1. School/Division: College of Health and Human Services

2. Academic Subject Code: DAST

3. Current Course Number: A171

4. Current Credit Hours: 4

5. Current Title: Clinical Science I

6. Effective Semester/Year for changes listed below: Fall, 2011

7. Instructor: W. Leeuw

8. Change course number to: [must be cleared with University Enrollment Services]

9. Current course title: Clinical Science I

Recommended abbreviation (optional)

10. Current credit hours fixed at: 4 or variable from: [Limited to 32 Characters Including spaces]

Change to credit hours fixed at: [or variable from: 4 to 6]

11. Current lecture contact hours fixed at: [or variable from:]

Change to lecture contact hours fixed at: [or variable from:]

12. Current non-lecture contact hours fixed at: [or variable from:]

Change to non-lecture contact hours fixed at: [or variable from:]

13. Is this course currently graded with S-F (only) grades? Yes No

Change to S-F (only) grading? Yes No

14. Does this course presently have variable title approval? Yes No

Is variable title approval being requested? Yes No

15. Is this course being discontinued? For all campuses Yes or for this campus only No

16. Current course description

Change course description to (not to exceed 50 words)

17. Justification for change: Curriculum change: adding clinical experiences for the proposed new BDDS degree

(Use additional paper if necessary)

18. Are the necessary reading materials currently available in the appropriate library?

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of this course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: [Signature]
Date 3/15/10
Department Chairman/Division Director

Approved by: [Signature]
Date 5/25/10
Dean

Chancellor/Vice-President

University Enrollment Services

Date

Dean of Graduate School (when required)

University Enrollment Services Final-White; Chancellor/Vice-President-Blue; School/Division-Yellow;
Department/Division-Pink; University Enrollment Services Advance-White
DAST A171 CLINICAL SCIENCE I
FALL SEMESTER
LECTURE, CLINIC, & REMEDIATION

Wilhemina Leeuw, CDA, BS
Office: Neff 150 H, Office Phone: 481-6093
Office Hours: by Appointment

Additional lab faculty:
Prof. Deb Stuart, CDA, EFDA, MS, Brandy Spaulding, CDA, BS,
& Jessica Christoffel, CDA, EFDA, OMSAA, AS

COURSE DESCRIPTION: A core course in historical developments in dentistry; dental nomenclature; roles of the assistant as a member of the dental health team; identification and utilization of instruments and equipment; principles of chairside dental assisting skills; dental procedures and procedure set-ups.

TEXTBOOKS:
2. HuFriedy Instrument Catalog/Handbook – given to you in class

COURSE OBJECTIVES: Upon completion of this course the student will be able to:

1. demonstrate a knowledge of the developments in the history of dentistry.
2. identify the duties and responsibilities of the chairside dental assistant.
3. use dental terminology of general dentistry.
4. demonstrate orally & clinically the use of general dentistry instruments & terminology according to patient treatment and the following operative tray set-ups: basic, local anesthesia, dental dam, matrix, preparative & operative for amalgam, composite, and crown & bridge restorations.
5. operate the dental equipment and furniture including: chair, operatory units, chairside stools, light, oral evacuation system, small chairside electrical equipment, etc.
6. identify the need for infection control in dentistry and be able to establish an environment free from cross contamination.
7. demonstrate orally & clinically the basic steps in a head/neck/oral examination.
8. demonstrate proper instrument & handpiece re-circulation techniques for dentistry.
9. identify and demonstrate ergonomics in the dental office for workplace safety.
TEACHING METHODS:

The methods employed to teach A171 Clinical Science are lecture, DVD/CD ROM, videotapes, demonstrations with the visual presenter (ELMO), demonstrations at chairside, and computer use.

CRITERIA FOR EVALUATION:

Mastery of the material presented will be evaluated as follows:

1. scheduled tests (points vary with each test)
2. 1 comprehensive examination (100 pts)
3. 2 instrument/rotary practicals (approx. 45 - 50 pts.)
4. 1 comprehensive instrument/rotary practical (approx. 70 pts.)
5. chairside performance evaluations – remediation may be necessary (100% satisfactory)
6. 1 comprehensive restorative clinical practical (70 pts)
7. workbook activities (points vary with each chapter) – Worth a total of a 100 pts.
8. completion of 18 hours of office observation – details in section of manual
9. extra credit opportunities will be announced and IKDAS meeting attendance

Explanations of Criteria for Evaluation:

Tests and Comprehensive Final Examination: The exams will be composed of multiple choice, definitions, T/F, matching, and/or short answer/essay questions with quantities differing with each exam. Questions will be formulated from information provided in the text, workbook pages, and lectures. Students not receiving a letter grade of at least a C or better must, and are responsible to, make an appointment with Mrs. Leeuw to review information. Dates of exams are listed in the course outline. There will be a comprehensive examination. The exact date will be formally announced, but is now scheduled for Monday, December 15, 2008. Grades are always posted in Blkbd. Vista as soon as possible. Tests are not returned during class periods until the final review day, but you can visit them anytime!

