



# SYLLABUS

## DENTAL ASSISTING

*\*Subject to change due to Covid-19*

### INSTRUCTOR INFORMATION

- Instructor Name: Karyn Gray, “Miss Karyn”
- **Office Hours: 1:45-2:45 PM**
- Office Location: Bldg. 1 Room 123
- Phone: 425-348-2228
- Email: Graykk@mukilteo.wednet.edu
- The best way to contact me is via email; I will respond in 24 hours Monday-Friday.

### COURSE INFORMATION 2020-2021

- September-June
- Session Times:
  - 7:55-10:25 AM, Monday-Friday
  - 11:10 AM-1:40 PM, Monday-Friday
- The Dental Assisting program in a one-year program.

### CREDITS

- 3 high school CREDITS for the year

### COURSE DESCRIPTION

Dental Assisting is a great profession to get into right out of high school. The program includes people skills, psychology, ethics, pre-clinical science, OSHA standards, HIPAA regulations, clinical sciences, radiology (x-ray), healthcare provider CPR and 7-hour HIV training required for mandatory state registration as a dental assistant for employment. In the on-site dental clinic, you will experience working with dentists and patients. If you meet the program standards, you will have the opportunity to locate and secure an internship at a real dental clinic in your community. **Students must maintain an A-B average to remain in the program after the first semester.** Come discover your passion for dentistry. Become a professional straight out of high school and go to work as a Dental Assistant and/or continue your education to become a Hygienist or a Dentist.

- Prerequisites: biology 1.0 credit., health 0.5 credit

# COURSE MATERIALS

## Textbooks:

- Modern Dental Assisting 13<sup>th</sup> Addition Hard Cover (Bird/Robinson)
- Dental Instruments Pocket Guide 7<sup>th</sup> Addition Paper bound (Boyd)
- These are checked out by students at the start of the year, and returned at the end.
- Please do not write or highlight in the books.
- If a student would like to purchase their own book to keep, please contact me.

## Scrubs/Uniform: (see images at end of Syllabus)

- Required: Navy or Black scrubs preferred (see image attached)
- Required: Lab jacket with cuffed elastic sleeves. (see image attached)
- Shoes: Leather, rubber, or plastic toed athletic shoe or medical/nursing style. Does not have to be white. (\*no soft or fabric toe athletic shoe, as this is a risk when handling sharp instruments) \*See image attached.

Fees: Lab Fee: \$50 CPR fee

# LEARNING OBJECTIVES

- **Learning Objectives:** Include safety protocols, working efficiently and effectively, and employability skills to become a valued dental assistant in a dental practice.
- **Certificate opportunities:** Include participant OSHA/Blood Borne Pathogens, Universal Precautions, HIPAA, Hazard Communications, Workplace Safety, 7-hour HIV, Health Care provider CPR and once graduated student may apply for Registration as a Registered Dental Assistant (RDA) required to work in a dental office in the State of Washington.

# ASSIGNMENTS, GRADING, and ATTENDANCE

Sno-Isle uses [Schoology](#) as our Learning Management System.

**Attendance:** All students are required to log in **DAILY (M-F)** to their account and access the Dental Assisting Course. Here, they will see assignments, take quizzes, and submit homework. **They must log in to be counted for attendance for all asynchronous learning days.** Class is a hybrid of synchronous (Live Zoom) and asynchronous (pre-recorded lessons and Schoology assignments) learning. If a student cannot make our live Zoom meeting, they need to arrange/notify me **AHEAD** of time. (The day before at least).

- **Assessment Criteria and Grading Policies:** Grades are determined by daily participation/discussion, assignments/homework, quizzes/tests and clinical competencies.
- **Professionalism Policy:** Wearing a clean, unwrinkled uniform daily and meeting employability standards of professionalism.
- **Late Work:** Unless arranged with me prior to due date, I only grade the work that is turned in on time.
- **Make up work:** In the case of illness/missed class students have 1 week after their return to turn assignments in and take any missed tests or competencies.

- **Grading Communication:** Students and parents can review grades on-line through the Qmlativ Grading System for Mukilteo School District. Access information will be provided at the beginning of the school year.

Grade Scale:

A	94-100%	A-	90-93%	B+	88-89%
B	83-87%	B-	80-82%	C+	78-79%
C	73-77%	C-	70-72%	D+	68-69%
D	63-67%	D-	60-62%	F	00-59%

## COURSE EXPECTATIONS

Students in Dental Assisting are expected to be able to work independently and stay focused on the task assigned. The textbook is college level and students must be able to read and comprehend concepts. Students are treated as coworkers so mature behavior is needed.

As the instructor, I am responsible for the classroom and clinical areas and active in both when treating patients. Students must always handle themselves in a professional manner in the classroom and clinic areas.

Any challenges or problems that occur in the classroom or clinic will be dealt with case by case by the teacher. Serious issues are referred to the directors of Sno-Isle TECH.

Sno-Isle TECH Skills Center is administered by Mukilteo School District and follows MSD School Board Policies and Procedures.

**Students are to read and sign: Industry Standards, The 3R's of Professional Level Expectations**

## COURSE CALENDAR *\*Subject to change due to Covid-19*

**First quarter:** Career tracks in dentistry, safety precautions, CPR, Phase 1 hands-on competencies, pre-clinical sciences, systems/procedures for cleaning, sterilizing/setting up treatment rooms, equipment in the dental office, seating patients, oral health, Health Care provider CPR.

**Second quarter:** Clinical sciences, clinical assignment/participation, introduction to personal portfolios construction, internship requirements, process/qualifications, Phase 2 competencies, oral health presentations in elementary schools, radiology, HIPAA training, OSHA/WISHA review, Haz Mat, Blood Borne pathogens, Universal Precautions, Infection Control, workplace safety, 7-hour HIV training.

**Third Quarter:** Procedure sequences, instruments/materials, head and neck anatomy, radiology, coronal polish, secure internship, Phase 2 completion, Phase 3 competencies, Portfolio completed and scored, continued clinical participation with doctors/patients.

**Fourth Quarter:** 10 hour per week internship; attend Sno-Isle on Fridays only through the month of May, Phase 3 competencies continued, online assignments and tests reviewed, laboratory material and procedures reviewed.

The Washington State registration process and cost will be discussed on Fridays in classroom.

## Scrubs



- Navy top
- Navy pants
- Any brand

### Stores

- Walmart
- Scrubs & Beyond
- Scrub City

## Lab Jacket



Mukilteo School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator Bruce Hobert (425-356-1319), [hobertbl@mukilteo.wednet.edu](mailto:hobertbl@mukilteo.wednet.edu), Section 504 Coordinator Lisa Pitsch (425-356-1277), [pitschla@mukilteo.wednet.edu](mailto:pitschla@mukilteo.wednet.edu), and the ADA/Access Coordinator Karen Mooseker (425-356-1330), [moosekerkw@mukilteo.wednet.edu](mailto:moosekerkw@mukilteo.wednet.edu). Address: 9401 Sharon Drive in Everett, WA. Inquiries regarding ADA/Access issues at Sno-Isle TECH Skills Center should be directed to Wes Allen, Director (425-348-2220) [allenwr@mukilteo.wednet.edu](mailto:allenwr@mukilteo.wednet.edu). Address: 9001 Airport Road in Everett, WA 98204