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**COURSE SYLLABUS**

**DENTAL ASSISTING**

SCHOOL YEAR 2023-2024

INSTRUCTOR: JEANETTE THOMPSON

[JeanetteT@SpokaneSchools.org](mailto:JeanetteT@SpokaneSchools.org)

PHONE 509-354-7431

OFFICE PHONE 509-354-7470

ATTENDANCE LINE 509-354-7400

ROOM S201

OFFICE HOURS: MONDAY – FRIDAY (7:30-8:10AM) AND (2:00PM-3:00PM)

THE PRE-DENTAL ASSISTING CLASS IS LOCATED IN THE

NEWTECH MAIN BUILDING S201

4141 N. REGAL STREET

SPOKANE, WASHINGTON

99207

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| --- | --- | --- |
| **Google Classroom Codes:** | Year 1:  D3y6vwc | Year 2:  7fhg7qx |

**DESCRIPTION**

**Welcome to the Dental Assisting program. This is your opportunity to experience the wonderful and exciting world of dentistry. Your success depends on your hard work and commitment.** **All students will have the opportunity to**:

* Job shadow/work-based learning experience
* Earn advanced college credits from Spokane Community College’s Dental Assisting program
* Develop a portfolio
* Earn a program certificate to place in your portfolio
* Design and deliver a community service project through group and teamwork
* Develop and practice effective communication and leadership skills

**The goals and objectives of this program are**:

* To develop responsible, efficient, and professional individuals who will be successful in post- secondary education
* To provide the necessary information so students can make an informed decision on the dental career of their choice
* To equip all students with basic leadership, employability, and knowledge
* To give a head start on the career path of Dental Assisting

**Teaching Philosophy Dental Careers**

The primary goal for this course is to introduce students to the field of dentistry and to train them to work in the industry. I have high expectations for the students but offer support to help them succeed. The goal is to teach the necessary skills that the dental field requires and hold them responsible and accountable to implement what they have learned. The skills learned are applied to a job setting or the college credits earned can be applied to additional schooling. I also teach professionalism, punctuality, and appropriate appearance for industry expectations. Students have exposure to the community by job shadows, industry guest speakers and local leadership opportunities. I believe in capitalizing on each students’ individual strengths and abilities while helping them develop their clinical skills. To maximize learning, I focus on the “light at the end of the tunnel” vision.

## ORGANIZATION

To receive college credit/certificates the student must complete all the following areas with “B” average or higher. Note: **this is subject to change as needed**

First Year

* Infection Control
* HIV/AIDS training
* Leadership, Career Preparation, Personal & Professional Development
* Restorative materials, cements, bases, liners and bonding agents
* Knowledge of Basic Dental Sciences
* Professions and Specialties
* Promote Oral Health
* Prepare to Provide Treatment
* Prepare portfolios

Second Year (Student that has completed all the first-year requirements)

* Manage Hazard Communication
* Perform Patient Assessment
* Restorative Procedures
* Perform Supportive Tasks
* Perform Preventive Procedures
* Basic Dental Sciences
* Introduction to Radiography
* Leadership-lab/clinic management, design a presentation that will be presented by the students for career fairs and educational recruitment of NEWTech.
* Anatomy and Physiology

Textbooks and Software:

* Dental Assisting: A Comprehensive Approach Edition 5 online
* Eaglesoft software

**GRADING CRITERIA- SEMESTER OR TRIMESTER GRADES AND CREDITS**

If you are a semester student, you will receive 3 (.5 credits) on your report cards. Trimester students receive 2 (.5 credits).

The credits will be a combination of both theory & lab/clinical and professional skills scores.

**Knowledge**: This portion of the grade is composed of average points from assignments and tests and is 33% of your grade. All assignments and tests are due on the assigned date.

**Skills/Lab**: This portion is composed of lab competencies and projects and are 33% of your grade.

**Employability/Professional**: These scores will be combination of attendance, professional appearance and conduct, and cleanup responsibilities and leadership. Employability will be 34% of your grade.

**GRADING SCALE**

Grading will be as follows:

100-94 = A

93-86 = B

85-78 = C

77-70 = D

69 and below = F

**Program Benefits:**

* 3 high school credits
* Earn high school lab science credit
* Career experience (work-based learning)
* Professional connections and volunteer opportunities
* Successful completion of the program with a B (86%) grade or higher will earn college credits to SCC Dental Assisting Program.
* Competency certificate each year.

