



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

Course Name:	Dental Assisting Practicum
Course & Section Number:	DAS 202-XXX
Meeting Day(s) & Time(s):	
Credits:	5.5
Contact Hours:	
Instructor's Name:*	
Office Hours & Location:	
OCC Phone:	
OCC Email:**	

**Please use only Owens email for course communications.

Catalog description:

This course provides practical application of the dental skills and principles covered in the previous two semesters. The student is assigned to a dental office for supervised practical experience, and is required to provide an evaluation of office experiences and individual work experience sheets. http://catalog.owens.edu/preview_program.php?catoid=17&poid=5307

Prerequisite/Corequisites:

Co-requisites: DAS 201

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. Work as a part of the Dental Healthcare Team.
2. Demonstrate proper Ergonomics, Principles of Instrument use, 4 Handed Dentistry.
3. Demonstrate OSHA guidelines, infection control and instrument processing.
4. Exhibit dental ethics and jurisprudence.
5. Perform dental assisting duties for all dental procedures delegable to basic qualified personnel in accordance with the Ohio State Dental Board’s Law and Rules.
6. Work with a diverse patient population.

Student Learning Outcomes:

Outcome	Where Assessed
1. Describe the differences between general practice and a specialty practice.	Office Evaluations, Attendance, Instructor Evaluations
2. Demonstrate proper assisting skills following infection control guidelines.	Office Evaluations, Attendance, Instructor Evaluations
3. Apply ethical principles and follow the Ohio Dental Practice Act to ensure compliance with Ohio law.	Office Evaluations, Attendance, Instructor Evaluations
4. Perform assisting duties for all dental procedures delegable to basic qualified personnel in accordance with the Ohio State Dental Board's Law and Rules.	Office Evaluations, Attendance, Instructor Evaluations

Program Outcomes:

Outcome	Where Assessed
1. Students will provide effective communication.	Office Evaluations, Attendance, Instructor Evaluations
2. Students will demonstrate problem solving.	Office Evaluations, Attendance, Instructor Evaluations
3. Students will access, gather and utilize information.	Office Evaluations, Attendance, Instructor Evaluations
4. Students will demonstrate technical competence in Dental Assisting.	Office Evaluations, Attendance, Instructor Evaluations

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, paraphrasers, 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.
3. Any absence or tardiness must be reported to the course instructor.

Absence

1. Owens realizes that circumstances beyond one's control may cause late arrival, early departure, or an absence (serious illness or accident for example).
2. 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.
3. In the event of an unforeseen circumstance with documentation, late work is eligible for credit.
4. 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.
5. 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 are Determined and Major Assignments

Evaluation Measure The grade points for the areas of work are as follows.	Student Learning Outcomes Assessed	Value
Office Evaluations	1-4	50%
Attendance	1-4	40%
Instructor Evaluations	1-4	10%
Total:		100%

Grading Scale

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

Office Evaluations (50% of the final grade): Evaluations will be completed weekly by each dental office. Topics covered will be ethics, professionalism, infection control, lab skills, knowledge, assisting skills, and office skills, oral and written communication. Please see the Practicum Handbook pages 10 – 12 for grading criteria.

See Evaluation Grade Conversion Chart for grade values. If a weekly evaluation is unable to be obtained, the student will receive a 70% evaluation grade for that week as long as the student puts in some hours during that week.

Attendance (40% of the final grade): The salient point of this practicum course is to place into use in a dental office setting the Dental Assisting skills learned in skills laboratory and didactic courses the past two (2) semesters at Owens Community College. This experience will be maximized by full attendance at all possible sessions.

221 and more total hours = 100%

195 to 220 total hours = 90%

169 to 194 total hours = 80%

144-168 total hours = 70%

143 and less total hours = 0%

100%, 90%, 80%, 70% or 0% will be entered for the 40% attendance portion of the final grade.

Any student receiving a zero percent for this portion (attendance) will receive no higher than a “D” for the course (DAS 202). A “C” or above is required to pass this course.

Instructor Evaluation (10% of the final grade): Evaluations will be completed by your supervising instructor. Topics covered will be communication and time management, ethics, professionalism, infection control, personal appearance, patient communication, clinical skills, and office teamwork/participation. Instructor will meet with assigned student before semester begins to finalize practicum assignment. This can be in-person or virtual. Instructor will complete 2 or more site visits during practicum. Instructor will meet with student before last week of practicum to finalize practicum. This can be in-person or virtual.

Transportation: Students will need to arrange their own transportation to the practicum sites. Students are not allowed to travel with employees of the college.

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.

