DAT 177 – Dental Office Experience  
Health Sciences – Expanded Duty Dental Assisting  
Summer 2015

**Catalog Course Description:** This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experiences in all areas of dentistry including nitrous oxide sedation.  
**Prerequisite(s):** DAT 183, DAT 127, DAT 174  
**Credit Hours:** 7.0 Total Credits  15.0 Contact Lab Hours  2.0 Lecture Hours  
**Departmental Website:** [http://www.midlandstech.edu/dental](http://www.midlandstech.edu/dental)  
**D2L Brightspace Login Page:** [https://elearn.midlandstech.edu](https://elearn.midlandstech.edu)  

**Instructor:**  
**Lecture:** Elaine G. Evans, CDA, BHS  
**Office:** AC 339  
**Telephone:** (803) 822-3453  
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**Program Assistant:** Rhonda Kirkland, AC 342; 803-822-3439 – kirklandr@midlandstech.edu  
**Program Director:** Elaine Evans, CDA, BHS; 803-822-3453 – evanseg@midlandstech.edu

**Class Schedule[s]:**

**Textbook(s):**  
- Mosby’s Comprehensive Review of Dental Assisting  
- Mosby’s Review Questions and Answers for Dental Assisting  
- Modern Dental Assisting, Doni L. Bird, Debbie S. Robinson  
- Monitoring Conscious Sedation Allied Dental Personnel, Martha H. Hanks, DDS

**Course Objectives:** Upon completion of this course the student will be able to:  
1. Assist at chairside for general dentistry and dental specialty practices  
2. Effectively place sealants during a children’s dental clinic rotation  
3. Provide patient with anxiety relief by monitoring nitrous oxide sedation  
4. Provide effective presentation to review classmates on a specific dental topic  
5. Prepare for exit exam

**Course Outcomes and Competencies:**  
**Intended Course Outcome #1:** Students will demonstrate competency in assisting skills for all areas of dentistry.

**Course Competency:** Dental Assisting students will perform duties chairside during externship clinical rotations as permitted in the South Carolina Regulations for Expanded Duty Dental Assistants.

**Measurement Instrument, Success Criteria and Data Collection Cycle:** Students will achieve the required score on clinical site evaluations.

**Intended Course Outcome #2:** The student will demonstrate career entry knowledge that will be required to be awarded the Certified Dental Assistant designation by the Dental Assisting National Board.
**Course Competency:** Students will achieve the required score on the exit exam prepared from objectives reviewed during students’ course presentations, class assignments, and homework assignments.

**Measurement Instrument, Success Criteria and Data Collection Cycle:** Students will achieve the required score on the exit exam.

**Course Attendance:** There are only 2 eight hour days as cuts in this rotation, but if an emergency should arise provisions have been made to make up the days on the week of final exam. If for any reason a student cannot be present for an assignment, it is essential that he/she call his/her instructor. The student must then inform the assigned dental office of the reason for absence. FAILURE TO DO BOTH OF THESE WILL RESULT IN A “0” FOR THAT WEEK. You are responsible for all material and announcements presented, whether you are present or absent. The week of July 4th will be an opportunity to make-up required clinical externship time. (class may or may not meet all or part of that week) Students are required to average 26 in office contact hours per week on externship rotations.

**Withdrawal:** Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student’s transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

**NOTE:** If the student withdraws during the beginning of the term, it is advisable to discuss this with the cashier’s office about any partial tuition refund. Withdrawal after midterm, either a "W" or "WF" is based on the grade on the last day of class attendance (a "W" if passing, a "WF" if not). "WF's" are computed in GPA's and count as an "F". It is advised that the student consult the instructor prior to voluntarily withdrawing to avoid any confusion as to what grade you will receive. Withdrawals may affect current and future financial aid awards, the full time status of a student, as well as impact enrollment in future courses. The financial aid office must be consulted as well as the student’s advisor prior to withdrawing from a course.

**No Shows:** If you register for a course and decide not to attend for any reason, you must complete a drop form and process it through the student Records Office. You will not be automatically purged for non-attendance. If you do not submit a drop form, you will be responsible for course tuition and fees. By not officially dropping the course, you will incur a bill with the college that can only be addressed through the College’s Finance Office. The college’s refund policy and dates are posted each semester.

