



**Course Syllabus
SEMESTER
School of Nursing and Health Professions**

<i>Course Name:</i>	Seminar
<i>Course & Section Number:</i>	DAS 201-XXX
<i>Meeting Day(s) & Time(s):</i>	
<i>Credits:</i>	1
<i>Contact Hours:</i>	2
<i>Instructor's Name:*</i>	
<i>Office Hours & Location:</i>	
<i>OCC Phone:</i>	
<i>OCC Email:**</i>	

**Please use only Owens email for course communications.

Catalog description:

The seminar is designed to encourage students to reflect on the experiential learning in DAS 202 and share learning experiences with other classmates. Emphasis is placed on dental specialties, disease prevention, dental office team work, and patient contact, personal and professional growth. An opportunity is provided to review the Ohio Dental Assisting Examination that is held in Columbus, Ohio. http://catalog.owens.edu/preview_program.php?catoid=17&poid=5307

Prerequisite/Corequisites:

Co-requisites: DAS 202

Prerequisites: DAS 101 and DAS 102 and DAS 103 and DAS 104 and DAS 105 and DAS 106 and DAS 107 and DAS 108 and DAS 109 all with a 'C' or better

Course Materials:

1. Bird, D. and Robinson, D. *Modern Dental Assisting*, 14th Edition. St. Louis, MO: Elsevier, 2023. ISBN-13: 9789323824408
2. Boyd, L. *Dental Instruments: A Pocket Guide*, 8th Edition. St. Louis, MO: Elsevier, 2023. ISBN-13: 970323873901
3. Owens Community College Dental Hygiene Program Procedure and Safety Manual.

*If a **print book, e-book, or access code** is required for class, you can access the Owens Community College e-Campus Bookstore by accessing the online link, called “Find Books” on the course schedule for each course section. See the example below.*

OER and Owens Community College Library Resources (Open Educational Resources are free online materials for instructor and student use. Some OER material may be available in print in the Owens Community College Library.)

Inclusive Access (I.A.) Materials are included in the cost of the course to save students money through lower negotiated rates with publishers. Courses containing I.A. materials will have it noted on the online class schedule. If your course includes I.A. digital materials, you will receive an email with subject line, “Your inclusive Access Materials,” and it will include any codes or digital links.

The email will come to your Owens Community College email from the Owens e-Campus Bookstore on the first day of class, if not before. Be sure to check your spam (junk email) if you do not find it in your inbox. If the email is not in your inbox or spam folder, contact your instructor immediately. You may also see a folder at the top of your course labelled “Course Materials by eCampus.” This folder will contain any needed codes or links to needed materials.

If the I.A. materials also include a printed book or are in print form, the item will be shipped to your address of record automatically based on your enrollment in the course. Please note that some courses do not include printed materials in I.A. and those materials would need to be purchased separately using the link on the course schedule. When you access the Find Books link you will see which items in a course are included in I.A.

What You Will Learn in the Course

Course Objectives:

1. Identify how to correct problems with materials, instruments, chairside, radiography, etc.
2. Compare clinical experiences with other students.
3. Compare and contrast the differences between working with classmates and dental office team members.
4. Experience working with patients and discuss situations and dilemmas.
5. Compare and contrast the different procedures done in a general practice and the special knowledge and adaptation to chairside dental assisting procedures.
6. Determine and discuss personal and professional growth.

Student Learning Outcomes:

Outcome	Where Assessed
1. Exhibit professional behavior when performing dental assistant care.	Daily Grade, Final Cover Letter and Resume, Quizzes, Journaling, and Final Exam
2. Utilize procedures to provide a safe and healthy environment.	Daily Grade, Final Cover Letter and Resume, Quizzes, Journaling, and Final Exam
3. Demonstrate introductory critical thinking skills relating to dental assisting skill and patient needs.	Daily Grade, Final Cover Letter and Resume, Quizzes, Journaling, and Final Exam
4. Demonstrate dental assisting knowledge both verbally and in writing at an intermediate level: recording treatment, journaling, patient education (chairside), clinical questioning and exams.	Daily Grade, Final Cover Letter and Resume, Quizzes, Journaling, and Final Exam
5. Demonstrate the ability to work with a culturally diverse population.	Daily Grade, Final Cover Letter and Resume, Quizzes, Journaling, and Final Exam
6. Discuss the importance of proper training verses on the job training.	Daily Grade, Final Cover Letter and Resume, Quizzes, Journaling, and Final Exam
7. Rank their personal dental assisting skills and formulate a plan for improving their skills.	Daily Grade, Final Cover Letter and Resume, Quizzes, Journaling, and Final Exam
8. Construct a professional resume and cover letter and have an understanding of lifelong learning.	Daily Grade, Final Cover Letter and Resume, Quizzes, Journaling, and Final Exam

Program Outcomes:

Outcome	Where Assessed
1. Students will provide effective communication.	Daily Grade, Final Cover Letter and Resume, Quizzes, Journaling, and Final Exam
2. Students will demonstrate problem solving.	Daily Grade, Final Cover Letter and Resume, Quizzes, Journaling, and Final Exam
3. Students will access, gather and utilize information.	Daily Grade, Final Cover Letter and Resume, Quizzes, Journaling, and Final Exam
4. Students will demonstrate technical competence in Dental Assisting.	Daily Grade, Final Cover Letter and Resume, Quizzes, Journaling, and Final Exam

Technology, Lab, and File Requirements:

Blackboard Online Learning Platform

Laptop and access to internet

Respondus Lockdown Browser: [eLearning - Owens Community College](#)

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX Policy/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu. The policy may be found on the Owens website: [3358:11-2-63 Accommodation for a Student Absence for the Observance of Religious Beliefs and Practices Policy](#)

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course requires you to complete various assignments that assess your understanding and application of the course content. You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphraser, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the Owens Community College academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any questions about what constitutes acceptable use of AI tools, please consult with the instructor *before* submitting your work.

