



Course Syllabus

Course title: Public Dental Clinic

Class section: DENA - 142 - X01

Term: 2025S

Course credits: 3

Total hours:

48

Delivery method: In-Person

Territorial acknowledgment

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and W̱SÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

Instructional hours

Lab hours: 24 per W

W = Week

T = Term

Number of weeks: 2

Instructor details

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Course description

Course Description:

In this course students will provide direct client care and perform dental office management procedures related to dental assisting practice.

Prerequisites:

All of:

- B- in DENA 140
- COM in DENA 150

Pre or Co-requisites:

All of:

- B- in DENA 161

Learning outcomes

Upon completion of this course a student will be able to:

- Apply the principles of infection control in dental assisting practice.
- Demonstrate appropriate professional conduct in the clinical setting.
- Apply critical thinking skills to problems and decision-making during clinical practice.
- Perform basic dental reception procedures.
- Demonstrate effective verbal and written communication skills with clients and the dental team.
- Develop and implement appropriate care plans for individual client needs.
- Perform preventive intraoral skills for dental assisting practice during client care.
- Perform basic dental assisting skills effectively and safely.
- Accurately complete and manage basic dental records.
- Comply with confidentiality and legal standards in the management and maintenance of dental records.

Course materials

Textbooks:

Robinson, D.S. (2024). *Modern dental assisting* (14th ed.). Elsevier.

Iannucci, J.M., & Howerton, L.J. (2022). *Dental radiography: principles and techniques* (6th ed.). Elsevier.

Mallonee, L.F., & Boyd, L.D., (2024). *Wilkins' clinical skills, techniques and equipment for the Canadian dental assistant* (14th ed.). Jones & Bartlett Learning.

Resources developed by the Certified Dental Assistant program:

Clinic Manual (including P18.0 Provide Preventive Care Booklet)

Additional resources:

B.C College of Oral Health Professionals (BCCOHP) Infection, Prevention and Control Guidelines (IPAC).

Course schedule

Week or Date Range	Activity or Topic	Other Notes
May 20 - May 30, 2025	<p>Students will provide direct client care to members of the public.</p> <p>Students will be scheduled with clients for oral assessments, treatment planning and delivery of appropriate preventive services.</p> <p>Students will also provide support duties in relation to the clinic operations in all aspects including dental office management procedures.</p>	<p>Schedule for each student is determined by client bookings as well as their need to meet their clinic requirements.</p>

Assessment and evaluation

Competency based grading system

COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

Course guidelines and expectations

Students are expected to arrive early, set up in advance of each client, and complete all required clean-up and chart audits by the end of each clinic session. Additionally, they are responsible for fulfilling all clinical requirements, as well as participating in professional and support duty rotations and responsibilities.

Students are expected to maintain proper clinic attire and uphold professionalism as outlined in the program's clinic manual and handbook.

School or departmental information

Students are required to read and are accountable for the College policies (outlined in the section below).

If relevant, students are required to read and are accountable for the guidelines noted on the HSHS Clinical and Practice Placements website. <https://camosun.ca/programs-courses/school-health-and-human-services/hhs-programs/practicums>

In addition students are required to follow the guidelines as described in the School of Health Sciences & Human Services (HSHS) and program handbooks, including information on supplemental exams.

School of Health Sciences & Human Services (HSHS) Handbook <https://camosun.ca/programs-courses/school-health-and-human-services/information-health-and-human-services-students-1#top>

Certified Dental Assistant Handbook <https://camosun.ca/programs-courses/school-health-and-human-services/information-health-and-human-services-students-9>

College policies and student responsibilities

The college expects students to be responsible, respectful members of the college community. Responsible students meet expectations about attendance, assignments, deadlines, and appointments. They become familiar with academic policies and regulations, and their rights and responsibilities.

College policies are available online at the [Policies and Directives](#) page. Academic regulations are detailed on the [Academic Policies and Procedures for Students](#) page.

