e. Select and prepare materials appropriate for operative dentistry.

f. Provide the patient with oral and/or written pre- and post-treatment instructions for operative dentistry.

V. Dental Materials Basics

a. Describe the basic physical properties of dental materials.

b. Prepare specific types of materials as they relate to diagnostic and operative procedures.

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**Textbook & Materials**

Textbook Title: *Modern Dental assisting 4e package*

Author(s): Bird & Robinson

ISBN: 978-1-4377-2733-3

Publisher: Saunders Elsevier

Materials: Required – lab jacket, safety glasses, & red/blue pencil

**Assessment**

Distribution of Grades:

- Quizzes/Assignments: 5%
- Laboratory Performance: 20%
- Written Examinations: 50%
- Final Examination: 25%

Grading Scale:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below
Final Exam: 11 December 2013, Wednesday, 10:00 a.m. – 12:00 p.m.

In order for a student to complete this program, pass the Dental Assisting National Board, and function as an exemplary dental assistant in the workplace, it is very important that the student master both the laboratory skills and the didactic material presented in this course. Therefore, in order for a student to be eligible to take the final examination in this course, the student must have a written examination average of at least 70%. Failure on the part of the student to maintain a test average of at least 70% will automatically result in the student’s inability to take the course final examination which will result in failure of this course.

Grade distribution: Any quiz, exam, or final exam grade which falls between two whole numbers will be rounded up or down to the nearest whole number accordingly. For example, if the grade is 85.5–85.9, it will be recorded as an 86. Also, throughout the semester opportunities will be given to earn bonus points on various quizzes and exams. Final averages, therefore, which fall between two whole numbers, will not be rounded up to the next whole number. For example, a final grade of 79.7 will be recorded as a 79 or a ‘C’.

A grade of "C" (70 or higher) must be earned in DENA 1340 to proceed in the Dental Assisting Program on schedule. Failure to receive a grade of “C” or higher will result in the inability to register for those program courses that require DENA 1340 as a prerequisite.

Lab Performance: Performance tests will be given during this course. Each student must satisfactorily complete these tasks to at least 70% accuracy unless otherwise indicated. Practice and have a peer evaluate you before you take your performance exam. Be prepared. If you are unsuccessful at achieving at least 70% accuracy on your first attempt, you will be required to repeat the performance test until a minimum of 70% is achieved. The student’s grade for any lab performance test will be the grade achieved on the first attempt. The student’s grade for any lab performance test will be the grade achieved on the first attempt. Any student who does not successfully complete a competency on the second attempt will be scheduled by the faculty for remediation during the remediation/enrichment lab which is scheduled as needed. The student may not attempt the competency a third time until the remediation has been completed. Students will be required to complete all laboratory performance tests prior to the end of the semester. Failure to complete any performance tests will result in
an incomplete in the course and inability to progress in the dental assisting program.

Work Ethics Information:
The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. As a student in this Ogeechee Technical College course, you will be expected to adhere to the highest standards of these 10 character traits in your behavior as well as your coursework.

Classroom Policies

Attendance: Ogeechee Technical College's attendance policy is formulated with the intent of dealing firmly and consistently with those who are absent excessively, yet it allows consideration for those who must be absent for legitimate reasons. A student is expected to attend class regularly and to be on time for each class. Attendance policies for this course will follow the general attendance policies of the college as stated in the Ogeechee Technical College Student Handbook. This policy states that if a student is absent from class over 10% of the scheduled time the student may be dropped from this course. Three tardies will count as one absence.

Lab Time: In order to attain skill proficiency, students may find it necessary to practice in the lab on their own. This is allowed and encouraged, but students should notify the instructor before working alone in the laboratory. For safety reasons, there may be certain procedures which require instructor supervision.

Course Withdrawal: Students may withdraw from a course without academic penalty until the midpoint of the term (as stated in the Academic Calendar and in the OTC Catalog and Student Handbook). By withdrawing before the midpoint of the term, the student is automatically assigned a grade of W, which does not affect term or cumulative grade point average. Grades of W will affect satisfactory academic progress for financial aid purposes. **Students who stop attending class(es) without formally withdrawing risk earning a final grade of F, which will appear on the academic transcript.** Refer to the OTC Catalog and Student Handbook for further details.
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<th>Topic</th>
<th>Details</th>
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<tr>
<td><strong>Food and Drink:</strong></td>
<td>Food and beverages (other than water) are not allowed in classrooms/labs.</td>
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<td><strong>Classroom Conduct:</strong></td>
<td>Cell phones should be turned off at all times while class is in session. Students may give their families the Health Science office number (688-6966) for emergencies. Any student making or receiving calls or texting during class will be asked to exit the class and will be counted as absent. Students are expected to adhere to the dental assisting program classroom-lab policies which were presented at the beginning of this semester. <strong>This includes the dress code and the above mentioned cell phone policy.</strong> Please refer to the dental assisting program classroom-lab policies section of your student handbook.</td>
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<td><strong>Laboratory Attire:</strong></td>
<td>Unless otherwise stated, students will be required to wear a <strong>lab coat and closed toed shoes</strong> during ALL lab sessions. <strong>Long hair must be secured and out of the student's face.</strong> Students must also wear safety glasses for certain procedures. Failure to be properly attired may result in a lowered work ethics grade, and the student may also be asked to exit the lab. The latter will result in an absence for that lab. <strong>It will then be the responsibility of that student to obtain any information or materials missed.</strong></td>
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<td><strong>Late Work:</strong></td>
<td><strong>NO late assignments will be accepted.</strong> Should a student turn in a late assignment, that student will be given a <strong>grade of zero</strong> for that assignment.</td>
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<td><strong>Missed Exams:</strong></td>
<td>Exam question format may be multiple choice, true/false, fill in the blank, short answer, labeling, and/or discussion. There will be a <strong>deduction of ten points on all make-up exams, and no bonus points will be given on make-up exams.</strong> The only exception to this rule will be if prior individual arrangements have made. Students are asked not to enter the classroom once an exam has begun. Students who are tardy on an exam day may take a make-up exam and have ten points deducted from their exam grade. All missed exams will be made up on a day and time determined by the instructor. Each student is limited to two make-up exams for this course. A grade of “0” will be assigned to those exams missed after the first two allotted. If an exam is scheduled on the day a student returns to class after an absence(s), she/he is expected to take the exam on that day.</td>
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<td><strong>Absences:</strong></td>
<td>**Students are responsible for obtaining any information or materials missed due to absence.**Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, required job training, or</td>
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official college activities will be made at the discretion of the instructor.

