COURSE SYLLABUS

PeopleSoft Number  81420 (Lecture)  81422 (Lab)

Semester  Spring  2017

Olivia Ritchie
CDA, RDA, EDDA, MS
Instructor

Patsy Smallwood, RDH
SCC-London

DA/DH Program

As identified in the KCTCS and the BCTC Catalogs:

Course Prefix and Number:   DAS 225
Course Title:    Dental Assisting II
Course Credit Hours:  2

Official Course Description:  The pre-clinical/clinical application of dental assisting skills from DAS 125. Completion of (DAS 125 and DAH 101 and DAH 121 and DAH 135, DAH 124 and DAS 130) with a grade of “C” or better. Current CPR card for Health Care Providers; proof of liability insurance which is valid for 1 year from the date of purchase through BCTC.

Course Prerequisites:  Lecture: 1 credit hours (15 Contact Hours)
Laboratory: 1 credit hours (30 Contact Hours)

Meeting Dates and Times

Lecture:  Monday  2:00-4:00 pm
Lab:  Monday 8:00am-12:00 pm

DAS 225 will meet on the above times and days for lab and lecture beginning the week of Jan. 9, 2017 and end March 27th 2017.
Instructor Contact Information: Olivia Ritchie, CDA, EDDA, MS

Office Location: BSCTC Campus: Prestonsburg
Campus Building: Johnson Bldg
Room: Room J-128

Office hours: Appointment recommended.
Tuesday: 2:30-4:30 and by appointment

Phone number(s) Ms. Ritchie

Best times to call: Ms. Ritchie
Tuesday 2:30-4:30

Email address: libby.ritchie@kctcs.edu

Special Instructions: Olivia Ritchie-Instructor of Lab Projects (Big Sandy Community & Technical College Campus-Prestonsburg)
Patsy Smallwood-Instructor of Lab Projects (London Campus)

Alternative Contact Information Dr. Eric Dixon Program Coordinator
Program Coordinator or Academic Dean Prestonsburg Community and Technical College
One Bert Combs Drive
Prestonsburg, KY.

Approved Course Competencies (KCTCS General Education Competency Statements and General Education Requirements).

I. Communicate Effectively
1. Read and listen with comprehension.
2. Speak and write clearly using Standard English.
3. Interact cooperatively with others using both verbal and non-verbal means.
4. Demonstrate information processing through basic computer skills.

II. Think Critically
1. Make connections in learning across the disciplines and draw logical conclusions.
2. Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.
3. Use mathematics to organize, analyze, and synthesize data to solve a problem.

III. Learn Independently
1. Use appropriate search strategies and resources to find, evaluate, and use information.
2. Make choices based upon awareness of ethics and differing perspectives/ideas.
3. Apply learning in academic, personal, and public situations.
4. Think creatively to develop new ideas, processes, or products.
IV. Examine Relationships in Diverse and Complex Environments

1. Recognize the relationship of the individual to human heritage and culture.
2. Demonstrate an awareness of the relationship of the individual to the biological and physical environment.
3. Develop an awareness of self as an individual member of a multicultural global community.

Course Outcomes

Upon completion of this course, the student can:

Upon completion of this course, the dental assistant will

1. Define the specialty of orthodontics.
2. Describe orthodontic procedures and the dental assistant’s role in each.
3. Identify name and function of orthodontic instruments.
4. Define the specialty of pediatric dentistry.
5. Describe pediatric dental procedures and the dental assistant’s role in each.
6. Perform coronal polishing procedure.
7. Demonstrate placement of amalgam and composite restorations.
8. Define the specialty of periodontics.
9. Describe periodontic procedures and the dental assistant’s role in each.
10. Identify name and function of periodontal instruments.
11. Define the specialty of public health dentistry.
12. Fabrication of temporaries
   a. Single unit
   b. Bridge

Course Outline:

I. Pediatric dentistry
   A. Definition
   B. Procedures
   C. Coronal polishing
   D. Instruments
   E. Coronal polish

II. Orthodontics
   A. Definition
   B. Procedures
   C. Instruments
   D. Oral Hygiene Instructions

III. Periodontics
   A. Definition
   B. Procedures
   C. Instruments
   D. Dental Disease
   E. Oral Hygiene Instructions

