



SYLLABUS

DENTAL ASSISTING

INSTRUCTOR INFORMATION

- Instructor Name: Kelly Beebout
- Office Location: Bldg. 1 Room 123
- Phone: 425-348-2228
- Email: BeeboutKM@mukilteo.wednet.edu
- The best way to contact me is via email; I will respond in 24 hours Monday-Friday.

COURSE INFORMATION 2022-2023

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

CREDITS

- 3 high school credits for the year (Elective or CTE)

COURSE DESCRIPTION

This course will help you put your passion for dentistry into action *OR* help you discover your career path in dentistry! You will be learning everything you need to know to become a Dental Assistant, through classroom lessons, onsite clinic training, and off-site internship clinical practicum. In our on-site working dental clinic, you will experience assisting dentists in procedures with real patients. If you meet the program standards*, you will have the opportunity to locate and secure an internship at a dental clinic in your community. ****Students must maintain an A-B average to remain in the program after the first semester.*** Become a Dental Assistant right out of high school, or continue your education after this program to become a Hygienist or Dentist!

- Prerequisites: Biology 1.0 credit., Health 0.5 credit

COURSE MATERIALS

Textbooks:

- Modern Dental Assisting 13th Edition Hardcover (Bird/Robinson)
- Dental Instruments Pocket Guide 7th Edition 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.

Typodont:

- Plastic teeth (upper and lower Arch).
- These are checked out by students at the start of the year, and returned at the end.

UNIFORM: Expectations for Professional Attire

1. In this class, as in the Dental Profession, we wear a uniform (scrubs) every day.
2. You are expected to arrive in full uniform on the first day of class and every day of class after that, unless otherwise specified by me.
3. This **uniform is required**, and the full uniform includes the following:
 - a. Short sleeved scrub top (navy blue preferred): You may wear a light t-shirt, tank top or long sleeved shirt under your scrub top.
 - b. Scrub pants (navy blue preferred): Make sure the length of your scrub pants does not drag on the floor. This is for safety reasons and meets professional attire standards. You may need to hem your scrub pants if this is an issue. (ask your parent/guardian for help on this)
 - c. Scrub Lab Jacket* (navy blue preferred)
***Scrub Lab Jackets should be the following style:**
 1. Long sleeved, cuffed wrist (see pictures)
 2. Length should be at hip or slightly below
 3. Button up, OR snap up, OR zip up....any of these are ok.
 - d. Shoes: Shoes can be athletic, sport, sneaker, tennis-shoe, walking, Stan Smith style, or nursing clog **as long as:**
 1. **They have a covered toe and heel (no open toe shoes or open back clogs).**
 2. **They are comfortable and they fit you properly.**
 3. **They have leather/suede/faux leather/or other man-made material that creates a puncture resistant toe*. *Required for safety!**
 4. A few images of these types of shoes are attached to this Syllabus as examples.
 5. Shoes can be any color.
 6. ***If you are challenged by circumstances that are preventing you from obtaining the above items, please email me.***

Personal Hygiene

Perfumes, heavy scented lotions, or body spray is NOT allowed in class or clinic.

Fingernails

1. Fake/acrylic/nail tips are NOT allowed as a Dental Assistant, and not allowed in this program. You will need to remove these prior to the first day of school. (I know it's hard to say goodbye to them!)
2. Long natural nails are also not allowed.
3. **Short to Medium length natural nails are expected.**
4. Regular nail polish is OK as long as there is no chipping or peeling, anything else not ok.

Hair

1. Long or medium length hair should be tied up or back, away from face and off of neck.
2. Any long bangs need to be out of eyes and away from face.

Jewelry

1. Bracelets, large dangling/hoop earrings, or long necklaces are NOT allowed.
2. Small necklaces that can be protected under shirts, without swinging out loosely, are ok.
3. No rings. (one flat banded ring is ok upon approval)
4. Small studs worn as earrings or nose piercings are ok.

*The above requirements are modeled after professional Dental Assistants in the real world setting. We abide by these rules here at Sno-Isle as a professional educational program and in our Dental Clinic at all times. If you have questions or concerns please email me at BeeboutKM@mukilteo.wednet.edu

What do I need to bring everyday?

- Paper & pens for taking notes.
- 3 ring binder or notebook for holding handouts/notes/assignments, etc. If you already have one for your high school, you can use that.
- Dressed and ready in professional dress attire.
- Textbooks will be loaned out from Sno-Isle, we will handle that in the first two weeks of school.

Cell Phone Policy

- At Sno-Isle TECH, we strive to increase healthy socialization and decrease disruptions that interfere with learning and collaboration.
- Unless otherwise instructed by a teacher for learning purposes, cellphones, music and gaming devices, and other personal electronics **MUST BE TURNED OFF** and **PUT AWAY** during class time.