Policies all students should be familiar with include the [Academic Integrity Policy](#). This policy expects students to be honest and ethical in all aspects of their studies. It defines plagiarism, cheating, and other forms of academic dishonesty. Infractions of this policy can result in loss of marks or a failing grade. To learn more about plagiarism and cheating, including the use of artificial intelligence, review the [Academic Integrity Guide](#).

The [Academic Accommodations for Students with Disabilities Policy](#) defines how Camosun provides appropriate and reasonable academic accommodations. The Centre for Accessible Learning (CAL) coordinates academic accommodations. Students requiring academic accommodations should request and arrange accommodations through CAL. Contact CAL at least one month before classes start to ensure accommodations can be put in place in time. Accommodations for quizzes, tests, and exams must follow CAL's booking procedures and deadlines. More information is available on the [CAL website](#).

Students must meet the grading and promotion standards to progress academically. More information is available in the [Grading Policy](#).

The college uses two grading systems. A course will either use the standard letter grade system (A+ to F) or a competency-based approach with grades of complete, completed with distinction or not completed. Visit the [Grades/GPA page](#) for more information.

Students must meet the college's academic progress standards to continue their studies. A student is not meeting the standards of progress when a GPA falls below 2.0. The college offers academic supports for students at risk of not progressing. The [Academic Progress Policy](#) provides more details.

If you have a concern about a grade, contact your instructor as soon as possible. The process to request a review of grades is outlined in the [Grade Review and Appeals Policy](#).

The [Course Withdrawals Policy](#) outlines the college's requirements for withdrawing from a course. Consult the [current schedule](#) of deadlines for fees, course drop dates, and tuition refunds.

If students experience a serious health or personal issue, they may be eligible for a [medical or compassionate withdrawal](#). The [Medical/Compassionate Withdrawal Request Form](#) outlines what is required.

The [Acceptable Technology Use](#) policy ensures the use of the college network and computers contribute to a safe learning environment. This policy also applies to the use of personal devices with the college network.

Students experiencing sexual violence can get support from the Office of Student Support. This Office of Student support is a safe and private place to discuss supports and options. More information is available on the [sexual violence support and education site](#). Students can email oss@camosun.ca or phone 250-370-3046 or 250-370-3841.

The [Student Misconduct Policy](#) outlines the college's expectations of conduct. Students should behave to contribute to a positive, supportive, and safe learning environment.

The [Ombudsperson](#) provides an impartial, independent service to help students understand college policies.

Services for students

Successful students seek help and access college services. These services are recommended to make the most of your time at college.

Services for Academic Success

- [Career Lab](#): Connects students with work-integrated learning experiences, including co-op placements and career fairs.
- [English, Math, and Science Help Centres](#): Get one-on-one help with homework.
- [Library](#): Get help with research, borrow materials, and access e-journals and e-books. Libraries at both campuses provide computers, individual and group study spaces.
- [Makerspace](#): A place to innovate, collaborate, and learn new skills and technology in a fun, dynamic, inclusive environment.
- [Writing Centre & Learning Skills](#): Get assistance with academic writing or meet with a learning skills specialist for help with time management, preparing for exams, and study skills.

Enrolment, Registration, and Records

- [Academic Advising](#): Talk to an academic advisor for help with program planning.
- [Financial Aid and Awards](#): Learn about student loans, bursaries, awards, and scholarships.
- [Registration](#): Get information about Camosun systems, including myCamosun, and college policies and procedures.
- [Student Records](#): Get verification of enrolment to access funding, request a transcript, or credential.

Wellness and Cultural Supports

- [Counselling](#): It's normal to feel overwhelmed or unsure of how to deal with life's challenges. The college's team of professional counsellors are available to support you to stay healthy. Counselling is free and available on both campuses. If you need urgent support after-hours, contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.
- [Centre for Indigenous Education and Community Connections](#): Provides cultural and academic supports for Indigenous students.
- [Camosun International](#): Provides cultural and academic supports for international students.
- [Fitness and Recreation](#): Free fitness centres are located at both campuses.

For a complete list of college services, see the [Student Services](#) page.

Changes to this syllabus

Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change the course content or schedule. When changes are necessary the instructor will give clear and timely notice.