IV. Public Health
   A. Definition
   B. Assistant opportunities

V. Pharmacology
A. Overview of drugs
B. Drugs commonly prescribed in dentistry
C. Drugs commonly prescribed in medicine
D. Drug dosage and adverse effects

VI. **Removable and Fixed Prosthodontics**
A. Definition
B. Procedures
C. Instruments
D. Cementing of temporary/permanent crown, bridges and inlays

VII. **Expanded Functions**
A. Fabrication of provisional coverage
B. Temporary fabrication of single unit and bridge
C. Cavity preparation design
D. Condensing and carving of Class I thru VI
E. Finishing and Polishing

**Lab Competencies**

****Students achieving a passing grade of 78% in both lab and lecture will be able to demonstrate proficiency in the following areas, to a degree to commensurate with the grade received.****

**Activities**

1. Prepare treatment room for specialty procedures.
2. Prepare trays for specialty procedures.
3. Perform/assist with specialty procedures
   a. Crown preparation/cementation
   b. Fabrication of temporary crowns
   c. Coronal polishing
   d. Place amalgam and composite restorations
   e. Pulpotomy
   f. Orthodontic bands, archwire, elastics
   g. Recording probe scores
   h. Periodontal dressing
4. Perform/assist with clinical procedures related to each specialty area
<table>
<thead>
<tr>
<th>Week / Date</th>
<th>ASSIGNMENTS</th>
<th>ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Jan. 9-13</td>
<td>Lecture Textbooks and Supplies from Bookstore</td>
<td>Lab Monday: Class Mtg. 10:00-12:00</td>
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<tr>
<td></td>
<td>DAS 225-Overview Course Syllabus</td>
<td>Tuesday: Review over DAS 125, DAH 135, DAH 124 skills for preparation of clinical rotation (This includes lab competencies over the above courses)</td>
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<tr>
<td></td>
<td>Course Requirements for awarding of certificates in Coronal Polishing</td>
<td>Wed. Continue lab competencies</td>
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<tr>
<td></td>
<td>Expanded Function</td>
<td>Review Periodontal Instruments</td>
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<tr>
<td></td>
<td>DAS 250-Overview Course Syllabus</td>
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<td></td>
<td>Clinical Hours</td>
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<td>Absence</td>
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<td></td>
<td>Evaluations</td>
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<td></td>
<td>Professionalism</td>
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<td>Clinical Attire</td>
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<td></td>
<td>Periodontics-Chapter 55-pg. 927</td>
<td>If time permits and proper supplies are available take a Quadrant alginate impression/pour of the typodont provided by your instructor for the following:</td>
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<tr>
<td></td>
<td>Instrument Guide-Chapter 16</td>
<td>Anterior region - #7-#10</td>
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<td></td>
<td>Lecture: Orthodontics-Chapter 60-pg. 1018-1046</td>
<td>Lower left quadrant - #18-#21</td>
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<td></td>
<td>Instrument Guide: Chapter 14</td>
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<td></td>
<td>Pediatric Dentistry-Chapter 57-pg 976-992</td>
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<td></td>
<td>Special Needs and Medically Compromised Patient-Chapter 29-pg. 454-467</td>
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<tr>
<td>Date</td>
<td>Assignment</td>
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<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>4. Jan. 30</td>
<td>Take home exams over the following lectures, Pedo, Ortho and Perio will be posted on BB at 5:00 pm Wednesday, Jan. 25th and due on Friday, January 27th 12:00 noon in BB. Each exam is worth 50 points. Lecture: Removable Prosthodontics- Chapter 52-pg 884 Fixed Prosthodontics-Chapter 50-pg 854 Implants-Chapter 53-pg. 900 Provisional Coverage Chapter 51 pg. 874</td>