**Effective Spring 2015, the Student Ombudsman’s office will no longer be the initial point of contact for requesting No Shows to be processed. Students who incur a bill must contact the Finance Office.**

**Administrative Drop Requests:** A student requesting an Administrative Drop resulting from medical event, death of family member, and other extenuating circumstances experienced while enrolled at Midlands Technical College should be directed to the Student Ombudsman’s office. Our policy dictates a request must be made no later than 30 days after the affected term. Supporting documentation is required and must be received before the request can be processed. Once the request form is received along with supporting documentation, it takes approximately three weeks for processing. As a result of an approved Administrative Drop Request, the student may be granted a refund of tuition and fees.

**Military Withdrawal:** According to College Procedure 3.10.1, students having to withdraw from college because of Military Deployment (active duty personnel) while enrolled must complete a withdrawal form and submit to the Records Office along with a copy of military orders.
**Disabilities Statement:** The staff of Counseling and Career Services works to ensure that all educational programming and services are accessible to otherwise qualified students with disabilities. If you have a concern regarding the accessibility of websites, instructional materials, online courses and other electronic or information technology please contact Counseling and Career Services. It is the student’s responsibility to self-disclose as a student with a disability and to request accommodations prior to beginning a program or course. Please contact the staff of Counseling and Career Services at 803-822-3505 (AC) or 803-738-7636 (BC) or via email at disability@midlandstech.edu if you have any questions or concerns.

**D2L:** The D2L course management system may be used as a component of this course. The instructor may post PowerPoint presentations/lecture notes on D2L as well as other resources. The instructor will notify the student if and when items are posted in D2L either in class or via the students’ email accounts. Please refer to D2L information at [http://www.midlandstech.edu/onlinelearning/](http://www.midlandstech.edu/onlinelearning/) for additional information on D2L.

**D2L Brightspace Help:**

**Online Learning Support Help Desk:** Technical questions related to the operation and use of D2L Brightspace can be answered from our Support Help Desk. A response will be provided within one business day.

To login: use your MTC e-mail account username and password.
(Student Username Example: georgeasmith)
(Faculty Username Example: smithg)

**D2L Brightspace Assistance:** Technical questions related to the operation and use of D2L Brightspace can also be answered by leaving a voicemail at (803) 822-3561, or emailing D2LHelp@midlandstech.edu. A response will be provided within one business day.

**MyMTC Help:** For MyMTC log-in issues please call 803-738-7888.

**Academic Dishonesty:** For more information about academic dishonesty, see the Academic Affairs Student Guidelines and Expectations attached.

If you are suspected of cheating, your instructor will inform you. You may explain or refute the allegation. If your instructor still thinks the charges are founded, you will be referred to the Office of the AVP, SDS. Documentation is submitted to the Office of the AVP, SDS, by the instructor. You will then meet with either Dr. Holloway or Mr. Hayden. After the meeting, you will receive a letter with the sanction grade of zero (0) and any other sanctions deemed appropriate. You have the right to file an appeal. Once the hearing and the notice of the right to appeal have been completed, the instructor will be notified to apply the sanction grade of zero (0).

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**Course Requirements:** This course is accomplished through a 9 week rotation through different specialties of dentistry. Instructors and doctors evaluate students on a weekly basis when possible. Students will also be required to rotate through Lexington County Children’s Dental Clinic for a sealant placement rotation.
On Fridays students will prepare for reviews of the task analysis of DANB chairside test. This is designed to aid in the successful passing of DANB GC. All students are required to take the examination as part of a Dental Assisting Program Requirement.

Students must receive a grade of “C” or better on all Expanded Duty Dental Assisting Courses. Students are required to pass a comprehensive final exit exam to graduate from the program. Students may not repeat and Expanded Duty Dental Assisting course more than once.

Course Grading:
- Class Assignments 10%
- Externship Diary/Logs 10%
- Dental Site Evaluations 15%
- Nitrous Exam 20%
- Faculty Evaluations 10%
- Sealant Clinic Evaluations 10%
- Comprehensive Exit Exam 25%

Grading Scale:
- 95 – 100 A Superior work
- 85 – 94 B Good work
- 75 – 84 C Average work
- 74 and below F Unsatisfactory work

Classroom Rules/Other:
The “professionalism” portion of the Performance Standards Counseling Items policy will be in effect for this course. (See the ADEP student handbook for more details.)