# DENA 151

# with associated DENA 150L and DENA 150C

# Dental Assisting Theory 2

# Syllabus – Spring 2011

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| **Instructor** | Tonja Bowcut, CDA | **E-mail** | tbowcut@csi.edu |
| **Phone** | Office 208-732-6708  Cell 208-431-2324 | **Office Hours** | Vary  Posted by office door. |
| **Office** | HSHS 125 | **Class**  **room** | HSHS 241  Tuesdays 8:00 to 9:50 |
| **Start Date** | January 18, 2011 | **End Date** | May 10, 2011 |
| **Lab Hours** | HSHS 187  Fridays 8:00 to 9:50  Or  10:00 to 11:50 | **Clinic Hours** | Various dental offices throughout the Magic Valley. Monday & Wednesdays 8 am to 5 pm  Hours may vary somewhat due to individual office schedules. |

### Description:

The student is introduced to the skills in chair side procedures and assisting in a variety of dental procedures. The student learns selected laboratory procedures including the proper use, maintenance, and safety of laboratory equipment.

### Pre-requisites & Other Requirements:

BIOL 127 and successful completion of all first semester program required DENA courses with a “C” or better.

### Required Textbooks and Supplies:

College of Southern Idaho Dental Assisting Program Handbook

Phinney D., Halstead J., (2008). Delmar’s Dental Assisting: A Comprehensive Approach, Third Edition with Practice Software and Interactive Skills & Procedures Software, ISBN 1-4018-4873-9. Delmar Thompson Learning

Dofka C., (2007). Dental Terminology, Second Edition, ISBN 1-4180-1522-9. Delmar Thompson Learning

Boyd L., (2009). Dental Instruments: A Pocket Guide, Third Edition,

ISBN 1-4160-4619-6. Elsevier/Saunders

Bird D., Robinson D., (2009). Torres and Ehrlich Modern Dental Assisting w/ Interactive Dental Office Software, Ninth Edition, ISBN 0-4160-4245-7. Elsevier/Saunders

Bird D., Robinson D., (2009). Student Workbook to Accompany Torres and Ehrlich Modern Dental Assisting, Eighth Edition, ISBN 0-4160-4990-6. Elsevier/Saunders

### Course Goals:

Develop an understanding of dental procedures including the specialties, along with the role each plays in dentistry.

1. Identify basic dental procedures along with the instruments, materials, equipment and the sequence in which it is used.
2. Introduce students to the clinical setting and working environment of the dental facilities while providing positive reinforcement of procedures and skills.
3. Provide instruction and competencies for the Expanded Functions of the State of Idaho.

**Course Objectives:**

Upon completion of this course the student will**:**

1. Demonstrate admitting and seating the patient.
2. Demonstrate instrument transfer using a selection of instruments.
3. Demonstrate the proper use of a dental mirror.
4. Demonstrate the correct grasp and use for hand instruments.
5. Transfer instruments using the single-handed technique.
6. Transfer instruments using the two-handed technique.
7. Use the dental mirror intraorally.
8. Use a dental instrument intraorally.
9. Identify examination instruments.
10. Identify hand (manual) cutting instruments.
11. Identify restorative instruments.
12. Identify accessory instruments and items.
13. Identify dental handpieces and correctly attach them to the dental unit.
14. Identify accessories and correctly attach them to the low-speed handpiece.
15. Identify rotary cutting instruments and correctly attach them to the appropriate dental handpiece or attachment.
16. Prepare the setup and assist an amalgam procedure.
17. Prepare the setup and assist a composite procedure.
18. Assemble a universal retainer and matrix band.
19. Prepare a dental dam setup and place the dental dam on a manikin.
20. Place and remove elastomeric orthodontic separators.
21. Identify basic oral surgery instruments.
22. Identify basic endodontic instruments.
23. Identify basic hygiene instruments.

### Outcomes Assessment:

The didactic portion of the course is evaluated through the use of written tests, classroom quizzes, assignments from the *Student Workbook to Accompany Torres and Ehrlich Modern Dental Assisting*, and various other projects*.* Students must maintain a “C” average or 70% throughout the course.

The lab portion is evaluated with competency sheets that are provided in the *Student Workbook to Accompany Torres and Ehrlich Modern Dental Assisting.* The student, a peer, and the instructor all use the same sheet to evaluate the procedure performed. Videotaping is also a form of evaluation used. The student is given two attempts to receive a passing score of eighty percent or above.

The clinical portion is evaluated by the use of evaluation forms, provided by the instructor to the clinical site. The clinical site will evaluate the student as satisfactory or unsatisfactory according to the criteria on the evaluation form. The student also fills out an evaluation form on the clinical site. Unsatisfactory evaluation forms could lead to dismissal from the Dental Assisting Program.

### Policies and Procedures:

The Dental Assisting Program Student Handbook will be followed for any policy or procedure not specifically outlined within this syllabus.