<td>Begin fabrication of: Temporary splints *anterior tooth *mandibular posterior teeth Review trays for the following: Crown and Bridge preparation Denture Impressions Lab Take impressions of your typodonts quadrants: a. Maxillary: 6-11 b. Mandibular: 18-21 Impression material: a. Poly vinyl Place prepped teeth in typodont **Requirements: Fabrication of two Single Units-Anterior Fabrication of two bridges-posterior</td>
</tr>
<tr>
<td>5. Feb. 6</td>
<td>**Exam: Fixed and Removable Prosthodontics Lecture: Public Health notes provided **Lecture: Expanded Functions (notes provided) **Terms **Anatomical Features **Mandibular Posterior Teeth **Maxillary Posterior Teeth</td>
<td>Lab Continue fabrication of temps and begin to finalize due the following lab (Feb. 13)</td>
</tr>
<tr>
<td>6. Feb. 13</td>
<td>**Exam: Public Health Lecture: Pharmacology **Lecture: Expanded Functions Anatomical Features: **Maxillary Anterior Teeth **Mandibular Anterior Teeth</td>
<td>Fabrication of temporary single units (2) and temporary bridges (2) due. If there are issues with temporaries I will extend due date to the 27th Replace prepped teeth with original teeth to prepare</td>
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<tr>
<td>Date</td>
<td>Event</td>
<td>Notes</td>
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<td>7. Feb. 20</td>
<td>Academic Holiday-President’s Day</td>
<td>No lab</td>
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<tr>
<td>8. Feb 27</td>
<td><strong>Exam: Pharmacology</strong></td>
<td>Review Anatomical Features</td>
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<td>No lecture continue lab in the lecture time frame 2:00-4:00.</td>
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<td></td>
<td>If there are questions or areas that needed addressed we will hold lecture for an hour and then return to lab</td>
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<tr>
<td>9. Mar. 6</td>
<td><strong>Mid-Term –</strong></td>
<td>Lab: *Finalize Expanded Function Labs</td>
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<tr>
<td></td>
<td>Lecture * Expanded Function Exam</td>
<td></td>
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<tr>
<td></td>
<td>Lecture; Coronal Polish Chapter 58</td>
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<td></td>
<td>Additional notes provided.</td>
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<td></td>
<td>Patient Requirement: 3 Coronal Patients</td>
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<td></td>
<td>Criteria for Patients are listed on Pg. 10.</td>
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<tr>
<td>10. Mar. 13</td>
<td><strong><strong>Spring Break: No Classes or Course Work</strong></strong></td>
<td>No lab</td>
</tr>
<tr>
<td>11. March 20</td>
<td><strong>Lecture: Coronal Polish Exam</strong></td>
<td>Lab: Coronal Polish Class Mate P. 1</td>
</tr>
<tr>
<td>12. Mar. 27</td>
<td>No scheduled Lecture – Time designated to finish Coronal Polish Patients</td>
<td>Lab: Finish required patients (2, 3)</td>
</tr>
<tr>
<td>Date</td>
<td>Events</td>
<td>Outcomes</td>
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<td>------------</td>
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<tr>
<td>13. Apr. 3-7</td>
<td>Clinical Rotation 8:00 am-1:00 pm (5 hours must be completed.)</td>
<td>No LAB</td>
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<tr>
<td>14. Apr. 10-14</td>
<td>Clinical Rotation 8:00 am-1:00 pm (5 hours must be completed)</td>
<td>No LAB</td>
</tr>
<tr>
<td>15. Apr. 17-21</td>
<td>Clinical Rotation 8:00 am-1:00 pm (5 hours must be completed)</td>
<td>NO LAB</td>
</tr>
<tr>
<td>16. Apr. 24-28</td>
<td>Clinical Rotation 8:00 am-1:00 pm (5 hours must be completed)</td>
<td>NO LAB</td>
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<tr>
<td>16 May 2-5</td>
<td>Class over April 28th</td>
<td></td>
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</tbody>
</table>

Course Structure
- Overhead transparencies, lecture and guest speakers will be utilized in this course, PowerPoint presentations.

Technology/Media Component
- Class is taught via interactive television video. Lecture outlines, notes, etc will be e-mailed to students’ KCTCS e-mail account or posted on Blackboard.