Any student absent or tardy on the day of a quiz will receive a zero for that quiz. Any student absent during the completion of an in-class assignment will receive a zero for that assignment. One quiz/assignment grade will be dropped at the end of the semester.

In order to avoid a grade of zero, all homework assignments missed due to absence must be turned in upon the student’s return to school.

Extra Credit: Students may complete workbook chapters that correspond to the chapters covered on any given exam and receive three bonus points on that exam. In other words, if there are four chapters on an exam, the student must complete the workbook exercises for all four chapters in order to receive the bonus points. These workbook exercises should be completed in their entirety and turned in before exams are distributed. In regards to workbook exercises, the instructor has adopted a policy of “all or nothing”. This means that the student will complete ALL exercises related to each chapter in the workbook, leaving no unanswered questions. If the student should leave unanswered questions in the workbook, then that student will receive not receive bonus points.

Dress Code: Ogeechee Technical College strives to train honest, hardworking professionals of good character in a secure environment. That is why appropriate dress and clear display of student ID is expected of every student.

In the student handbook, the current OTC dress code reads as follows:
Dress requirements vary in classrooms, laboratory, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained. Student shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the college. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference. Student shall at all times observe rules governing body cleanliness and not wear short or tight shorts, swimsuits, tank tops, bare midriffs, or have bare feet.
Cheating/Plagiarism: Academic honesty is expected at all times. Any student found to have engaged in academic misconduct such as cheating, plagiarism, or collusion is subject to disciplinary sanctions as outlined in the Student Code of Conduct detailed in the *OTC Catalog and Student Handbook*. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. The term “collusion” includes, but is not limited to, the unauthorized collaboration with any other person in preparing work offered for academic credit. Students are advised that faculty routinely use *turnitin.com* both to prevent plagiarism and to assist in verifying when/if it has occurred.

Safety

All students are expected to perform all tasks in accordance with Ogeechee Technical College’s Instructional, Health, Safety, and Lab Manual. In case of emergency while on campus, please refer to the *Emergency Operations and Safety Plan* and the *Blood Borne Pathogen Exposure Control Plan* found by the door of all classrooms and labs on the OTC campus. A copy of the *OTC Safety Plan* can be found online at: http://www.ogeecheetech.edu/student_services/campus_safety.html.

The Campus Safety & Security Director contact information is as follows: Stan York, phone: (912) 681-5667; e-mail address: syork@ogeecheetech.edu.

Disability Statement

Students with disabilities who believe that they may need accommodations in this class based on the impact of the disability are encouraged to contact Penny Hendrix in the Support Services Office, Room 171E, Kennedy Bldg., 912-486-7211, to coordinate reasonable accommodations.

Special Populations Assistance Program

Students who may qualify for services on campus depending on the special needs they have and if they qualify as a special population should contact Kelli Waters, Student Activities & Special Populations Coordinator, Office 143D, Kennedy Bldg., 912.871.1885 for assistance.

Warranty Statement

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State
Technical College at no charge for instructional costs to either the student or the employer.

Communication

Important communication about this course will be transmitted through the Ogeechee Tech student e-mail system. Students should check their student e-mail accounts before each class in order to receive the most up-to-the-minute information about classes and assignments.

Ogeechee Tech sends vital information about financial aid, registration, and college news through the student e-mail system. Students should check their student e-mail accounts periodically for this information.

Student e-mail may be accessed through the college website, www.ogeecheetech.edu, under the Current Students tab.

OTC Alert

Students are encouraged to sign up for OTC Alert, a system designed to notify students of any emergency on campus. Alerts are sent by text messaging and/or by e-mail. To subscribe to OTC Alert, a student can go to www.ogeecheetech.edu and click on Current Students ➔ Banner Web ➔ OTC Alert Information.

LIBRARY RESOURCES

The Ogeechee Technical College Library provides students access to books, periodicals, ebooks, GALILEO, and other electronic resources. Students are encouraged to use the Library for class research projects. Help with research and projects is available within the Library. Computers are available for student use. A student ID is required in order to check out any materials from the Library or to use a computer. A self-service, black and white copier is also available. Hours of operation are Monday-Thursday from 7am until 9:30pm.

Copyright Notice:

“The materials for this course are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.”

Disclaimer:

The instructor reserves the right to amend or correct this course syllabus as necessary. If the instructor amends or corrects this syllabus, students will be given a revised syllabus or corrections.

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