Student Responsibilities & Instructor Expectations

Instructor Responsibilities:

- We will treat you and your classmates with dignity and respect.
- We will be flexible to support your individual needs.
- We will provide resources and support for you to be successful.
- We will make ourselves available through multiple communication channels.

Student Responsibilities:

- You will treat us and your peers with dignity and respect, too.
- You will schedule time to complete the work.
- You will tell us what would help you most to overcome barriers.
- You will let us know when life gets in the way or if something is not clear.

Attendance:

1. Attendance for all class/lab is required for success.
2. It is important that you attend every class session. Otherwise, you will miss out on the many learning activities that we will engage in.

- Any absence or tardiness must be reported to the course instructor.

Absence

- Owens realizes that circumstances beyond one's control may cause late arrival, early departure, or an absence (serious illness or accident for example).
- In the event of an unforeseen circumstance, it is the student's responsibly to contact the course instructor immediately and appropriate documentation must be provided to the course instructor within 72 hours of the student's return in order to be eligible for an Excused Absence.
- In the event of an unforeseen circumstance with documentation, late work is eligible for credit.
- A planned absence may be requested for certain circumstances. If requested and granted, arrangements for a makeup test or exam must be made with the course director prior to the exam date.
- An Unexcused Absence for three (3) class sessions may result in the lowering of the final grade by one letter grade. If you have an issue for not being able to attend class on time and/or staying for the entire session, please meet with me to develop a plan so you are able to complete the class materials and lab assignments.

How Grades and Determined and Major Assignments

Evaluation Measure The grade points for the areas of work are as follows.	Student Learning Outcomes Assessed	Value
Daily Grade	1-8	15%
Homework	1-8	15%
Quizzes	1-8	25%
Journaling	1-8	15%
Final Exam	1-8	30%
Total:		100%

Grading Scale

Grade	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below

Daily Grade (15% of the course grade): The daily grade consists of professional attire, respect and character, preparedness, time management, quality of work, team work, infection control, participation, and overall impression in every class/lab session.

If an Unexcused Absence arises, a Daily Grade of 0% will be given for that session.

If an Excused Absence arises a Daily Grade of Exempt will be given for that session.

Classes may utilize the use of student partners, one as the clinician and one as the patient. All students are required to sit as a patient as the task requires.

Homework (15% of the course grade): All assignments will be available through blackboard and must be turned in on the due date. **Any late assignments will result in a zero grade.**

Resumes and cover letters will be updated due by the designated due date and time. This assignment is to assist you in updating your resume and cover letter you initially submitted last semester. The focus is on proper updates, grammar, and spelling. Practicum office will be included.

Quizzes (25% of the course grade): Quizzes over content of the previous semesters will be offered through Blackboard. Quizzes will have a specific time frame for completion, and it is the student's responsibility to work within this time frame or contact the instructor with any problems encountered with Blackboard within this time frame.

Late quizzes will result in a zero, but will still need to be taken and passed in order to pass DAS 201.

Failed quizzes will need to be passed within two attempts to pass DAS 201. The grade for the quiz will be the initial grade earned.

Journaling (15% of the course grade): Journaling on lab/clinical experiences will be assigned. This will be completed via Blackboard. It is recommended you also track your hours in each entry to compare it with the office's report of days and hours worked. Standard note taking on experiences during the externship will be documented. Experiences documented will be discussed. It is recommended that you share your journal with your Practicum instructor when they are present, evaluating you in your dental office.

Final Exam (30% of the course grade): The final exam will be comprehensive and be given during the assigned time during Final Exam Week.

*** ALL grading criteria must be completed and passed at a 70%, regardless of the earned grade, in order to pass DAS 201 before the last day of the semester.**

Tentative Class Assignments

Week	Topic	Homework	Quiz
1 DATE	- Syllabus Review (Seminar and Practicum) - Introduction to Radiographer's License	- Journal Entry #1 - Work on updating Resume and Cover Letter	
2 DATE	Professionalism, OSHA, and HIPAA in an office setting	- Journal Entry #2 - Work on updating Resume and Cover Letter	Quiz 1
3 DATE	- Study Office Assisting Skills (on own) - Office Procedures - Patient Management and Communication - Ethics and Professional Conduct	- Journal Entry #3 - Work on updating Resume and Cover Letter	Quiz 2
4 DATE	- Study Dental Sciences (on own) - Dental Anatomy and Terminology - Patient Education - Local Anesthesia - Infection Control - Dental Materials	Updated Resume and Cover Letter Due - Journal Entry #4	Quiz 3
5 DATE	- Study Clinical Procedures (on own) - Instruments and Equipment - Chairside Procedures - Laboratory	Journal Entry #5	Quiz 4
6 DATE	- Study Dental Imaging Review (on own) - Principles and Theory - Techniques and Application - Radiograph Processing and Mounting - Safety	Journal Entry #6	Quiz 5
7 DATE	- Certificate Completion Topics - Obtaining Certificate - Becoming a CDA / RDA	Thank You Letter to Practicum Office Due (Submit a copy to Week 7 Dropbox) Radiology License Completed (Submit a copy of license or receipt to Week 7 Dropbox)	
8 DATE	Final Exam		

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.