Instrument/HP Practicals & Comprehensive Practical: The instrument practicals will evaluate the student’s knowledge of potentially every instrument/handpiece that the student has been exposed to in this course. Each student will select a station (in Neff 161) in which to begin the practical. Students will be given a time limit in which to identify each instrument/handpiece. The dates for the instrument practical and rotary practical are listed in the lecture outline. The exact date of the comprehensive practical will be formally announced, but it is now scheduled for Monday, November 17, 2008. IMPORTANT!!! – Attendance is mandatory for practicals. Failure to arrive on the designated date and time can result in a possible ZERO or incomplete.

Chairside Performance Evaluations: (a.k.a. – checkoffs) Chairside skills will be demonstrated by the clinical instructors. Students will then practice these procedures and be evaluated by class peers. Remediation times are incorporated to keep the class on track. A clinical instructor performs a final evaluation for each student. (See separate handouts) 100% accuracy is required by the student to be able to move on to the next skill(s).

Comp. Rest. Clinical Practical: The comprehensive clinical practical (hands-on) will
evaluate the student's clinical skills learned in fall semester. Students will draw an examination time, instructor name, and "patient" and be tested after all check-offs, tests, and instrument practicals are completed. You must attain a grade of "C" or better. If below a "C," the student is required to attend remediation classes before going out for spring rotations. Tuesday, December 16, 2008 is the current date designated for this final examination but is subject to change.

**Workbook Activities:** Each student will complete and turn in workbook assignments from the chapters covered throughout the course. Due dates are outlined in the syllabus and are directly related to exams. Workbook activities and points vary with each chapter and a list of requirements by chapter is in this manual after the course agenda. The WB portion of your grade is worth a total of 100 pts. Example: if all chapters are worth 135 points and you accumulated 124 points. 124/135 = 91.8%. 92 points out of 100 will be given to you for the WB assignments.

**Observation Hours:** This is discussed more extensively in another section of this manual, but you are required, after fall break, to go to two general dentistry offices for 18 hours of observation on Thursday afternoons or Fridays.

**Extra Credit:** Class opportunities would be announced. As you attend community dental meetings for Isaac Knapp Dental Societies or designated lecture series opportunities at IPFW, you will be given the opportunity to obtain 2 extra credit points for each community meeting that you may apply to any class.

**GRADING:**

Once the total number of course points has been derived, a course grade will be assigned according to the following percentages:

- 100%-94% = A
- 93%-88% = B
- 87%-80% = C
- 79%-75% = D
- 74% and below = F, and dismissal from the Dental Assisting Program if this is your final grade for the class.

Note: These percentages are more difficult than other school departments due to the skills needed for the healthcare field. This grading scale is consistent throughout all the healthcare departments.

**CLASS INFORMATION:**

Students not completing all course work will receive an incomplete for the course. If any exam is missed, any/all examinations being made up MUST be taken no later than **WEDNESDAY-5:00 pm of the same week.** Failure to take the test within this time period will result in the student receiving a zero for that test. If a student must miss a course session (clinic, lecture, extramural visit, etc.) he/she MUST call Mrs. Leeuw at 481-6093 BEFORE the course session to be missed. Any missed lecture notes are the responsibility of the student to acquire from another student. The student MUST also contact the observation dental office in case of an absence and these hours must be made up.

Attendance is crucial and mandatory! Being dependable and punctual are important qualities for
the dental assistant. Because lab classes are so important, deductions are made following this system:
- 2 points for tardiness (lecture has begun and/or doors are closed) or leaving class early
- 5 point for absences
- 2 points for improper/lack of correct attire/appearance in clinic – these will be noted and
you may or may not be verbally notified

All instructors record absences, tardiness, and early class departures. Your presence, or lack of, is
referred to when you are evaluated at the end of the semester and year, regarding dependability,
punctuality, attendance, and organizational skills.