**Industry Certifications/Credits:** (\* indicates a test fee applies)

* Healthcare Provider CPR/First Aid \*
* Bloodborne Pathogens (7-hours HIV/AIDS)
* Health Information Portability Accountability Act (HIPAA) training.
* Registered Dental Assistant (RDA). The WA State Department of Health requires a valid social security number to obtain licensure in the state.
* 21st Century Professionalism Certificate
* HIV Certificate
* DANB Infection Control National Certification\*

## ATTENDANCE POLICY (ALSO SEE STUDENT HANDBOOK FOR COMPLETE SKILLS CENTER POLICY)

NEWTech’s goal is to prepare students for the workplace. “In the real world” most people work every day and are held accountable if they do not show up or are not effective at their job. This policy is designed to help the student transition from student to employee.

When a student is absent, a parent or guardian must clear the absence (unless the student has adult status) within two days by calling the 24-hour recorded attendance line at 354-7400. If the absence is not cleared within two days, the absence will be treated as a truant. Students must also call my office number to report their absence @ 354-7431 no later than two hours prior to the start of class. This is to get you in the habit of industry standards when you enter the workplace.

A student may not be allowed to participate in work-based learning if they have the following:

* “Truant” on the attendance record.
* Students have more than 5 excused absences for each grading period.

**Program Fees Student is Responsible for.**

CPR card $5.50

Nametag $3.50

Pin for Pinning Ceremony $10.50

**College Credits**

College CTE Dual Credit Program This course is CTE Dual Credit approved and articulated with CCS. Students who demonstrate proficiency of the college course competencies by receiving the appropriate grade for EACH semester enrolled in the articulated high school class, may earn college credit through the College CTE Dual Credit program. Only students who meet deadlines and eligibility requirements will be awarded college credit. Participation in the CTE Dual Credit program is voluntary. High school students registered in the Student Enrollment Reporting System (SERS) for CTE Dual Credit will follow CCS student policies for transcription of credit as the high school grading system may not exactly align with the College’s. Credit and/or grades will not be removed once they have been transcribed

**COLLEGE CREDIT**: You may be eligible to receive college credit (free) for Spokane Community College’s Dental Assisting program

**1ST YEAR**

CHAIRSIDE RELATED THEORY 112 – **3 COLLEGE CREDITS**

CHAIRSIDE LAB/ INFECTION CONTROL 109 - **1 COLLEGE CREDIT**

DENTAL MATERIALS THEORY 116 - **2 COLLEGE CREDITS**

LAB DENTAL MATERIALS 117  **1 COLLEGE CREDIT**

SURG 105 BLOODBORNE PATHOGENS– 1 **COLLEGE CREDIT**

**2ND YEAR**

DENTAL ANATOMY 118 – **4 COLLEGE CREDITS**

DANB National Exam for Infection Control Certification (fee for exam)

* You must register online and obtain a TP1 number, and both you and your parents must sign a consent form kept on record to receive the credits that you have earned.
* Maintain a “B” average in all subject areas. The instructor will submit these grades online when you have completed the required subject areas
* **Please note**: This does not register you for the dental assisting program at SCC. You must apply with the community college and go through the required process.

## CLASS RULES, INSTRUCTOR EXPECTATIONS

* Please arrive to class on time. Be prepared (supplies with you) and ready to work. Start on entry task as soon as you enter the room.
* Please have your scrubs on, hair back and ready for work in the first 10 minutes of class. No open toed shoes, flip-flops, or sandals. (This is a safety issue) No large hoop type of dangly earrings (also a safety issue) Small stud earrings are okay. No midriff showing, no cleavage showing, no low-riding pants that show your underwear. Please limit perfume or cologne (some people are allergic) and no excessive make up or face jewelry. No acrylic nails or fingernail polish. Long hair needs to be pulled back.
* Treat fellow classmates and your instructor with respect. Raise your hand to ask questions and don’t interrupt when others are speaking.
* No cell phones, iPods, or other electronic devices allowed without prior permission of the instructor.
* No food or drinks allowed during lab times. All beverages must have a lid or cap. No open containers
* Do not touch equipment that you have not been trained or instructed to use.
* Clean up your area before you leave each day (push in your chair, don’t leave trash or paper, and take all your belongings).

**Please sign and date and return this page only to instructor.**

**I have read, understand and agree to follow the protocols in the Dental Careers Syllabus:**

Student Signature/Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature/Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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