Service-Learning (If applicable)
- N/A

Course Requirements and Evaluation
- The final grade is determined by using the total number of raw points earned and dividing that number of points by the total number possible for the theory component. The percentage grade will be converted to a letter grade consistent with the Dental Assisting/Dental Hygiene Integrated Program grading scale (see below). Evaluation tools (i.e. Exams, quizzes, homework, etc) provide raw points to be used in the final grade. For example if an exam has 50 questions it would contribute 50 possible points toward the final grade. If a student gets 45 questions correct out of 50, the points earned would be 45 points. A second examination with 20 points would contribute 20 possible points. If a student got all 20 correct the points earned would be 20 points. To calculate the final grade the total number of points earned is added together (65 for the above example) and divide by the number of possible points (70 for the example). This provides a decimal fraction (0.928 for the example), that is converted to a percentage (92.8% for the example) and is rounded up or down if the percentage is not a whole number (93% for the example). Grades will only be rounded after all points have been earned at the end of the semester. The example student would receive a grade for the course in the theory phase of the course.

**A 78% or above is necessary for passing in each the Lecture, Lab component of the course.**

Exams: Will cover cumulative material.
### GRADE CALCULATIONS

#### Lecture Points

<table>
<thead>
<tr>
<th>Lecture Exams</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orthodontics</td>
<td>50 pts</td>
</tr>
<tr>
<td>Pedodontics</td>
<td>50 pts</td>
</tr>
<tr>
<td>Periodontics</td>
<td>50 pts</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>50 pts</td>
</tr>
<tr>
<td>Public Health</td>
<td>50 pts</td>
</tr>
<tr>
<td>Fixed/Remov Pros.</td>
<td>50 pts</td>
</tr>
<tr>
<td>Expanded Functions Theory Exam</td>
<td>100 pts</td>
</tr>
<tr>
<td>Coronal Polishing Theory Exam</td>
<td>100 pts</td>
</tr>
</tbody>
</table>

**TOTAL LECTURE POINTS** 500 POINTS

#### Lab Points

<table>
<thead>
<tr>
<th>Lab Points</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coronal Polish Patients</td>
<td>17 points each x 3= 51 points</td>
</tr>
<tr>
<td>Crown &amp; Bridge Temporaries</td>
<td></td>
</tr>
<tr>
<td>Single Unit Crown</td>
<td>9 points each x 2= 18 points</td>
</tr>
<tr>
<td>Three-Unit Bridge</td>
<td>22 points each x 2= 44 points</td>
</tr>
<tr>
<td>Expanded Functions Lab Competency</td>
<td></td>
</tr>
<tr>
<td>Class I Amalgam-Composite</td>
<td>2.5 points each x 2= 5 points</td>
</tr>
<tr>
<td>Class II Amalgam-Composite</td>
<td>7.5 points each x 4= 30 points</td>
</tr>
<tr>
<td>Class III Composite</td>
<td>7.5 points each x 2= 15 points</td>
</tr>
<tr>
<td>Class IV-Composite</td>
<td>7.5 points each x 4= 30 points</td>
</tr>
<tr>
<td>Class V- Amalgam-Composite</td>
<td>2.5 points each x 2 = 5 points</td>
</tr>
</tbody>
</table>

**TOTAL LAB POINTS** 198 Points

**TOTAL POINTS POSSIBLE** 698 POINTS

It is the student’s responsibility to obtain a copy of any handouts, notes or other teaching material that have been missed due to an absence. Examinations and quizzes must begin at an assigned time. If examination is in progress and the student is tardy, the student may take the examination or quiz but it must be completed at the time announced at the beginning of the exam. If a student is absent during an examination, the make-up examination will be given on a specific date outlined in the syllabi. No exceptions will be made to these guidelines for taking make-up examination. It is the responsibility of the student to contact the faculty to schedule make-up examinations.

