



DAST 149
Clinical Affiliation I



Course Prefix/Number/Title: DAST 149 Clinical Affiliation I

Number of Credits: 1

Syllabus Updated for DCB: August 2024 by R. Hill

Course Description:

This hybrid course focuses on the practice of skills and expanded functions of a dental assistant. The student will intern one day per week, for 8 weeks, under the supervision of a dentist. Students will utilize their entry-level and mid-level dental assisting skills as appropriate. Faculty will define expectations, discuss progress, and evaluate experiences, using feedback provided from the student mentor in the dental practice.

Hybrid Course Information:

- **What is a Hybrid Course?**

DAST 150 Clinical Affiliation II is a hybrid course. A hybrid course replaces some in-class time with online learning activities completed outside of class. In-class meetings are used for collaboration and discussion.

- **Reduction of Face-to-Face Time:**

For this course, some classroom sessions are being replaced with these online activities: weekly online discussion posts and handouts.

Expectations for Work Online:

Although we will meet in-person less frequently than in a regular course, this course requires the SAME amount of work. Taking a hybrid course demands a lot of discipline, self-direction, and time management skills. You may be expected to do work outside of class that may otherwise have been previously been conducted in-class.

- **Technical Requirements:**

You will need regular access to a computer with reliable Internet access to complete assignments and tasks. If you have your own computer or are considering purchasing hardware, please refer to DCB's [Recommended Computer Specifications](#)

Pre-requisites: The student must be accepted into the Dental Assisting Program.

- DENT 117 Introduction to Infection Control, immunology, and Medical Emergencies in the Dental Practice
- DENT 118 Biomaterials
- DENT 119 Radiology Lecture
- DAST 122 Radiology Lab I
- DAST 124 Clinical Assisting I

Co-requisites:

- DAST 123 Radiology Lab II
- DAST 125 Clinical Assisting II
- DAST 128 Advanced Functions

Course Objectives:

1. Demonstrate the ability to perform chairside dental assisting skills.
2. Demonstrate the ability to take intraoral and extraoral radiographs.
3. Demonstrate the ability to perform advanced dental assisting functions as allowed by the North Dakota State Board of Dental Examiners.
4. Demonstrate management of patient dental records.
5. Demonstrate HIPAA privacy policy practice.
6. Perform infection control techniques according to the CDC Infection Control in Dental Settings.
7. Perform safe handling, storage and disposal of hazardous waste.
8. Demonstrate effective communication skills with patients and team members.
9. Display professionalism.
10. Comply with DCB's Dental Assisting Clinical Affiliation policies.

Dental Assisting Graduation Competencies addressed in this course:

1. Competently execute dental assisting skills: Utilize current guidelines for infection control, occupational safety, and perform four-handed chairside dental assisting duties and advanced functions as permitted by the North Dakota Board of Dentistry.
2. Maintain dental and business office records: Ensure compliance with HIPAA regulations while managing dental office records effectively.
3. Apply legal and ethical standards: Adhere to the North Dakota Dental Practice Act and exhibit professionalism in all interactions with patients, coworkers, and other healthcare professionals.
4. Provide compassionate and culturally aware care: Deliver dental assisting services with respect and sensitivity to cultural diversity.
5. Commit to professional development: Engage in lifelong learning and participate in professional activities to enhance skills and knowledge.

Instructor: Ricki Hill, BS, CDA, RDA, RF

Office: 2nd Floor Faculty

Office Hours: Tuesdays 8am-12pm or upon appointment

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Course schedule:

The student will be assigned to a specific dental practice second eight weeks of spring semester, on Wednesdays from 8:00 AM – 5:00 PM. The student will assist the dentist in four-handed dentistry and perform North Dakota Allowable Advanced Functions, increasing in scope as skills are learned throughout the semester.

Textbook (s)**Required:**

Bird, D., Robinson, D. (2021). *Modern Dental Assisting*. 13th Ed. St. Louis, MO. Elsevier. ISBN: 978-0-323-62485-5

Course Requirements:

- Attendance is mandatory for all clinical sessions. This course is considered a clinical session.
- The student must wear approved DCB scrubs, nametag, clinic shoes and bring protective eyewear.
- The student must be on time and stay for the entire day.
- The student must comply with all assignments to successfully complete this course.
- Complete weekly online assignments and discussions.

Tentative Course Outline:

Week 1	Affiliation site 1: Wednesday 8:00 am to 5:00 pm
Week 2	Affiliation site 1: Wednesday 8:00 am to 5:00 pm
Week 3	Affiliation site 1: Wednesday 8:00 am to 5:00 pm
Week 4	Affiliation site 1: Wednesday 8:00 am to 5:00 pm
Week 5	Affiliation site 2: Wednesday 8:00 am to 5:00 pm
Week 6	Affiliation site 2: Wednesday 8:00 am to 5:00 pm
Week 7	Affiliation site 2: Wednesday 8:00 am to 5:00 pm
Week 8	Affiliation site 2: Wednesday 8:00 am to 5:00 pm

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):

Employs industry-specific skills for workplace readiness.