CLINIC INFORMATION:

AS OF AUGUST 26, 2008: It is expected that everyone will be in full, dress code uniforms by this
clinic date. Uniform pants should be of modest fit. Pants cannot bag around the shoes, touch the
floors, be rolled up, or have frayed hems. You will be required to hem them or received point
deductions. (best guide = we must see the soles of your clinic shoes at all times.)

Also as of August 26, 2008, fingernails will be kept short and free of polish during class times. The
test to know if your nails are the correct length is to look at them from the palm side. Open hand
fully and look at your fingertips. If you can see any parts of your fingernails, they are TOO LONG!!
You must take good care of your hands and skin – especially during the colder months.

Hair will be pulled away from the face. Bangs that are longer than eyebrow length and all long hair
must be kept in some kind of plastic or metal hair clip(s) or band(s). Buns, shorter pony tails, and
banana-type clips for long hair are preferred. ABSOLUTELY - NO CLOTH is allowed, such as
cloth scrunchies, cloth barrettes, and regular ponytail holders. If you must resort to one of these
cloth items, it will be taken from you and disposed of it upon exiting the clinic.

Shoes must be leather. You must be able to wipe them off with no liquid absorption. No canvas or
open-toed shoes are allowed.

NO jewelry of any kind will be worn in labs. This includes, but is not limited to, any finger rings,
earrings, necklaces, watches, bracelets, nose rings, brow rings, lip rings, and tongue piercings. The
only allowance is for medical alert tags.

These subjects are discussed more completely in the clinic manual that you were given at the
Orientation. If you haven’t already, please pass forward the sheet from that manual verifying
your understanding of the clinic rules and policies.

Only necessary items may be brought to your lab classes as space becomes minimal in the clinics.
Necessary items include: CS ck. off sheets on your clipboard, instrument kits, and sometimes your
MDA text. Purses and book bags are not allowed in the clinic. Keep your valuables locked in
your lockers. (My best suggestion is to limit the amount of jewelry and valuables you bring and wear
to school – especially on Tuesdays and Wednesdays.)
GENERAL INFORMATION:

While in lecture or clinic, the use of your pager and cell phone is prohibited. If you feel there is an extreme reason that you may need one of these turned on and with you, please explain the situation to Mrs. Leeuw and permission may be granted under certain circumstances.

During each semester, you are required to attend at least one IKDAS meeting. You will be offered extra credit for each additional meeting you attend each semester. You can apply these points toward any class you wish.

Professional, mature conduct is expected of all students. Each class will have an established percentage of professional points. Points can be deducted from this bank of points at the discretion of Prof. Leeuw. Examples of deduction could include, but not limited to, excessive talking in class, cell phone disturbances, coming to class without necessary items, taking extended breaks, disrespect of others, etc.

ANY form of academic dishonesty is in direct conflict with professionalism and will result in an F for this class - which would result in dismissal from the program. Please see the 2008-2009 IPFW Student Handbook and Planner for the university policy regarding academic misconduct.

DISABILITIES STATEMENT: If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Services for Students with Disabilities (Walb, room 113, telephone number 481-6658), as soon as possible to work out the details. For more information, please visit the web site for SSD at http://www.ipfw.edu/ssd/

NOTES:
DAST A171 Clinical Science I

Lecture (L) Schedule
Monday: 1:00pm - 2:50 p.m. Neff Hall 161
Clinic (C) Schedule
Tuesday 8:00-11:50 a.m. Neff Hall 170 – A & B
Peer (P) remediation
some Mondays 11:00 -12:00p.m. Neff Hall 161

• E = performance evaluation
• R = review/re-do performance evaluation

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Aug 25  L
1. Course Introduction;
2. Discuss: MDA - Ch. 1, 2, 3 (short video on dental spa)

Aug 26  C
1. BEGIN CLASS IN NF161 – LECTURE from 8 – 9:15
2. Discuss: Ch. 33 - Delivering Dental Care – Patient Seating & Instrument Exchange (CD video – transfer) & Ch. 25 Ergonomics
3. Clinic Tour; A & B w/ Sterilization and Radiography – see map, tour notes, and Ch. 32 - Dental Office notes
4. Demo: Patient Seating & Instrument Exchange with fulcrum – from ck off sheets
5. E: Patient Seating

