



**Course Prefix/Number/Title:** DAST 150 Clinical Affiliation II

**Number of Credits:** 5

**Course Description:**

This course focuses on refining the dental assisting skills and expanded functions as a student intern under the supervision of a dentist. Students will utilize their advanced dental assisting skills and will experience the day-to-day operation of the clinical dental assistant's role in the dental practice. Students will complete a minimum of 240 hours of internship. Faculty will define expectations, discuss progress, and evaluate experiences, using feedback provided by the mentor in the dental practice. Students will be assigned to a minimum of two dental practices. At least 50% of the clinical affiliation will be in a general dentistry practice. Successful completion of this internship is required to graduate from this accredited Dental Assisting Program.

**Pre-/Co-requisites:**

The student must have successfully completed **all** required dental assisting program courses according to the program plan, with a "C" or above, to register for this course.

**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](#).

**Course Objectives:**

- Demonstrate accurate collection and management of patient diagnostic and clinical data.
- Demonstrate proficiency in principles of effective chairside assisting for general and dental specialty procedures.
- Demonstrate proficiency in advanced dental assisting functions as allowed by the North Dakota State Board of Dental Examiners.
- Implement current principles of infection control techniques in the dental setting, and perform safe handling, storage and disposal of hazardous waste.
- Demonstrate professionalism and effective communication skills with patients, team members and other healthcare providers.

**Dental Assisting Student Learning Outcomes 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.

**Dental Assisting Program Goals:**

1. Earn and maintain full accreditation status according to the Commission on Dental Accreditation (CODA).
2. Admit 100% (12/12) qualified dental assisting students annually according to Dakota College Bottineau's dental assisting program acceptance criteria.
3. Maintain an annual program completion rate of 92% (11/12).
4. Maintain an annual job placement rate of 92% (11/12).
5. Maintain employer satisfaction rate of 90% with readiness skills and content preparation of graduates.

**Instructor:** Ricki Hill

**Office:**

**Office Hours:**

**Phone:**

**Email:** ricki.hoffman@dakotacollege.edu

**Clinical Affiliation Schedule:**

Student will participate in 240 hours (approximately 8 weeks) Monday – Thursday at two or more dental practices, as assigned. Student must provide their own transportation for their assigned internships.

**Textbook(s):**

Robinson, D. (2023). *Modern Dental Assisting*. 14<sup>th</sup> Ed. St. Louis, MO. Elsevier. ISBN: 978-0-443-12031-2

**Course Requirements:**

- Attend orientation prior to starting the clinical affiliation
- Attend clinical affiliation Monday - Fridays at dental practices, as assigned
- Maintain a daily record of activities and submit to faculty, weekly
- Complete online assignments/discussion of clinical experiences, weekly
- Meet with faculty at least twice during the course

**Tentative Course Outline:**

Attend clinical affiliations as assigned Monday – Thursday

- Ethics and Professionalism
- Patient Management
- Dental Infection Control and Hazards Management
- Preparation of Tray Setups
- Essential Chairside Assisting Skills

Syllabus created by K. Pladson 2023, updated by R. Hill June 2024

- Chairside Dental Assisting Functions
- North Dakota Advanced Functions for Dental Assistants
- Dental Laboratory Procedures
- Dental Office Procedures

### **Methods for Evaluation of Student Learning**

- Participation
- Weekly evaluation of all competencies by a dentist (or their representative) and dental assistant in the dental practice
- Conferences (at least two) with course faculty
- Faculty visits to observe the intern and visit with dental staff and intern.
- Intern documents clinical experiences
- Intern completes weekly journal assignments on BB.
- Intern maintains a record of their hours at each clinical rotation.
- Students evaluate each internship rotation.

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

Employs industry-specific skills for workplace readiness.

### **Relationship to Campus Focus: Nature, Technology and Beyond**

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:**

#### **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 lecture 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.

## Grades

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 assisting 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 for a remediation plan.

**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.

**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. Upon approval, if an assignment is turned in within one week of the due date, there will be a 5% deduction from the assignment grade. Extenuating circumstances will be evaluated by the faculty for the course.

**Late tests:** If the 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.

**This course will be evaluated by:**

**The student will meet the course objectives 1 – 5 each day of scheduled affiliation.**

Graded Assignments	Points possible
Clinical Affiliation Participation and Evaluations by Site Mentor (DDS/RDA) x 8 (100 points per week)	800
Online Discussions x 8 weeks (10 points per week)	80
Discussion with faculty x 2 (20 points each)	40
Documentation of clinical activities and record of hours forms x 8 weeks (10 points per week)	80
Total possible points	1000

**This course grade will be calculated by the percentages in the chart below:**

Final course grade calculation	Percentage of final grade	Points possible	Percentage calculated points

Clinical Affiliation Participation and Evaluations by Site Mentor (DDS/RDA) x 8 (100 points per week)	85%	800	680
Online Discussions x 8 weeks (10 points per week)	15%	200	30
Discussion with faculty x 2 (20 points each)			
Documentation of clinical activities and record of hours forms x 8 weeks (10 points per week)			
<b>Total points for the course</b>	<b>100%</b>	<b>1000</b>	<b>710</b>

**The following grade scale will be used:**

A	92 - 100	653 - 710
B	84 – 91	596 - 652
C	75 – 83	533 - 595
D	67 – 74	532 and below
F	Below 67	

#### **Etiquette:**

- Be punctual to clinical affiliation sites
- Avoid any activity that may cause distraction during affiliation
- Incivility will not be tolerated
- Use of mobile devices and related applications and cameras are not allowed to be used at affiliation sites.
- Student's children are not allowed at the affiliation sites.

#### **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 Policy:**

The Dakota College Dental Programs support the college policy on attendance as stated in your college catalog. The dental programs implement strict attendance policies for classroom, lab and clinical experience. Students are expected to attend all lecture, lab and clinical hours. (See the Attendance Policy in the Dental Program Handbook)

Regular, punctual attendance demonstrates professional behavior and responsibility. Absences may make it impossible for a student to meet course objectives and may result in failure of the course. A student may be excused from class, lab or clinic with the approval of the instructor. It is the student's responsibility to make arrangements to fulfill missed assignments with the appropriate faculty member. All makeup work may have a deduction in lecture, lab or clinic. All missed hours in lab or clinic must be made up with one hour for each hour missed. If a student has more than 25% absence in any classroom, lab or clinic session, it may result in course failure. **If you must be absent, (e.g., illness) please inform the instructor as soon as possible.** The instructor's contact information is on the first page of this syllabus.

### **Questions:**

If you have questions or need clarification on anything to do with this course, please reach out to the instructor. The instructor can be reached by the contact information on the syllabus.

### **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.