**Special Considerations pertaining to Certificates awarded:**

**Coronal Polishing**

The Kentucky Board of Dentistry requires that you pass the Coronal Polishing Exam with a score of 75% or higher to receive the certificate for Coronal Polishing. If you fail to score a 75% or higher you will be required to retake the exam a second time, but that will be the only other attempt available during the DAS 225 course. This 2nd attempt is also available to any student that would like to try to improve their grade.
from the 1st Coronal Polishing exam given. Your grade from the 1st exam and 2nd will be averaged together to give you one total grade for Coronal Polishing exam points designated in the course of 100 points. That averaged grade must be a 75% to receive the certificate and that averaged grade will be the grade that is recorded in the grade book and averaged with all other exam grades for DAS 225. The Coronal Polish Lab component requires you to pass with a 78% or higher.

### Coronal Polishing Patient Selection Criteria

*Lab Competency Evaluations*

- Must have Full Dentition (28 permanent teeth)
- Be between the ages of 16-50
- No Immediate compromising health conditions
- Require NO Pre-Medications
- No recent cleaning/prophylaxis within last 6 months
- No obvious calculus or gross decay
- No excessive Fixed Prosthodontics (Must be evaluated by clinical instructor before competency can be performed)

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Expanded Functions

A 78% is required on the written and lab exam for Expanded Functions for the student to be awarded a certificate from Big Sandy Community & Technical College in Expanded Functions of the Dental Assistant.

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Cell phones will not be tolerated in lectures or labs. You will be required to leave your phone in your locker or place them in a basket at the front of the classroom. If your phone is on you will be dismissed from class for the day and participation points will be adjusted. You will also attend a conference with a program faculty member and program coordinator for a documented reprimand. Repeated reprimands could result in dismissal from the program.

If you need to be contacted due to an emergency you may be reached at one of the following numbers:

- Prestonsburg 606-886-6752
- London 606-877-1421

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I. PROFESSIONAL ETHICS

1. Patient Confidentiality will be maintained at all times.
2. Performs all procedures in a professional manner by displaying a positive attitude.
3. Accepts constructive criticism gracefully.
4. Cooperates with staff, instructors, and other students.
5. Abides by dress code and other regulations.

II. PROFESSIONAL CONDUCT

1. Discovers the patient’s needs.
2. Expresses concern for patient’s welfare.
3. Uses care in managing oral tissues.
4. Communicates effectively with patients.

III. PROFESSIONAL APPEARANCE—Student Must

1. Wear a Student Nametag at all times during lab involving patient contact.
2. Hair must be clean and moderate in style with sides secured away from face. Hair that is shoulder length and longer with sides secured away from the face and worn back or up so that it does not swing freely forward.
4. Fingernails are to be short (not extend much beyond the pad of the finger) and well-manicured (free from hangnails, torn cuticles, no biting of nails).
5. No nail polish may be worn other than clear. A non-scented hand lotion may be worn.
6. Personal hygiene is to be practiced each day. A shower should be taken daily and deodorant applied.
7. Plaque must be removed daily. Food and smoking odors are to be removed before patient treatment.
8. Wear a gray lab jacket with cuffed sleeves.
10. Wear clean black mid-calf socks.
11. Safety Glasses or in case of corrective lenses, side shields must be worn.
12. No jewelry, except small stud earrings no larger than indicated by guide symbol (only one pair per ear).
13. No rings, neck jewelry, bracelets, or body piercing jewelry.
14. Gloves are required to be worn during each patient’s treatment.
15. During inclement weather, it is suggested that regular clothes and shoes be worn and then changed into clinic attire once you arrive.
16. Absolutely, absolutely, no cell phones, pagers, food or beverages.
17. Students should refrain from using any tobacco products during the scheduled clinical hours.
18. Students are not to use chewing gum during clinical hours.
19. No tattoos exposed, must be covered.
Clinic Manager
Students will be assigned a rotation as clinic manager. Certain tasks will be completed during the rotation as clinic manager that will involve the daily opening and closing of a dental facility. Failure to perform clinic manager duties correctly will result in a 5 point deduction per occurrence from the total lab points available for the course, which could result in failure of the 225 course.

Faculty/Student Conferences
Students will meet with your laboratory instructor at midterm to review progress and discuss any relevant questions/concerns. In addition, students will meet with clinical instructor to review progress on clinical externship. Written documentation of the meetings will be given to the course coordinator.