***

Sept 1  L  
NO CLASSES – Labor Day Holiday

Sept 2  C
1. DUE: Ch. 1, 2, 3 Workbook Activities
2. Demo: Instrument Exchange
3. R: Patient Seating – last day
4. Practice: Instrument Exchange
5. E: Instrument Exchange

***

Sept 8  L
1. DUE: Ch. 32, 33, and 25 Workbook Activities – grade in class for immediate feedback/study guides for next week
2. Discuss: Ch. 36 Moisture Control -Dental Dam Application (pgs 532 – 542 & CD video - DD) & check-off sheets – demo with ELMO

Sept 9  C
1. CLINIC Quiz: IPFW Clinic Practical in Dental Clinic
2. R: Instrument Exchange
3. “Dam It” video – watch and review instrumentation
4. Demo & Practice: 4-Handed Dental Dam Application
5. Demo & Practice: Indirect vision
Sept 15 L
1. Test 1: Ch. 1, 2, 3, 25, 32, & 33
2. Discuss: Dental Dam techniques
3. Ch. 48 General Dentistry (CD video – int. rest.)

P
Peer Remediation in LAB – Instrument Exchange and Dental Dam

Sept 16 C
1. R: Instrument Exchange – last day
2. Practice 2-Handed Dental Dam Application on mannequins – timings
3. E: 2-Handed DD Application (mannequin)

***

Sept 22 L
1. DUE: CH. 48 Workbook Activity and Observation office information
2. Discuss: Ch. 49 Matrix Systems and review instrumentation and ck-off sheets (CD video – Univ. matrix)
3. Demo: Matrix systems with ELMO

P
Peer Remediation in LAB – Dental Dam & Matrix Systems

Sept 23 C
1. Practice: 2-Handed DD Application on mannequin – timings
2. E: 2-Handed DD Application (mannequin)
3. Demo & Practice: Matrix Applications with DD in clinic

***

Tentative: SEPT 24 – L & L with Garrison Dental, Composi-Tight Matrix, 10-12:30pm

***

Sept 29 L
1. DUE: Ch. 49 Workbook Activity
2. Discuss: Ch. 34 - Dental Hand Instruments (BRING HU-FRIEDY INSTRUMENT HANDBOOK)
3. See instrument sign up sheets for extra studying times. You may work alone or with teams.

P
Peer Remediation in LAB – Dental Dam & Matrix Systems

Sept 30 C
1. R: Remediation evals - DD Application (mann.) – last day!
2. Practice: Matrix Applications with DD
3. E: Matrix Applications

***

Oct 6 L
1. Test 2: Ch. 36 - Dental Dam Application only and Ch. 48, 49
2. Discuss: Ch. 37 Anesthesia & Pain Control (CD vid – top/loc)
3. Demonstrate Anesthetic Syringe - assembly and tear down
Oct 7    C  
1. Demonstrate: Anesthetic Syringe assembly/transfer/tear down  
2. R: Remediation evals - Matrix Appl./with DD – last day!  
3. Practice: Anesthetics Syringe assembly/transfer/tear down  
4. E: Anesthetic Syringe - assembly/transfer/tear down  

* * *

Oct 13 & 14  
IPFW FALL BREAK – NO CLASSES  

(Oct 16 – obs. 1 of 1)  

* * *

Oct 20   L  
1. Instrument Practical: Hand Cutting Instruments  
   1:00pm – don’t be late  
2. DUE: Ch. 34 & 37 Workbook Activity  
3. Discuss: Ch. 35 Dental Handpieces and Accessories (CD vid)  
4. Review & Demo: Handpiece Maintenance ck-off  

P  
No Remediation in LAB – practical must be set up at this time  

Oct 21   C  
1. E: Anesthetic Syringe ck-off - last day!  
2. Practice: HP Maintenance  
3. E: HP Maintenance  

(Oct 23 – obs. 2 of 1)  

* * *

Oct 27   L  
1. Test 3: Ch. 34, 35, 37  
2. Discuss: Ch. 36 – Moisture Control (p. 524-532) (CD vid HVE)  
3. Review Ch. 10 – Landmarks of the face, OC Screening video  
4. Demonstrate: Moisture Control with ELMO & simulators  

P  
Peer Remediation in LAB – Handpiece Maintenance – last day!  