ASSIGNMENTS, GRADING, and ATTENDANCE

*Information subject to change based on limitations or schedule changes.

Attendance: Students are expected to attend ALL classes. For an absence to be pre-excused to meet our professional policy; students will need to notify me in advance (24 hours or more). If absence is unexpected, parents will need to call the front office at Sno-Isle to verify the absence.

Assessment Criteria and Grading Policies: Grades are determined by the following:

- Professionalism
- Assignments/Homework
- Skill Competencies
- Unit Quizzes
- (2) Final Tests (End of each semester)

Professionalism Policy: Showing up on time, every day, wearing a clean, unwrinkled uniform and meeting employability standards of professionalism.

- If needing advance help or clarification on assignments; please notify me in person or via email prior to 48 hours before the due date.
- If an unexpected absence; students will need to contact me via email and follow up with Schoology and make up missed work within the 5 day grace period.

Late Work: Unless arranged with me prior to the due date, late work will not be counted.

Make up work: In the case of an EXCUSED, unexpected absence; students will need to check in with me upon return to arrange turning in late work and taking any testing or competencies.

Grading Communication: Students and parents can review grades on-line through the Qmlativ Grading System for Mukilteo School District or Schoology. Access information will be provided at the beginning of the school year. **Students must maintain an A or B average by the end of Semester 1 to remain in the program.**

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 professionals, 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.

A violation of **Policy, Procedure** or **Classroom Commitments** will not be tolerated.

(Classroom Commitments are created together by all class & teacher as a group collaboration the first week of school)

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

On the first day of school, Students are expected to **read and sign** the following documents as contracts to uphold professionalism:

The 3 R's of Professional Level Expectations

This Syllabus

Materials Contract Form

COURSE CALENDAR

**Subject to change*

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

Second quarter: Clinical sciences, clinical assignment/participation, introduction to personal portfolios construction, internship requirements, process/qualifications, Phase 2 competencies, radiology, HIPAA training, OSHA/WISHA review, Blood Borne pathogens, Universal Precautions, Infection Control, workplace safety, Dental Clinic.

Third Quarter: Dental Clinic, 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. Obtain and start a 10 hour internship; attend Sno-Isle on Wednesdays

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

Opportunity to obtain the following certificates while in this class:

OSHA/Blood Borne Pathogens

BLS/CPR Healthcare Provider Certificate

WDOH Dental Assistant Registration

SISC Certificate of Completion and/or Certificate of Achievement

By signing below, I'm acknowledging that I have read and agree to follow the Dental Assisting 2022/2023 Syllabus.

Student Name: _____ date: _____

Student Signature: _____

Parent/Guardian Name: _____ date: _____

Parent/Guardian Signature: _____

Parent/Guardian Contact Phone Number: _____

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 Simone Neal (425-356-1319), NealSR@mukilteo.wednet.edu, Section 504 Coordinator Lisa Pitsch (425-356-1277), PitschLA@mukilteo.wednet.edu, and the ADA/Access Coordinator Karen Mooseker (425-356-1330), 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. Address: 9001 Airport Road in Everett, WA 98204

Where can I buy scrubs?

1. Scrubs & Beyond, Lynnwood (**10% off for Sno-Isle Students, tell the cashier you are a Sno Isle student. Brad, the Store Manager has approved this**)
2. Scrub City, Everett
3. Walmart
4. Amazon or any other online retailer of scrubs/medical uniforms. *please note that sizes vary from brand to brand
5. Sometimes you can find scrubs at Goodwill but sizes, colors, and conditions are limited.

Sizing & Fit of Scrubs

1. Your scrubs should be comfortable, and easy to move in.
2. Sizes vary from brand to brand.
3. If you plan to purchase your scrubs online, I recommend going in person to a medical uniform store such as **Scrubs & Beyond** FIRST and trying on sizes/brands BEFORE purchasing your scrubs online, so you know what sizes fit best.
4. Scrub pants should not drag on the floor. If your scrub pants are too long, they will need to be hemmed before the first day of school.

Taking Care of your Scrubs

1. Arriving in unwrinkled and clean scrubs is expected.
2. It is expected that you arrive at Sno-Isle already in your scrubs. Please contact your high school to find out where and when you can change into your scrubs before you get on the bus to Sno-Isle.
3. You will need to wash your scrubs after every day they are worn.
4. It may be helpful to have multiple pairs (optional), if you can, so that you don't have to do laundry every night. You will be wearing scrubs 5 days a week.
5. If you take your scrubs out of the dryer promptly and hang, they will stay wrinkle free until you put them on.

