Instructor Information

Instructor: Weeda Jones CDA, RDA, M.Ed.
Office: AHEC 207
Mailbox: AHEC 213
Hours: M,W,F 3:00-3:30
       T,Th 11:15-12:00
Phone: 501 812 2335
Email: wmjones@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Director: DeAnna Davis 501 812 2236 dmdavis@uaptc.edu
Dean: Dr. Marico Howe 501 812 2342 mbryanhowe@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

Class will meet Monday, Wednesday and Friday from 8:00-11:00 and 11:45-1:45 (split schedule with Dental Radiography II) from January 9th-February 8th and Friday from 1:00-3:00 February 15th-May 10th.

Catalog Description

This course is a continuation of Chairside Assisting I with an emphasis on dental specialty practices and improving competence in Chairside Procedures.

Course Materials


Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:
1. Communication  
2. Critical Thinking  
3. Cultural Awareness  
4. Information Literacy  
5. Professionalism  
6. Quantitative Literacy  
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

**Department / Program Learning Outcomes**

1. Graduates will perform dental assisting responsibilities and related office and laboratory procedures under the direct supervision of the dentist.  
2. Graduates will function as a valued team member, exhibiting professionalism and ethics.  
3. Graduates will demonstrate proficiency in dental assisting skills and competencies to meet registration requirement with the Arkansas State Board of Dental Examiners and qualify for the Dental Assisting National Board Exam.  
4. At least 80% of students will be retained in the program for the second semester.  
5. At least 85% of graduates will be employed in the dental field or continuing their education within six months of graduation.  
6. At least 80% of graduates will report satisfaction with the instruction and overall program experiences.  
7. Greater than 75% of employers of the program graduates will report satisfaction with clinical and academic skills.

**Student Learning / Course Outcomes**

Upon completion of this course, the student will show evidence of the knowledge and skills gained so that he/she is able to demonstrate minimal competence in the following task.  
1. Match, on a written exam, terms associated with each specialty in this course to the correct definitions.  
2. List indications and contraindications for each specialty.  
3. Describe in a written report, using two Internet sites as sources, the role of the assistant in each specialty.  
4. Identify instruments used in each specialty.  
5. Assist a student with suture placement in the laboratory setting.  
6. Demonstrate proper removal of sutures in a laboratory setting.  
7. Explain the treatment for Alveolitis.  
8. Demonstrate knowledge of mixing root canal sealers and placing on gutta percha points.  
9. Chart pocket depths during a periodontal exam.  
10. Describe the manipulation and use of periodontal surgical dressing.  
11. On a typodont, place and remove periodontal dressing.  
12. State the population served by a pediatric dentist and special concerns a pediatric dentist may have.  
14. Describe the role of orthodontic separators.
15. Describe the steps in the selection, cementation and removal of orthodontic bands.
16. Describe the placement, ligation and removal of arch wires.
17. Describe the steps the direct bonding of orthodontic brackets.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

Departmental Attendance Policy

Regular attendance is necessary for satisfactory progress. In the event of an emergency, students should remember to check the absentee box for handouts/info and assure they obtain all missed information.

Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.

Please consult the following website for more information:  https://www.uaptc.edu/catalog

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

Electronic devices are not allowed in the classroom, laboratory or clinical area during class time. If a cell phone is seen or heard, or disrupts class time the student will lose participation points.
Phones should be turned to vibrate or silenced and locked in the student’s lab drawer and should remain locked while in class or lab.

If a student fails to successfully complete the Nitrous Oxide State Board Exam in the program, they will need to complete another course at their own expense by the first day of the second rotation. If the student does not complete the course by the first day of the second rotation, they cannot go to clinicals and will be charged eight clinical hours of absence for each day. They will be dismissed from the program when clinical hours are not met.

If a student becomes pregnant during the school year, she must notify the instructors as early as possible. In some cases, precautions may need to be taken to protect the mother and baby.

Safety glasses must be worn at all appropriate times during the laboratory area.

Refer to the current Dental Assisting Program Handbook for more specific program expectations and policies. A signed handbook contract between the student and program is located in the students DA program file.

**Grading Policy**

Letter grades will be based on the following scale:

- 90 to 100% A
- 80 to 89% B
- 70 to 79% C
- 60 to 69% D
- 0 to 59% F

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

Your grade will be figured as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>60%</td>
<td>Exams</td>
</tr>
<tr>
<td>20%</td>
<td>Lab Assignments/Competencies</td>
</tr>
<tr>
<td>20%</td>
<td>Written Assignments/Participation</td>
</tr>
<tr>
<td></td>
<td><strong>100% Total Grade</strong></td>
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</tbody>
</table>

This unit applies in full to the overall grade of 2.0 necessary to complete DEN 2303 Dental Chairside II successfully.

5% will be deducted from the lab/daily grade for each occurrence of a violation of the laboratory dress code.

If a student is absent the day that a homework, competency or clinical assignment is due, 5% of the grade will be deducted from the final grade for each day the assignment is not turned in up
to two days, after the second day the student will receive a 0 for that assignment. Late work is due by 8 am. This rule applies unless a course syllabus says something different. You are responsible for obtaining any materials or information covered during your absence, on your own.

A student’s first attempt to complete a course competency will be the official grade entered into the gradebook and utilized as part of the cumulative grade point average. Any additional attempts will be utilized for documentation only to record successful completion of the skill. All competencies must be completed before the end of the semester.

