

# COURSE SYLLABUS



Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

TERM:	Winter 2021
COURSE & SECTION:	DENA 151 - X01
COURSE TITLE:	Dental Assisting Practice 2
SECTION DETAILS:	Mon 8-11:50 am   Tues 1-5:50 pm   Wed 8-11:50 am   Thurs 1-4:50 pm
INSTRUCTOR:	Penny McGregor   Meagan Rumsby   Melody Weimer   Sandra Woodrow
OFFICE HOURS:	By appointment

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Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

Camosun College will continue to follow the guidance of the Provincial Health Officer, the B.C. Government and WorkSafeBC, and as such may revise the delivery of courses. Courses with an approved face-to-face component may need to move to online or remote delivery if necessary.

The COVID-19 pandemic has presented many challenges, and Camosun College is committed to helping you safely complete your education. Following guidelines from the Provincial Health Officer, WorkSafe BC and the B.C. Government to ensure the health and wellbeing of students and employees Camosun College is providing you with every possible protection to keep you safe including COVID Training for students and employees, health checks, infection control protocols including sanitization of spaces, PPE and ensuring physical distancing. Please refer to: <http://camosun.ca/covid19/fag/covid-fags-students.html>

However, if you're at all uncomfortable being on campus, please share your concerns with your Instructor and if needed, alternatives will be discussed.

## COURSE DESCRIPTION

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This course provides continued practice opportunities for clinical support, direct patient care, and laboratory and restorative procedures. Practice related to dental office management and dental assisting for speciality procedures are introduced. Students integrate the concepts of professional conduct, safe practice, and effective communication with their theoretical knowledge of dental science, preventive dental health, and dental assisting in the clinical setting.

Course Credits:	6
Prerequisite(s):	B- in DENA 120, B- in DENA 130, B- in DENA 140, COM in DENA 150
Corequisite(s):	
Pre/Corequisite(s):	B- in DENA 111, B- in DENA 121, B- in DENA 131, B- in DENA 141, B- in DENA 161
Exclusion(s):	

COURSE DELIVERY

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture			
Seminar	1.5	17	25.5
Lab / Collaborative Learning	17	17	289
Supervised Field Practice			
Workplace Integrated Learning			
Online			
<b>TOTAL HOURS</b>			<b>314.5</b>

Additional Delivery information:  
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LEARNING OUTCOMES

Upon successful completion of this course, you will be able to:

- a) apply the principles of infection control in dental assisting practice.
- b) consistently demonstrate appropriate professional conduct in the clinical setting.
- c) apply critical thinking skills to problems and decision making while dental assisting for advanced restorative, specialty procedures, and direct client care.
- d) consistently demonstrate effective communication skills with clients and the dental team.
- e) prepare, utilize and maintain dental armamentarium for advanced dental assisting practice.
- f) perform advanced clinical skills competently and safely.
- g) accurately complete and manage all dental records.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Bird, D.L., & Robinson, D.S. (2021). Modern Dental Assisting (13<sup>th</sup> ed.). St. Louis, Missouri: Elsevier.

Bird, D.L., & Robinson, D.S. (2021). Student workbook for Modern Dental Assisting (13<sup>th</sup> ed.). St. Louis, Missouri: Elsevier.

Iannucci, J.M., & Howerton, L.J. (2017). Dental Radiography, Principles and Techniques (5<sup>th</sup> ed.). St. Louis, Missouri: Elsevier Saunders.

Wilkins, E.M., Wyche, & C.J., Boyd, L.D. (2016). Clinical Practice of the Dental Hygienist: Intraoral Preventive Procedures and Practicum, selected chapters (12<sup>th</sup> ed.). Philadelphia, PA: Wolters Kluwer.

- Dentoform
- Lab Kit
- Clinical Manual
- Distributed additional resources and handouts

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

Please see D2L site for weekly schedule

Resource	Topic	DUE DATE
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Clinic Manual	Section 1: Clinical Support Procedure Guidelines	
	Section 2: Clinical Care Procedure Guidelines	
	Section 3: Laboratory Procedure Guidelines	
	Section 4: Community	
	Section 5: Dental Office Management	

## STUDENT EVALUATION

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### Competency Based Evaluation

COM	<b>Complete:</b> The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	<b>Distinction:</b> The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	<b>Not Complete:</b> The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. If you wish to dispute a final grade you have received, please refer to the [Grade Appeal Policy](#)

**NOTE:** All students must return their assigned proxy card (or pay the appropriate fee) in order to fulfill the participation requirement for this course. If the proxy card is not returned nor the appropriate fee not paid, the course requirements will not be fulfilled, and the student will receive an incomplete grade in this course. This will impact the student's ability to graduate from the program.

## SCHOOL, DEPARTMENT, OR PROGRAM PROCEDURES, REQUIREMENTS, AND STANDARDS

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## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/services/>.

Academic Advising	<a href="http://camosun.ca/services/academic-advising/">http://camosun.ca/services/academic-advising/</a>
Accessible Learning	<a href="http://camosun.ca/services/accessible-learning/">http://camosun.ca/services/accessible-learning/</a>
Counselling	<a href="http://camosun.ca/services/counselling-centre/">http://camosun.ca/services/counselling-centre/</a>
D2L Support	<a href="mailto:desupport@camosun.ca">desupport@camosun.ca</a>
Financial Aid and Awards	<a href="http://camosun.ca/services/financial-aid/">http://camosun.ca/services/financial-aid/</a>

Help Centres (Math/English/Science)	<a href="http://camosun.ca/services/help-centres/">http://camosun.ca/services/help-centres/</a>
Indigenous Student Support	<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/">http://camosun.ca/learn/school/indigenous-education-community-connections/</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/services/writing-centre/learning-skills">http://camosun.ca/services/writing-centre/learning-skills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/services/student-support/">http://camosun.ca/services/student-support/</a>
Ombuds	<a href="http://camosun.ca/about/ombudsman/">http://camosun.ca/about/ombudsman/</a>
Registration	<a href="http://camosun.ca/services/registration/">http://camosun.ca/services/registration/</a>
Technology Support	<a href="http://camosun.ca/services/its/">http://camosun.ca/services/its/</a>
Writing Centre	<a href="http://camosun.ca/services/writing-centre/">http://camosun.ca/services/writing-centre/</a>

If you have an urgent mental health concern, please contact **Counselling**. Urgent counselling sessions are available daily at both campuses during business hours. If you have an emergency or need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## STATEMENTS: POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

### COLLEGE-WIDE POLICIES

#### Academic Accommodations for Students with Disabilities

The College is also committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, anxiety, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs and create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate accommodations you need without disclosing

your diagnosis or condition to course instructors. If you need to request academic accommodations, you can contact CAL at: [accessible@camosun.ca](mailto:accessible@camosun.ca) or by phone at 250-370-3312 (Lansdowne) or 250-370-4049 (Interurban). Visit <http://camosun.ca/services/accessible-learning/> for more information.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Student Code of Conduct (Academic and Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Conduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

CHAIR REVIEW DATE: Dec 17, 2020  
TEMPLATE VERSION: 2020.1

**Changes to this Course 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 courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.