

GRAYSON COLLEGE

Course Syllabus

DNTA 2230 – Seminar for the Dental Assistant
SPRING 2019

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
	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 12:00 pm, 1:00 pm to 3:50 pm

Thursday 8:00 am to 10:50 am

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

DNTA 1202 Communications

Co-requisites

DNTA 1251 Office Management

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**. Third Edition (2016). Elsevier/Saunders Publishers (ISBN#978-1-4557-7385-5)

Bird, Doni L., CDA, RDH, MA, and Debbie S. Robinson, CDA, MS, **MODERN DENTAL ASSISTING**. Twelfth Edition (2018). Elsevier/Saunders Publishers (ISBN#978-0-323-43030-2)

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

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

Guidelines for Dental Procedure Summary Paper

Each student is to read, summarize, and evaluate an article(s) over a dental procedure of interest. This summary is to be typed with a minimum length of 1 1/2 pages using double space. A copy of the article must be turned in, in order to receive a grade. This paper cannot be over the same topic as your case presentation.

Dental Procedure articles can be found by using Google.

Font size should be 11 and font should be Times New Roman with 1” page margins all around.

Please review Summary Paper Grading Rubric.

***** **DUE DATE IS MARCH 6, 2019 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. Presentations should be a minimum of 3 minutes with a maximum of 5 minutes. Any student who does not present his/her case presentation on his/her assigned day will receive a zero (0), unless there is documentation showing absence is an excused absence.

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.

IT IS RECOMMENDED THAT STUDENTS JOIN THE CLASS ‘GROUP ME’.

Clinical Seminar Schedule of Assignments

	Date	Topics, Readings, Assignments, Deadlines	Modern Dental Assisting (reference) Chapters Covered
1	Jan. 16	Welcome, Syllabus Exam #1 opens online through Canvas (Due 2/20 by Midnight)	
2	Jan. 23	Assign Case presentation deadlines to students. Begin working on Journal Review Article Paper- Due by 3:00 pm on 3/6/19	
3	Jan 30	In Class Discussion Everyone is required to participate. Work on Journal Review Article Paper	
4	Feb. 6	In Class Discussion Everyone is required to participate. Case Presentations Work on Journal Review Article Paper	Chapters 6,7,9,28

Week	Date	Topics, Readings, Assignments, Deadlines	Modern Dental Assisting (reference) Chapters Covered
5	Feb. 13	In Class Discussion Everyone is required to participate. Case Presentations	
6	Feb. 20	In Class Discussion Everyone is required to participate. Case Presentations Exam #1 due by Midnight Exam #2 opens online through Canvas (Due 3/20 by midnight)	Chapters 2,3
7	Feb 27	In Class Discussion Everyone is required to participate. Case Presentations	Chapters 15, 16
8	Mar. 6	In Class Discussion Everyone is required to participate. Case Presentations PAPER DUE TO ME BY 3:00 PM TODAY	
9	Mar. 13	<i>SPRING BREAK!!!!</i>	Chapters 4,5
10	Mar. 20	In Class Discussion Everyone is required to participate. Case Presentations Exam #2 due by Midnight Exam #3 opens online through Canvas (Due 4/17 by Midnight)	
11	Mar. 27	In Class Discussion Everyone is required to participate. Case Presentations	Chapters 43,45,35
12	Apr. 3	In Class Discussion Everyone is required to participate. Case Presentations	

Week	Date	Topics, Readings, Assignments, Deadlines	Modern Dental Assisting (reference) Chapters Covered
13	Apr. 10	In Class Discussion Everyone is required to participate. Case Presentations	Chapters 33,36,37
14	Apr. 17	In Class Discussion Everyone is required to participate. Case Presentations Exam #3 Due by Midnight opens online through Canvas	
15	Apr. 24	In Class Discussion Everyone is required to participate. Case Presentations	
16	May 1	In Class Discussion Everyone is required to participate. Finish Case Presentations if Needed Exam #4	Exam #4 is a Final and all chapters covered will be on exam.
17	May 8	In Class Discussion Everyone is required to participate.	

Calculation for Course Grade

Categories	Percentage
Procedure Review Paper	30%
Case Presentation	20%
Online Exams (X4)	25%
Behavior/Attendance Grade	25%
Total =	100%

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

Summary Paper Rubric

Although summary writing, a common type of academic writing, can be assigned as a specific assignment, it also is a good way to have a record of what you have read for a specific course to use for study and reflection. As in learning any writing skill, writing a good summary takes practice. To create a successful summary, all stages of the writing process must be used.

Key Instructional Elements:

- Has a main idea/concept
- Includes important facts and details
- **Is in the writer's own words**
- Direct use of text from selections should have quotation marks
- Reflects underlying meaning
- Includes details in logical order

4=Above Grade Level (15-20 pts)	3=At Grade Level (10-14 pts)	2= Approaching Grade Level (5-9 pts)	1 = Below Grade Level (0-4 pts)
Clear Main Idea	Clear Main Idea	Main idea is unclear-not specifically stated in the writing.	The main idea is not present.
All important details are included	Important details are included but some might be missing	Some critical information is missing	Contains only some details
Details are in logical order	Ideas are in logical order	Ideas are in random order and not logical	Ideas are not in a logical order
Demonstrates clear understanding of information in the text.	Demonstrates adequate understanding	Demonstrates basic understanding of information in text	Demonstrates little or no understanding
Is characterized by paraphrasing of the main idea and significant details	Is characterized by paraphrasing of the main idea and significant details	Is characterized by the substantial copying of key phrases and minimal paraphrasing	Is characterized by the substantial copying of indiscriminately selected phrases or sentences.

Grading

Grades will be posted via Canvas

Instructional Methods Face to Face

Students will be required to complete laboratory assignments/competencies. These will include, but are not limited to oral hygiene instruction/ presentation, skits, applying fluoride/varnish, coronal polishing, sealant placement, brushing and flossing techniques.

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

1. Summary Paper
 2. Case Presentation
 3. Exams (There are 4 online exams and no final exam for this class)
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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 GRADE

A professional behavior grade will be given to each student each semester based on the Professional Behavior Grade Rubric. (See the grading Rubric Below). The Rubric is also posted in each course Syllabi. The grade the student earns for the semester will be the grade that will be reflected in each course of that semester and will be posted in canvas for that course. The Professional Behavior Grade will be reflected in each Fall Course. However, for the Spring Semester the professional behavior grade will not be recorded in the Online Advanced Dental Science course, or either one of the clinical courses for the spring semester or the spring flex.

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
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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 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

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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 (903-463-8714)
- Dr. Dava Washburn, Title IX Coordinator (903-463-8634)
- Dr. Kim Williams, Title IX Deputy Coordinator- South Campus (903) 415-2506
- Mr. Mike McBrayer, Title IX Deputy Coordinator (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

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>