There will be NO make-up tests given. Students may drop one test grade from each course. If you miss more than one test in a course, you will take a zero for that test. If you take each test, you will have an opportunity to improve your grade by dropping your lowest test score. The end of course finals that are worth a certain percentage of the grade can be made up. The make-up test will be similar to the one given in class, but different. The final must be taken the first day after the student returns. There are no make-ups for pop quizzes and daily grades.

The testing process will not be disrupted. On testing day when the class room door is closed, the student may enter the classroom area quietly and use the remaining time to complete the exam.

Refer to the current Dental Assisting Program Handbook for more specific program expectations and policies. A signed handbook contract between the student and program is located in the students DA program file.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

*Refer to the current Dental Assisting Program Handbook for more specific program expectations and policies. A signed handbook contract between the student and program is located in the students DA program file.*

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must
register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student’s responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

Student Code of Conduct

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog.

http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2

Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

UA-PTC Allied Health Drug Testing Policy

UA-Pulaski Technical College (UA-PTC) has an obligation to provide a safe learning environment for students. UA-PTC offers various programs that require students to work in shop areas with hazardous equipment with the potential to cause severe injury or death. UA-PTC also offers allied health programs that require direct patient care. Students in these shop areas and patient care areas must be attentive and focused on their actions, as well as other students around them. Students with impaired or delayed reaction time, loss of concentration, or impaired decision-making are a hazard to the safety of others.

UA-Pulaski Technical College realizes that students who are impaired due to illicit drug use are a danger to others. Therefore, students enrolled in this course will participate in random drug
screening. Students who have a positive drug screen will be dropped from this course and may re-test and apply to the program as early as next semester. The college refund policy will apply and financial aid may be affected.

**Information Literacy**

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
# Tentative Course Schedule

Class will meet Monday, Wednesday and Friday (split schedule with Radiography) from 8:00-11:00 and 11:45-1:45 from January 9th-February 8th. During Supervised Clinical Experience, it will meet on Friday from 1:00-3:00 from February 15th through May 10th.

<table>
<thead>
<tr>
<th>Date</th>
<th>TEXT, TOPIC &amp; PAGE NUMBERS</th>
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<tbody>
<tr>
<td>1-9-19</td>
<td>OMFS Introduction and Instrumentation, Modern pages 940-948</td>
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<tr>
<td>1-11-19</td>
<td>Placement and Removal of Sutures, Modern pages 949-950, 959-960&lt;br&gt;Lab: Placement and Removal of Sutures</td>
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<tr>
<td>1-14-19</td>
<td>Oral Surgery Procedures, Modern pages 949-958, 961</td>
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<tr>
<td>1-16-19</td>
<td>Competency: Removal of Sutures</td>
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<tr>
<td>1-18-19</td>
<td>Lab: treatment of alveolitis&lt;br&gt;Fixed Proshtodcotics, Modern pages 939-958</td>
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<tr>
<td>1-22-19</td>
<td>Exam: Oral and Maxillofacial Surgery Exam (during Practice Management 8:00)</td>
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<tr>
<td>1-23-19</td>
<td>Administering and Monitoring N2O State Board Exam</td>
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<tr>
<td>1-25-19</td>
<td>Fixed Prosthodontics, Modern pages 874-883</td>
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<tr>
<td>1-28-19</td>
<td>Removable Prosthodontics, Modern pages 884-890</td>
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<tr>
<td>1-30-19</td>
<td>Removable Prosthodontics, Modern pages 890-899</td>
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<tr>
<td>1-31-19</td>
<td>Exam: Fixed and Removable Prosthodontics (during Dental Materials)</td>
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<tr>
<td>2-1-19</td>
<td>Endodontics Introduction, Modern pages 910-914</td>
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<tr>
<td>2-4-19</td>
<td>Endodontics Instrumentation, Modern pages 915-920</td>
</tr>
<tr>
<td>2-6-19</td>
<td>Endodontics Procedures, Modern pages 920-926</td>
</tr>
<tr>
<td>2-8-19</td>
<td>Chairside Review Stations</td>
</tr>
</tbody>
</table>
2-15-19 Lab: Mixing and Placement of Root Canal Sealers
Exam: Endodontics
Periodontics Intro and Instrumentation, Modern pages 927-937

2-22-19 Periodontal Charting and Surgery, Modern pages 938-952

3-1-19 Lab: Placement and Removal of Periodontal Surgical Dressing
Competency: Mixing and Placing Periodontal Surgical Dressing

3-8-19 Exam: Periodontics
Competency: Removal of Periodontal Surgical Dressing

3-15-19 Green Dental Lab Tour

3-29-19 Pediatric Dentistry Introduction, Modern pages 976-983
Fluoride & Sealants Review, Stainless Steel Crowns, Modern pages 984-987, 992-993

4-5-19 Pulpal Therapy and Injuries, Modern pages 988-992

4-12-19 Pediatric Dentistry Exam

4-19-19 Orthodontics Introduction and Malocclusion, Modern pages 1004-1013

4-26-19 Ortho Instrumentation, Modern pages 1013-1018

5-3-19 Ortho Appliances and Oral Hygiene, Modern pages 1019-1030
Lab: Placing and Removing Arch Wires and Elastic Ligature Ties

5-10-19 Exam: Orthodontics

Final Exam Schedule: No final exam for this course.

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Weeda Jones’ Chairside Assisting II class at UA Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Spring 2019

Semester

Date

Print name

Signature

UA-PTC Email address

Telephone