### Attendance:

Attendance is not an option; it is mandatory and is required in all portions (lecture, lab and clinical) of the class. Attendance is used as a portion of the final grade. A failing grade may be given due to low or lack of attendance.

Each lecture period is worth 10 points. One class period may be missed without point deduction. If more than 15 minute portions of class are missed (coming in late or leaving early) it will result in a 5-point deduction.

Completion of lab skills covered in the lab portion is part of the requirement to successfully pass. Failure to complete the skills within the specified time frame can result in an unsatisfactory lab grade and dismissal from the Dental Assisting Program. Additional lab classes or a switch in lab times may be given but must be approved of by the instructor.

Failure to attend all scheduled clinical sessions can result in a failing clinical grade and dismissal from the Dental Assisting Program. **In the event of an illness, it is the student’s responsibility to notify the Program Manager and the clinical facility at least one hour** **prior to the scheduled arrival time**. In the event of a clinical absence, the student is responsible to meet with the Program Manager and make arrangements for remediation.

### Assignments:

Assignments will be given from the *Student Workbook to Accompany Torres and Ehrlich Modern Dental Assisting,* and various other sources, as the instructor deems necessary. All assignments are due at the next scheduled class period (if it is a lecture class the assignment is due at the next scheduled lecture class, if it is a lab class the assignment is due at the next scheduled lab class), unless otherwise specified. If an assignment is late and an extension has not been issued, 10% of the total points will be deducted each day up to the 5th day. No credit will be given after 5 days; however the assignment must still be completed and turned in to meet class requirements.

### Quizzes:

The instructor reserves the right to give a quiz at any given time during the scheduled classroom time with no prior notice. Quizzes may not be made up regardless of the reason missed.

### Examinations:

Written tests will be given at the discretion of the instructor with at least one-week advance notice. If a student notifies the instructor, prior to scheduled class time, of an absence on the day of a scheduled test, the test may be taken on the first day of return to class. The earned score will be recorded. If a student fails to notify the instructor of an absence (for any reason) on the day of a scheduled test, the test may be taken on the first day of return to class. Seventy-five percent (75%) of the earned score will be recorded. NO retakes on any test are allowed. Tests given in the Testing Center will remain there for one week and must be taken by the deadline. No exceptions. Final examinations will be given during finals week according to the college-wide schedule. Failure to take the final examination will result in a failing grade for the course and dismissal from the Dental Assisting Program.

### Grading Scale:

Grades will be calculated in the following manner:

1. Lecture -

Assignments – 35% - points to be determined

Attendance – 10% - 150 points available

Quizzes & Unit tests – 35% - points to be determined

Final exam – 20% - 200 points available

1. Lab –

Attendance – 20% - 150 points available

Lab Competencies - 60 % - points will vary and are to be determined

Lab Final – 20% - points to be determined.

1. Clinical –

Attendance – 50% - points are determined by clinical hours available

Site evaluations – 35% - 200 points available

Student evaluations – 15% - 100 points available

### Available Resources on Campus:

1. Campus Dental Lab – HSHS 187
2. Campus Testing Center – 2nd floor in the Meyerhoeffer Building
3. Computer Labs – CSI Library 1st floor Meyerhoeffer Building,

and HSHS Building room 238

1. CSI Library – 1st floor in the Meyerhoeffer Building
2. Peer Tutoring Program – 2nd floor in the Meyerhoeffer Building located in the Academic Development Center.

For a more complete listing and descriptions please refer to the College of Southern Idaho Student Handbook.

**On-line course evaluation statement:**

Students are strongly encouraged to complete evaluations at the end of the course. Evaluations are very important to assist the teaching staff to continually improve the course. Evaluations are available online at: <http://evaluation.csi.edu> Evaluations open up two weeks prior to the end of the course. The last day to complete an evaluation is the last day of the course. During the time the evaluations are open, students can complete the course evaluations at their convenience from any computer with Internet access, including in the open lab in the Library and in the SUB. When students log in they should see the evaluations for the courses in which they are enrolled. Evaluations are anonymous. Filling out the evaluation should only take a few minutes. Your honest feedback is greatly appreciated!

**Disabilities:**

Any student with a documented disability may be eligible for related accommodations. To determine eligibility and secure services, students should contact the coordinator of Disability Services at their first opportunity after registration for a class. Student Disability Services is located on the second floor of the Taylor Building on the Twin Falls Campus. 208.732.6260 (voice) or 208.734.9929 (TTY).

**CSI E-mail**

CSI uses Google Eaglemail.  Since email is the primary source of written communication with students, all registered CSI students get a college email account.  Instructors and various offices send messages to these accounts.  Student e-mail can be accessed from <http://eaglemail.csi.edu> **.** Students must check their **CSI e-mail accounts regularly to avoid** missing important messages and deadlines