Relationship to Campus Focus:

Dakota College Bottineau dental programs are designed to prepare students to meet the needs of communities by applying evidence-based decision making, using cutting-edge technology, and integrating quality and safety competencies into their dental programs. Each course within the program serves as a foundation for clinical practice in the dental assisting and dental hygiene professions. To meet the demands of the ever-changing field of dentistry, students are taught to value life-long learning.

Classroom Policies:

Classroom Etiquette

- Be punctual to lectures, labs and clinics
- Avoid any activity that may cause distraction during class.
- Incivility will not be tolerated
- Use of mobile devices and related applications and cameras are not allowed to be used, unless it is for a class activity.
- Children are not allowed in the classroom.

Active Learning:

In addition to educational strategies such as reading, listening and reflecting, when appropriate this class makes use of learning techniques commonly known as active learning. Students should expect to participate in active learning techniques such as discussions and presentations, small group activities, writing, problem-solving, case studies, role-playing, etc. These activities promote analysis, synthesis, and evaluation of class content in order to improve student learning outcomes.

Course Study Expectations:

Commitment to learning is important to success. For every semester credit you are taking in a class, (e.g., 3 credit course = 9 hours per week) the student should schedule three hours to read, study, and devote to your course, outside of class.

Attendance

Attendance is mandatory at all lectures, labs and clinic sessions. If you must be absent, (e.g., illness) please inform the instructor as soon as possible. It is the student's responsibility to meet with the faculty to find out what was missed. Labs and clinics may not be able to be made up. The instructor will assist you in finding an alternate assignment to learn the material missed.

Grading:

Course and lab/clinic grades are based on a variety of activities and assignments designated by the faculty. The criteria by which grades for each theory and clinical course are included in the course syllabus distributed to students. Students have access to and should review the learning management system grading calculation method.

Students are responsible to know what their grades are during the course. Please review the gradebook frequently. If an assignment or exam in the student's gradebook says the assignment or exam has not been submitted or has not been entered, it is then treated as a fact the student didn't do the assignment or exam as outlined in the directions. Make sure your assignments are submitted before the due date to assure timely submission. Please see your Dakota Dental Program handbook for grading policies, in addition to the policies listed below.

Students must earn a minimum grade of "C" with a maintained 2.0 GPA or better in all required dental program courses. Students who fail a theory or lab/clinical course will be dismissed from the dental program. A final grade of "D" or "F" is considered to be a failed grade. If a student has unsatisfactory grades, he/she should contact the instructor as soon as possible to discuss remediation.

Assignments/Tests/Labs/Clinics: All assignments must be completed and submitted on time in the manner specified by the faculty. Students may fail the course if all assignments are not completed. If you have questions or need clarification, please reach out to the instructor of the course.

Late/makeup work:

Late work will not be accepted (student will receive a zero) unless previously arranged with the instructor or impacted by extenuating circumstances. With faculty permission, a late assignment must be turned in within one week of the due date and that assignment will have a 5% deduction from the assignment grade. Extenuating circumstances will be evaluated by the faculty for the course.

Late tests:

If a student fails to take a test on time, he/she will need to contact the instructor to arrange a time to take the exam. There will be a 10% deduction from the test grade, for tests taken late. If a test isn't taken within a week of the test date, you will receive a zero for that test. Extenuating circumstances will be evaluated by the faculty for the course.

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official

mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

AI Student Policy:

Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

This course will be evaluated by:

Graded Assignments	Points possible
Online Discussions x 8 (one per week)	120
Skill Evaluations x 8 (one per week)	800
Total possible points	920

This course will be evaluated by:

Final course grade calculation	Percentage of final grade	Points possible	Percentage calculated points
Online Discussions	10%	120	12
Internship Skill Evaluations	90%	800	720
Total possible points	100%	920	732

The following grade scale will be used:

Letter Grade	Percentage	Points
A	92 - 100	673 and above
B	84 - 91	615 - 672
C	75 - 83	549 - 614
D	67 - 84	490 - 548
F	Below 67	489 and below

Topic Schedule: Dental Specialties

Week and course objectives	Topics and Competencies	Student requirements
Week 1	Course Objectives 1-10	1. Complete hours at affiliation site 2. Provide your site mentor with the skills checklist evaluation form 3. Complete Discussion Board
Week 2	Course Objectives 1-10	1. Complete hours at affiliation site 2. Provide your site mentor with the skills checklist evaluation form 3. Complete Discussion Board
Week 3	Course Objectives 1-10	1. Complete hours at affiliation site 2. Provide your site mentor with the skills checklist evaluation form 3. Complete Discussion Board
Week 4	Course Objectives 1-10	1. Complete hours at affiliation site 2. Provide your site mentor with the skills checklist evaluation form 3. Complete Discussion Board
Week 5	Course Objectives 1-10	1. Complete hours at affiliation site 2. Provide your site mentor with the skills checklist evaluation form 3. Complete Discussion Board
Week 6	Course Objectives 1-10	1. Complete hours at affiliation site 2. Provide your site mentor with the skills checklist evaluation form 3. Complete Discussion Board
Week 7	Course Objectives 1-10	1. Complete hours at affiliation site 2. Provide your site mentor with the skills checklist evaluation form 3. Complete Discussion Board
Week 8	Course Objectives 1-10	1. Complete hours at affiliation site 2. Provide your site mentor with the skills checklist evaluation form

		3. Complete Discussion Board
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