How to Calculate Final Grade:
The final grade is determined by using the total number of raw points earned and dividing that number of points by the total number possible for the theory component. The percentage grade will be converted to a letter grade consistent with the DA/DH Integrated Program grading scale (see below). Evaluation tools (i.e. Exams, quizzes, homework, etc) provide raw points to be used in the final grade. For example if an exam has 50 questions it would contribute 50 possible points toward the final grade. If a student gets 45 questions correct out of 50, the points earned would be 45 points. A second examination with 20 points would contribute 20 possible points. If a student got all 20 correct the points earned would be 20 points. To calculate the final grade the total number of points earned is added together (65 for the above example) and divide by the number of possible points (70 for the example). This provides a decimal fraction (0.928 for the example), that is converted to a percentage (92.8% for the example) and is rounded up or down if the percentage is not a whole number (93% for the example). Grades will only be rounded after all points have been earned at the end of the semester. The example student would receive a grade for the course in the theory phase of the course. A 78% or above is necessary for passing in each the lecture/lab/clinical part of the course and progressing in the program.

Make-up Exam:
If a make-up exam is necessary, 5% will be automatically deducted. Make-up exams may be a different exam and format. Any missed quiz will result in a score of 0 for that quiz. No make-up quizzes will be allowed.

Make-up exams will be given the following week after the date of the missed exam.

Students requiring a make-up exam must contact the course instructor at each site in order to schedule their individual exam. Make-up exam must be completed within one week of missed exam date. If a student fails to contact an instructor in order to make arrangements for a make-up exam the student will receive a zero score for the exam.

Exams and quizzes must begin at an assigned time. If an exam is in progress and the student is tardy, the student may take the examination or quiz but it must be completed at the time announced at the beginning of the exam.

Student exams are the property of the Dental Assisting/Dental Hygiene Integrated program. Upon completion and grading of exams students will be given an opportunity to review the exam in order to record their grade and to see which questions were answered incorrectly. At the end of the review students will initial the exam as proof that they were given the opportunity to review the exam. After this review has taken place the student will have no further access to the exams, except at the discretion of the instructor.
EXAM ENVIRONMENT:  
A student having a concern about classroom conditions that have interfered with the ability to concentrate on an exam, must make this concern known to the exam proctor at the time the student becomes aware of the concern and no later than the time when the exam is turned in. This allows for the concern to be rectified or accommodated in a fair and equitable manner.

REVIEW OF EXAM:  
Students may make individual appointments within 5 business days of an exam to review their exams or attend the classroom review date. Students may challenge an exam question in writing by submitting referenced rationales for their answer within 5 business days following an exam. The faculty will review only written challenges with rationales. A student may challenge a question on the final course exam by the last day of finals week. Faculty will respond within 5 business days.

LECTURE/LAB GRADE:  
The clinical/lab grade is calculated using the same method as the one for the theory grade. The instructor evaluates the student’s clinical performance daily and any unsatisfactory clinical/lab performance may result in points being deducted from the total number of points possible for that lab day. The student will be given feedback concerning any unsatisfactory performance and all points deducted will be reflected on the lab form.

****You must earn a 78% or greater average in each of the lecture/lab components for your final grade to be calculated as explained above. *****

<table>
<thead>
<tr>
<th>GRADING POLICY</th>
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<tbody>
<tr>
<td><strong>A=</strong> 94-100</td>
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<tr>
<td><strong>B=</strong> 86-93</td>
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<tr>
<td><strong>C=</strong> 78-85</td>
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<tr>
<td><strong>D=</strong> Less than 78</td>
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Attendance Policy  
Attendance is an essential aspect of being a valuable member of any profession. Dental Assisting is no different. Therefore class attendance is an imperative component to your success in this program. As a result, attendance and tardiness will be documented for all class sessions. If you need to leave early, you must notify the course instructor. As noted earlier, any student who has 4 sessions unexcused absences (as defined in the BSCTC Code of Student Conduct, or not otherwise pre-arranged with course instructor, will receive a failing grade in this course.

