Instructor Information

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Hours: By appointment
Phone: 501-812-2239
Email: ddavis@uaptc.edu

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

Director: DeAnna Davis  501-812-2236  ddavis@uaptc.edu
Dean: Dr. Marico Howe  501-812-2342  mbryanthowe@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 through Friday, Eight hour days
Class will meet at least two times on Friday's for Seminar at the beginning of class

Catalog Description

DEN 2508. Clinical Practice and Seminars

Students perform dental assisting duties in off-campus facilities under the supervision of a dentist and his or her staff. This begins the fifth week of the second semester, Monday through Thursday of each week for approximately eight hours a day with students returning to campus on Fridays to continue theory, lab units and seminar-type activities. No stipend is received for any portion of the off-campus clinical experience. 1 lecture hour, 23 lab hours. (8 credit hours/special course fee)

Course Materials

Required Textbook:


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](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

Based on the premise that the student has the background needed to go into the clinical situation and perform the duties of a dental assistant, this unit will provide experience needed to gain competence in the procedures learned in the dental assisting program. Upon completion of this unit the student will be able to:

1. Assist with or participate in the following procedures: Chairside assisting, preparing diagnostic aids, supportive functions, emergency procedures, oral health instructions, laboratory procedures, and basic business office procedures.
2. Work compatibly with the dentist and office staff in off campus facilities.
3. Seminar will be held twice during clinicals where students have the opportunity to share experiences. Seminar will be on Friday’s and students will be required to be there for the entire time to get credit for attending.
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/information and assure they obtain all missed information.

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.

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.

Students must have at least their second Hepatitis B vaccine, Flu vaccine and TB testing completed before returning for the spring semester. Failure to have these completed, documented and documentation submitted before the spring semester begins will result in the student being dropped for the spring semester.
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.

There is **NO** pay for the time spent in clinical experiences. Clinicals are a part of the student’s requirement to complete their education.

UA - Pulaski Tech does not provide health insurance; therefore, it is the responsibility of each student to provide his/her own personal health care insurance protection. Due to the nature of the professional and clinical duties required for dental assisting students, there are healthcare risks associated with this field of study. In the event a health-related incidence occurs while a student is training in the classroom, laboratory, or clinical setting, neither UA - Pulaski Tech nor the Dental Assisting faculty or clinical facilities assumes any responsibility or liability for the health care or the health care cost of students.

The instructor will secure three general and one specialty facilities for supervised clinical experiences. If there is an instance where instructors are unable to secure a facility for a student he/she will be asked to find offices (that meet the requirements of the Commission on Dental Education) to complete this portion of the course.

The student must understand that they will have to go wherever assigned for clinical training. If the student lives out of town, every effort will be made to allow the student to return to his/her area for one (1) clinical experience. Clinical attendance is based on eight (8) hours daily, however, students are required to follow the facility hours.

Students must have his/her own transportation for the supervised clinical experiences.

In an instance where a dental office must be secured at the last minute, the student will be expected to anticipate and respond to the instructor’s call in a timely fashion. If clinical time is missed because of the student not responding, attendance hours will be deducted.

If a student becomes pregnant during the school year, she must notify the instructors as early as possible. If assignments are made in off campus facilities for pregnant students, the office(s) will be notified before the student begins her assignments.

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.

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

Agreements:

Based on the agreements signed by both the doctors and faculty instructors: the doctor/staff will grade the student weekly to show progress and will keep accurate attendance records. The instructors will go into the facility to observe and evaluate the student’s progress. The instructors will provide the student with work sheets to be kept current and available to the instructors at the end of the assigned period, or as requested.

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59%</td>
<td>F</td>
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</tbody>
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90% of the final grade will come from an average of all clinical experiences and 10% from seminar assignments.

Grades from each clinical experience will come from an average of the following:
1. Instructors evaluation to equal 10%
2. Clinical facility evaluation to equal 75%
3. Students work sheets completed and turned in at the correct date and time 15%

* 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.

If the student is observed in violation of the clinical dress code while in uniform, the student’s overall clinical grade will be reduced by one letter grade for each occurrence.

Students who are observed with a cell phone during clinical hours and/or complaints from the dental office about use of cell phones or office phone, the final grade will be reduced by 5% for each occurrence.

Each time the student fails to call the instructor or clinical facility when absent, leaving early or tardy, 5% will be deducted from the final grade. If the student fails to contact the office and the instructor 10% will be deducted from the final grade, 5% for faculty and 5% for the clinic.

If a student is asked to leave a clinical facility because of unacceptable behavior or incompetence, he/she will be given an unsatisfactory grade for that clinical assignment. Two (2) below average clinical and/or professional evaluations will be a basis for termination from the program. Upon first occurrence an unsatisfactory grade of 65% will be assigned. Upon second occurrence a “0” will be assigned and termination will occur. (Counseling will be given after the first such evaluation).

If a student is absent the day that a homework, laboratory, 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 the next day. You are responsible for obtaining any materials or information covered during your absence, on your own.

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**

Student will rotate to new clinical facilities every three (3) weeks, Monday through Thursday, eight hour days, for the last 12 weeks of the semester.

2-8-19  Seminar to cover Clinical expectations
2-11-19 to 2-28-19  Clinical Rotation #1
2-15-19  Seminar at 8:00 am
3-4-19 to 3-29  Clinical Rotation #2
4-1-19 to 4-18-19  Clinical Rotation #3
4-22-19 to 5-9-19  Clinical Rotation #4
TBD  Seminar at 8:00 am

* Because of guest speakers and field trips this schedule is subject to change. You will be kept informed as to the changes.

**Final Exam Schedule:** None

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 DeAnna Davis' DEN 2405 Applied Psychology 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.

Semester

Date

Print name

Signature

UA-PTC Email address

Telephone