

# CLASS SYLLABUS



COURSE TITLE: DENA 171 Practicum 1  
CLASS SECTION: X01 – times dependant on various dental offices  
**On Campus** - Nov 1st  
**Practicum Site** – Nov 2-5, times may fluctuate based on individual offices  
TERM: Fall 2021  
COURSE CREDITS: 1.0  
DELIVERY METHOD(S): Work integrated learning

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

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For COVID-19 information please visit: <https://camosun.ca/about/covid-19-updates>

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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.*

## INSTRUCTOR DETAILS

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NAME: Melody Weimer | Sandra Woodrow | Kim Stonehouse | Terri Woodman  
EMAIL: [weimerm@camosun.ca](mailto:weimerm@camosun.ca) | [woodrows@camosun.ca](mailto:woodrows@camosun.ca) | [stonehousek@camosun.ca](mailto:stonehousek@camosun.ca) | [woodmant@camosun.ca](mailto:woodmant@camosun.ca)  
OFFICE: D006 | D002 | D002 | D002  
HOURS: By appointment

*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.*

## CALENDAR DESCRIPTION

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Students are introduced to the practice of dental assisting in a general dentistry office.

PREREQUISITE(S): n/a  
CO-REQUISITE(S): n/a  
PRE/CO-REQUISITE(S): B- in DENA 110, B- in DENA 120, B- in DENA 130, B- in DENA 140, COM in DENA 150

## COURSE DELIVERY

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ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture			
Seminar			
Lab / Collaborative Learning			
Supervised Field Practice	24	1	24
Workplace Integrated Learning			
Online			
	<b>TOTAL HOURS</b>		<b>24</b>

Additional Delivery information:

Week 9 (Tues, Wed & Thurs) Hours based on individual offices

### COURSE LEARNING OUTCOMES

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

- a) describe the CDA skills, responsibilities, and scope of practice as observed in the dental setting.
- b) describe the skills and responsibilities of the dental team in the clinical setting.
- c) identify characteristics of an effective CDA as a team member in the dental setting.
- d) use appropriate dental-related vocabulary with team and clients and within observational reports.
- e) demonstrate, at an introductory level, appropriate professional conduct in the dental setting.
- f) perform selected CDA duties as determined and supervised by the dental team in the practicum setting.

### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Bartolomucci Boyd L.R., (2021). *Dental instruments: A pocket guide* (7<sup>th</sup> ed). Elsevier

Bird, D.L., & Robinson, D.S. (2021). *Modern dental assisting* (13<sup>th</sup> ed.). Elsevier

Bird, D.L., & Robinson, D.S. (2021). *Modern dental assisting student workbook* (13<sup>th</sup> ed.) Elsevier

Iannucci, J.M. & Howerton, L.J. (2107). *Dental radiography, principles and techniques* (5<sup>th</sup> ed). Elsevier

Wyche, C.J., Mallonee, L.F. & Boyd, L.D., (2020). *Wilkins' clinical practice of the dental hygienist* (13<sup>th</sup> ed). Jones & Bartlett Learning

DENA 150 Clinic Manuals 2021/2022

Practicum Dental Office Evaluation

Practicum Attendance

Practicum Handbook

Practicum Journal

CDSBC Infection Prevention and Control Guidelines

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

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Observe and/or perform selected Dental Assisting duties as determined and supervised by the dental team in the practicum setting.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
	Refer to D2L for weekly schedule	

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## STUDENT EVALUATION

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**NOTE: minimum passing grade for this course is COM**

Competency Based Evaluation

COM	<b>Complete:</b> The student has met 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.

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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Students are expected to keep up-to-date with D2L postings, journal submissions and email communication during this practicum

## SCHOOL OR DEPARTMENTAL INFORMATION

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More information available on D2L

Students are required to read and are accountable for following College policies and practicum guidelines as described in the CDA and HHS Student Handbooks.

[CDA Student Handbook](#)

[HHS Student Handbook](#)

## 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.

## 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/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course

instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### 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.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### 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.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them

understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### Student Misconduct (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 Misconduct 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.

**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 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.