Attendance will be documented for each lecture and lab. Also, if you are tardy for a lecture or lab, you must gain instructor approval to enter. If you need to leave early, you must notify the course instructor. A valid excuse is one that is written, dated, and signed by a doctor, lawyer, etc. on office letterhead. Children are not permitted in lectures or labs. If your child is a patient in the clinic, he/she may not be left unattended while you are in clinic, lecture, or lab. **Cell phones and pagers must be turned off while you are in clinic, lecture, and lab.**
**Attendance Policy - Lecture/Laboratory**

Students are expected to attend all lecture, laboratory sessions, participate in class discussions, complete lab assignments as instructed, and complete all examinations and proficiency evaluations as outlined in the course syllabus. If you are unable to attend lecture or lab, you must notify:

1. Olivia Ritchie (by email)
2. Your laboratory instructor if you are missing a lab session

Each student will be allowed 1 absence from lecture and 1 absence from lab, with or without a written excuse. Absences in excess of 1 (for either lecture or lab) will result in a reduction of 2 points (for each absence in excess of 1) from your final course grade. The course coordinator will determine if the absence is excused or unexcused based on each student’s circumstance for missing. A physician’s statement may be required.

Three tardies will equal one day’s absence from the involved course.

A student who is more than 15 minutes late for lecture/lab is considered an unexcused absence.

Regardless of the reason for the absence, each student is responsible for all class materials and information missed the day of the absence. In case of inclement weather, the student is responsible for listening to local television or radio stations for information regarding school closings or delayed schedules. Unless school is officially closed, we will meet.

**Inclement Weather**

In the event of inclement weather, listen to the local television or radio stations for school closings. It is the student’s responsibility to contact the externship site to see what the schedule is for the day.

**Laboratory Requirements**

The laboratory portion of this course is designed to assist you in a better understanding of dental assisting techniques and procedures. Laboratory assignments are graded according to the requirements posted with the laboratory information.

The following are some basic guidelines to follow:

1. Be on time and prepared for lab
2. All work areas must be clean before leaving the lab
3. Students are expected to wear neat, clean uniform attire and adhere to laboratory protocols for safety, hazardous materials, and infection control.

**Late Assignment Policy**

No late assignments will be accepted. Assignments must be to the instructor by 12:00 noon on the due date unless other times are specified for special assignments.

**Withdrawal Policy**

Any student withdrawing from Big Sandy Community and Technical College without following proper withdrawal procedures shall not receive a grade report or school
transcript and may be denied re-entry. Failure to attend class does not constitute official withdrawal. Arrange a conference with the DA coordinator and respective faculty prior to withdrawing from any course. Withdrawing from one course within the DA/DH Integrated Program will withdraw you from the program the following semester.

<table>
<thead>
<tr>
<th>LIBRARY ACCESS:</th>
<th>Students have access to the Kentucky Virtual Library (KYVL). The KYVL user ID and password are changed each semester. The password and user ID will be provided by the faculty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-MAIL:</td>
<td>Student assignments will require that the student access their KCTCS e-mail to send responses and attachments. Students will be responsible and accountable for learning how to perform the required computer (e-mail &amp; WEB) tasks. Some available resources other than the student’s home computer are: public libraries, BCTC library. <a href="https://webmail.kctcs.edu">https://webmail.kctcs.edu</a></td>
</tr>
<tr>
<td>CONDUCT:</td>
<td>It is the expectation of both the dental assisting faculty that students will conduct themselves with a professional demeanor. Any unprofessional behavior, breach of confidentiality or slander concerning clients/residents or peers will necessitate immediate expulsion from the classroom/clinical lab setting and a referral conference with faculty and the DA coordinator. The student will be counted absent for any time-missed secondary to such an infraction and may be subject to dismissal from the DA/DH Integrated program dependent upon the nature of the offense(s). No disruptive conduct will be tolerated: this includes telecommunication devices. No food is to be consumed while in the classroom, beverages are permitted. Failure to keep the classroom environment clean may result in a loss of this privilege.</td>
</tr>
<tr>
<td>POLICY ON CHEATING:</td>
<td>The KCTCS Code of Student Conduct states the following about cheating: “Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one’s academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.” Cheating will not be tolerated, and anyone involved in or contributing to such action will be dealt with according to the outlined sanctions for academic offenses.</td>
</tr>
</tbody>
</table>
| REASONABLE ACCOMMODATION: | Any student having a mental or physical disability which may limit one or more of the individuals major life activities, specifically his/her performance in this course, must inform the instructor of such disability as soon as possible and no later than the end of the second class meeting. Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact a staff member in Disability Support Services (DSS) office. Please do not request accommodations directly from the professor or instructor.

