



### **Intended Learning Outcomes (Cont'd)**

6. Use effective time management and organizational skills to facilitate the comfort and safety of the client and to contribute to the efficient functioning of the dental office
7. Support and contribute to the effective functioning of the dental team
8. Function as a CDA in a professional manner within the dental setting

### **PROPOSED LEARNING EXPERIENCES**

1. Practice of Semester I skills with a CDA mentor
2. Observation of clinical practice
3. Practicum records
4. Research project

### **3. Required Materials**

(a) Texts

(b) Other

### **4. Course Content and Schedule**

#### **Calendar Description**

This course provides opportunities for dental assisting practice in a general dentistry office, enabling the student to integrate skills and knowledge into practice.

#### **COURSE CONTENT omit ?**

Dental records management

Office management skills

Dental insurance

Financial systems

Computer software

**Pre-requisites**

DENA 171

**Co-requisites****Pre/Co-requisites**

DENA 111, 121, 131, 141, 151 & 161

**Course Particulars**

(a) Credits            3.0

(b) Components

class 0 hrs; lab 0; seminar 0; practicum 40 hrs; out of class;  
0 other: community outreach

(c) Is the course available by distributed education? No

(d) Contact Hours

(Refer to CDA Program Winter 2016 Timetable for DENA 172 schedule)

Hours per week 40.0 hrs; # of weeks 2; Total contact hours 80.0 hrs  
(Note: does not include final examination week)

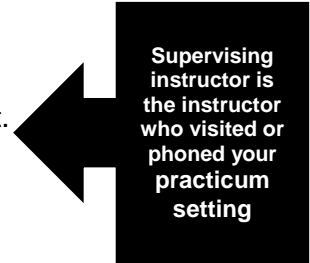
(e) Is prior learning assessment available for this course? No

## 5. Basis of Student Assessment (Weighting)

### EVALUATION

The following criteria must be met in order to successfully complete DENA 172:

- Participate, in a dental office, a minimum of 30 hours per week. (Although 35 hours per week is recommended, hours / week vary with each dental office, usually between 30 - 35).
- Submit *Practicum Record* (to be completed by student):
  - Submission should follow guidelines as presented in the “Practicum Guide for Dental Assistant Students” booklet. Practicum Record to be returned to the **supervising instructor** within five working days, following the last scheduled practicum day.
- Submit *Practicum Evaluation* form (to be completed by dentist and/or CDA):
  - Practicum Evaluation form to be returned to the **supervising instructor** within five working days, following the last scheduled practicum day
- Submit *2<sup>nd</sup> Practicum Research Project* (to be completed by student):
  - Research project to be returned to the **supervising instructor** within five working days, following the last scheduled practicum day



Unsuccessful completion of practicum is considered grounds for interview, probation, and/or discontinuation.

## 6. Grading System

***The minimum grade for successful completion of DENA 172 is B-or 70%.***

- Standard Grading System (GPA)
- Competency Based Grading System
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<http://www.camosun.bc.ca/policies/policies.php>

### A. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-	<b>Minimum Passing Grade for DENA 172 (70%)</b>	4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F		0

### B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

**7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course**

**LEARNING SUPPORT AND SERVICES FOR STUDENTS**

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Student Services or the College web site at <http://www.camosun.bc.ca>

**STUDENT CONDUCT POLICY**

There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section. <http://www.camosun.bc.ca/policies/policies.html>