Oct 28   C  
1. Demonstrate: Soft Tissue Exam  
2. MUST HAVE COMPLETED MICRO to practice S.T.E.  
3. E: Soft Tissue Exam  

(Oct 30 – obs. 3 of 1)  

* * *
Nov 3  L  1. **Instrument Practical**: Rotary Instruments, Handpieces and misc. items - 1:00pm – don't be late
2. **DUE**: Ch. 10 and 36 Workbook Activities
3. Discuss: Ch. 28 – Oral Diagnosis & Treatment Planning
4. Discuss: Ch. 26 – The Patient Record

          P
Peer Remediation in LAB: Moisture Control with simulators

Nov 4  C  1. R: Soft Tissue Exam – last day!
2. Demonstrate: Oral Evacuation & Retraction
3. Practice: Oral Evacuation and Retraction

(Nov. 6 – obs. 1 of 2)
***

Nov 10  L  1. **DUE**: Ch. 26 & 28 Workbook Activities
2. Discuss: Ch. 50 – Fixed Prosthodontics (as applies to CS) & (CD video – ret. Cord)

          P
No Remediation in LAB – practical must be set up at this time

Nov 11  C  1. E: Oral Evacuation and Retraction
2. Practice – packing retraction cord
3. If time, begin DD placement on peers

(Nov. 13 – obs. 2 of 2)
***

Nov 17  L  1. **Comprehensive Instrument / Rotary Practical** – graded in class by your peers
2. Discuss: Comprehensive Clinical Practical: Instructor, Time & Patient (all drawn today)
3. Discuss: Tray set ups – manual notes will help

          P
No Peer Remediation in LAB – practical must be set up at this time

Nov 18  C  1. Demonstrate: Amalgam Appointment
            Composite Appointment
2. R: Oral Evacuation and Retraction – last day!!
2. If time, begin DD placement on peers

(Nov. 20 – obs. 3 of 2)
***

Nov 24  L  1. **DUE**: Ch. 50 Workbook Activities
2. Test 4: Ch. 10, 26, 28, 50, & 36 (pg 541and up to 549)
Nov 25   C   1. Practice: Amalgam/Composite Appointment with Peers and instructors including:
   Treatment room preparation
   Tray set up(s), Patient seating
   Anesthesia – set up and transfer
   Dental Dam – set up and application
   Rinsing, evacuation and retraction
   Instrument exchange, Matrices – set up and use
   Base/Varnish or Etch/Prime/Bond – attain and use
   Amalgam or Composite – attain and use
   Carving and Finishing of restoration
   Post treatment – post op instructions and charting
   Patient dismissal

   End of class: draw for amalgam or composite

* * *

Dec 1    L    1. Review A172 documents – 1st ck.list, attendance form, notebook, and gowns/shields, etc.
2. Comprehensive Written Examination

Dec 2    C    1. Practice: Amalgam/Composite Appointment with peers & Instructors – as on Nov. 25

* * *

Dec 8    L    1. NO CLASS MEETING!! (DEAD WEEK)
DUE: Turn in all Observation forms – attendance and log forms by 11:00am – end of Oral Anatomy class!

Dec 9    C    1. Practice: Amalgam/Composite Appointment with peers & Instructors – as on Nov. 25

* * *

Dec 15-19
FINAL EXAMINATION WEEK
Comprehensive Restorative Clinical Practical
Tuesday, December 16, 2008 -tentative
Workbook Assignments

Workbook assignments are meant to reinforce learning with each chapter covered. These assignments need to be complete and will be graded accordingly. These sheets serve as great study guides for tests. **All assignments must be completed to pass A171.**

-5 points for any assignments turned in late.
- All points possible if not turned by the next class meeting of A171

**WB Assignments by Chapter:** Please make a note to go over each chapter’s introduction and objectives on your own. Exercises and puzzles are to be completed as follows:

<table>
<thead>
<tr>
<th>Chapter</th>
<th>all fill-in-the-blank &amp; multiple choice</th>
<th>+ short answer (SA) #’s 4, 8, &amp; 10</th>
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<tr>
<td>Chapter 2</td>
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<tr>
<td>Chapter 3</td>
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<td>Chapter 33</td>
<td></td>
<td>+ SA #’s 4, 7, and the labeling exercise</td>
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<tr>
<td>Chapter 25</td>
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<td>+ SA #’s 1, 7 &amp; 8</td>
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<tr>
<td>Chapter 32</td>
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<tr>
<td>Chapter 48</td>
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<td>Chapter 49</td>
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<td>+ and the CD ROM Patient Case Exercise</td>
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<tr>
<td>Chapter 50</td>
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<td>+ SA #’s 4, 5, 8, &amp; 9</td>
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