<table>
<thead>
<tr>
<th>BSCTC</th>
<th>Janie Beverly</th>
<th>(606)886-7359</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCC</td>
<td>Mary Petry</td>
<td>(606)679-8501</td>
</tr>
<tr>
<td>STATEMENT OF HEALTH STATUS:</td>
<td>It is the students’ responsibility to inform the course / clinical faculty of any health problems that could impair performance or jeopardize the safety of self or others. The student must report any change in health status to the DA coordinator and faculty as soon as possible.</td>
<td></td>
</tr>
</tbody>
</table>
IMMUNIZATIONS/PPD/CHEST X-RAY: Students must complete all the required immunizations. A negative PPD (tuberculosis skin test) must be obtained prior to entering the first semester of the program and thereafter (annually or more often if required by the clinical facility) in order for students to practice in the clinical facilities. Students with positive PPD’s or who convert from negative to positive status must submit the results of a chest x-ray which shows no active disease and proof of treatment if applicable, per the requirements of the clinical facilities. It is the student’s responsibility to bring copies of medical reports and PPD/chest x-ray updated reports to the faculty at the beginning of each semester. Some clinical facilities may have additional requirements. If so, the student must meet the facility specific requirements in order to participate in a course’s clinical requirement. If a facility does not allow a student to participate in a clinical setting, the student may not be able to complete the clinical objectives and therefore may not be able to continue in the program.

Special Screening: Health care facilities may require drug screening at student expense.

SAFETY PROCEDURES:

Safety requirements are based on accepted standards of safety, which are appropriate to the particular clinical facility, laboratory, and/or classroom in which training is provided. Instructors will continually monitor safety practices and procedures.

INSTITUTIONAL CLOSING:

The student can expect that classes and any clinical activities will be conducted regardless of inclement weather conditions unless specifically announced to the contrary on local radio/television broadcasts. It is the student’s responsibility to listen to local multi-media sources to establish knowledge that classes have been canceled. If a class or clinical/lab is cancelled due to any reason including inclement weather, assignments will be provided on the WEB per the course site of www.kyvu.org or per the student email site of https://webmail.kctcs.edu. It is the student’s responsibility to check both these web sites and students are accountable for all assignments.

Snow/Bad Weather Policy

BSCTC Weather or Emergency Closing Information

Inclement weather or other emergencies may cause BSCTC classes to be cancelled or delayed. If classes are delayed, you are to report to school at the announced time and attend the class where you would NORMALLY be at that time. Information about cancelled or delayed classes will be posted on the BSCTC website. Many local radio and television stations will also carry announcements. Instructors may send email messages and/or Blackboard announcements regarding assignments for a class that was cancelled. Students are responsible for checking these sources for such messages.
Student Agreement

As a student enrolled in Dental Assisting II, you have received an electronic copy of the course expectations/requirements defined within the syllabus. It is your responsibility to review the syllabus prior to each learning experience, thus assuring preparedness and noting projects, assignments, deadlines, etc. The faculty reserves the right to make necessary changes in the syllabus at any time during the semester as deemed necessary. In such an event you will be notified verbally, and in writing/electronically. Adhering to the course syllabus will benefit your academic success.

Student Signature: ______________________________ Date: ____________

DAS 225 - Dental Assisting II

I have read and understand and accept the terms of this syllabus.

__________________________________________ Date
Student's Signature

__________________________________________ Date
Instructor – Olivia Ritchie CDA, EDDA, MS