DENTAL ASSISTING EXTERNSHIP OUTCOMES EVALUATION

N/A = Not applicable or demonstrated

1 = Poor level of performance, candidate not ready for employment - requires remediation

2 = Meets level of expected performance, (average) candidate is employable (C)

3 = Exceeds level of expected performance, candidate is above average (B)

4 = Exceeds level of expected performance, candidate is exceptional (A)

1. Skills necessary to provide a safe environment for patients and dental staff.					
a. Follows Infection Control standards	N/A	1	2	3	4
b. Follows professional appearance as stated in <i>the Owens Community College Policy and Procedure Manual</i> (ex. No visible tattoos, no jewelry from the neck up or wrist down, no nail polish, hair is confined).	N/A	1	2	3	4
2. Demonstrate an understanding of basic dental theory as it relates to patient treatment.					
a. Demonstrates appropriate use of dental terminology	N/A	1	2	3	4
b. Understand and follow instructions when providing patient care	N/A	1	2	3	4
c. Demonstrates ability to chart patient records following office protocol	N/A	1	2	3	4
3. Performance of chairside, clinical, and radiographic proficiently.					
a. Demonstrates procedures properly	N/A	1	2	3	4
b. Transfer and retrieve instruments appropriately	N/A	1	2	3	4
c. Maintain moisture control in the operating field (suction, air/water)	N/A	1	2	3	4
d. Mix and deliver dental materials according to manufacturer's directions	N/A	1	2	3	4
e. Expose, process and mount dental radiographs of diagnostic quality	N/A	1	2	3	4
4. Performance of basic dental laboratory skills as required in general dental practices.					
a. Take quality preliminary impressions	N/A	1	2	3	4
b. Pour up study casts and models that exhibit good anatomical detail	N/A	1	2	3	4
c. Fabricate bleaching trays/mouth guards that meet office protocol	N/A	1	2	3	4
5. Knowledge and skill needed to promote dental care.					
a. Provide preventative home care instructions to patients	N/A	1	2	3	4
b. Give fluoride treatments following office protocol	N/A	1	2	3	4
c. Provide post-operative instructions following office protocol	N/A	1	2	3	4
6. Basic business office skills (both traditional and computerized) that are applicable to the business side of dentistry.					
a. Communicate effectively on the telephone and answer frequently asked questions	N/A	1	2	3	4

b. Demonstrate basic computer skills	N/A	1	2	3	4
c. File and retrieve patient records with accuracy	N/A	1	2	3	4
7. A professional, collaborative work ethic that recognizes the legal and ethical responsibility of those employed in the dental field.					
a. Perform well in a team environment respectful of others	N/A	1	2	3	4
b. Maintain confidentiality	N/A	1	2	3	4
c. Seek answers from staff as questions arise	N/A	1	2	3	4
d. Be dependable and prompt when arriving for work	N/A	1	2	3	4
e. Take initiative as appropriate	N/A	1	2	3	4
f. Report to work well-groomed with good oral hygiene (Professional Appearance)	N/A	1	2	3	4
g. Employs critical thinking and problem-solving skills.	N/A	1	2	3	4
8. Effective communications skills, both written and oral, when dealing with dental patients and the dental health team.					
a. Communicate with layman's terms in a courteous manner when dealing with patients	N/A	1	2	3	4
b. Communicate with tact and courtesy when dealing with office staff	N/A	1	2	3	4
c. Use acceptable grammar and speech	N/A	1	2	3	4
d. Recognize and attend to patients' special needs	N/A	1	2	3	4
e. Records patient treatment accurately and legibly, following office protocol	N/A	1	2	3	4

Comments:

Hours this week: Week Of _____ Total # hours _____

Days / Times: Absent: _____ Tardy: _____

Student Extern Signature:

Full Signature *Print Name* *Date*

Site Supervisor/Assistant Signature:

Full Signature *Print Name/Title* *Date*

Your completion of this evaluation form is sincerely appreciated.

Please return to: rebecca_weaver2@owens.edu

Thank You

DAS 202 Practicum Instructor Evaluation

Student's Name: _____ Instructor: _____

Date: _____ Grade: _____

Skill Evaluation Grading Scale:

S= 2 pts. Satisfactory for introductory level, criteria met.

I= 1 pt. Moderately effective, inconsistent performance of the satisfactory level, needs & is capable of improvement

U= 0 pt. Unacceptable performance, inefficient, harmful, not clinically useful, unethical

N/A= not graded

Employable	Needs Work	Unacceptable
100-85%	84-77%	69-0%

1. Communication and Time Management

Grade

A. Effective Communication with Instructor	
B. Effective Communication with Office	
C. Arrives on time or early to all scheduled commitments and follows scheduled work hours consistently	

2. Appearance

A. Maintains personal cleanliness and neatness	
B. Mature attitude towards self-management (i.e., adequate rest and diet; smoking cessation)	
C. Follows guidelines for proper clinic attire, hair, and nail recommendations, etc., per clinic manual	

3. Initiative

A. Performs routine tasks without being told, volunteers help, and seeks added responsibilities as a team player	
B. Self-motivated, enterprising, assists other students	
C. Uses time effectively. Works diligently, stays on task	
D. Does not use cell phone during working hours	

4. Ability to Follow Directions

A. Listens to and follows directions	
B. Asks for clarification if directions are not understood	
C. Utilizes the guidance of the office mentors and/or instructor	

5. Performance

A. Demonstrates proper dental assisting techniques	
B. Maintains skill performances in an ergonomic manner	
C. Performs task in an organized and efficient manner	
D. Follows recommended infection control procedures	

6. Attitude Towards Others

A. Responds positively to instructors, office personnel, doctor, and / or patients	
B. Controls emotions and maintains professional demeanor	
C. Demonstrates ethical conduct	

7. Self-Image

A. Exhibits appropriate level of confidence with clinical skills	
B. Shows satisfaction with one's work	
C. Maintains positive self-image despite difficulties	