New Course Request

1. School/Division: Health & Human Services/Dental Education
2. Academic Subject Code: DLTP
3. Course Number: 300 (must be cleared with University Enrollment Services)
4. Instructor: Klepper
5. Course Title: Specialty in Orthodontic Prosthesis
6. First time this course is to be offered (Semester/Year): Spring 2012
7. Credit Hours: Fixed at 4 or Variable from ________ to ________
8. Is this course to be graded S-F (only)? Yes __________ No __________
9. Is variable title approval being requested? Yes __________ No __________
10. Course description (not to exceed 50 words) for Bulletin publication: This course will give students advanced knowledge in the fabrication of orthodontic prosthesis. It will allow students to test and develop their problem solving skills by providing them with theoretical information and challenge them to convert it into practical application through construction of orthodontic appliances.
11. Lecture Contact Hours: Fixed at 2 or Variable from ________ to ________
12. Non-Lecture Contact Hours: Fixed at 2 or Variable from ________ to ________
13. Estimated enrollment: 20 of which ________ percent are expected to be graduate students.
14. Frequency of scheduling: Annually __________ Will this course be required for majors? Yes __________
15. Justification for new course: New BDS degree
16. Are the necessary reading materials currently available in the appropriate library? Yes
17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.
18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.
19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new 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:
[
Date Department Chairman/Division Director: 3/30/11

Dean of Graduate School (when required): [Date]

Approved by:
[
Date Dean: 5/25/11

Date Chancellor/Vice-President: [Date]

Date University Enrollment Services: [Date]

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

University Enrollment Services Final-White; Chancellor/Vice-President-Blue; School/Division-Yellow;
Department/Division-Pink, University Enrollment Services Advance--White
Course Syllabus

New #
Course number

Semester/Date: Spring 2012
Instructor(s): Jennifer Klepper, CDT, B.G.S.
Textbook(s): Orthodontic Laboratory Techniques by Al McOrmond, R.D.T.
Prerequisites: D 126 Ortho/Pedo Appliance II, D216 Ortho/Pedo Appliance II
Course Description: Orthodontic appliances introduced are more technical and more advanced. Various exercises will be used to continue to develop the skills of the technician, preparing student following his/her education for employment.

Course Objectives: The student will be able to:
1. Fabricate advance orthodontic appliances
2. Increase dexterity, accuracy and speed
3. Relate relationship between theoretical information and practical application in the construction of orthodontic prosthesis.
4. Develop problem solving skills, as they relate to the challenges in orthodontic prosthetic fabrication.
5. Perform at a functional level of competence for all operating steps in orthodontic fabrication.

Instructional Methods: Lectures, demonstrations, reading assignments, and power point presentations

Course Requirements: See lab and lecture schedule for required projects and exams.

Exams & Quizzes: Exams and quizzes will be given as a review for the RG. They will be given during the specialty meeting time of Thursdays at 3:00pm. They will not count towards your grade but will only help you for the RG.

Evaluation Plan: All laboratory projects are equal in value. The average of these laboratory projects will be 70% of your final course grade. Extra independent laboratory projects will be 30% of your course grade. Exams and quizzes will be taken but will not be part of your final course grade.
Projects turned in for evaluation after the indicated due date will have a 5% deduction for each day it is late. After one week of due date, the project will be given a 0%.

Each student is expected to participate in laboratory clean up. By not contributing, a deduction of .5 percent per incidence will be reflected on your final grade.

Grading scale:

\[\begin{align*}
100 - 93 &= A \\
92 - 86 &= B \\
85 - 79 &= C \\
78 - 71 &= D \\
70 - \text{below} &= F
\end{align*}\]

**Attendance Policy**

A deduction of .5 percent for each tardy (being late or leaving early without permission) from your final grade unless instructor is contacted with a reasonable excuse and it is not consistent.

A deduction of 1 percent will be deducted from your final grade if absence occurs, unless instructor is contacted with a reasonable excuse and it is not consistent.

**Absence Policy Regarding Exams and Quizzes**

**Proper documentation must be provided to the instructor for the following situations to avoid incurring listed penalties.**

**Proper documentation is limited to a physician’s slip or police report.**

If absent the day an exam/quiz is given, you must take that exam/quiz the first day back to the program. (This means if you miss Ortho on Friday, the exam/quiz must be taken the Monday you return. If you do not take the exam/quiz on your first day back you will receive a zero for that exam/quiz. NO EXCEPTIONS.

If you arrive over 15 minutes late on a day a quiz is administered, you will be restricted from taking that quiz and receive a zero. If you arrive over 15 minutes late for an exam, you will be docked 5 percent from your final exam grade.

**Academic Honesty Policy:**

Professional, mature conduct is expected of all students. Any form of academic dishonesty is in direct conflict with professionalism and will result in failing the course and dismissal from the
program. Please see the IPFW student handbook for the university policy regarding academic dishonesty. Our program chooses the most stringent course of action regarding dishonesty, dismissal from the program. No exceptions. The healthcare profession follows strict codes of ethics and morals.

Professionalism Policy:

_The practice of dentistry carries with it a high degree of responsibility. Mature, professional and ethical conduct is expected of all students at all times._

**Dental Laboratory Technology Program Professionalism Deductions**

Professional, mature conduct is expected of all students at all times. A student who demonstrates unprofessional behavior will have percentage points deducted from didactic, and labs. **One percent (1%) per incident** will be deducted at the discretion of any faculty member regardless of what course is in session. This includes incidents in hallways, locker rooms, or anywhere on IPFW's campus. 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, arguing with classmates, faculty, or patients, being disrespectful to others in the classroom, labs, or clinics, not cleaning personal and assigned cleaning areas, etc.

**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 Union, Room 113, telephone number 481-6658) as soon as possible to work out the details. Once the Director has provided you with a letter attesting to your needs for modification, bring the letter to me. For more information, please visit the web site for SSD at [http://www.ipfw.edu/ssi/](http://www.ipfw.edu/ssi/)

**Services for Students on Campus:**

Center for Academic Support and Advancement (CASA) offers tutoring in math, writing, and other subjects. In addition, students can get help with study skills and math anxiety. They also offer free 90 minutes classes on various computer needs such as Microsoft Word, using IPFW email, using the internet to do research, and other topics. Located in Kettler G21.

Phone: 481-6817
The Writing Center provides writing consultants for any course. The center is located in Kettler G-25. Phone: 481-5740.

Services for Students with Disabilities offers assistance for students with special needs and is located in Walb Union 113. Phone: 491-6657 (has voice mail and TDD). Please be certain that you are fully registered with this office and notify your instructor during the first week of class.

The Dean of Students Office provides assistance for students’ with their experience at IPFW. Counseling for personal concerns is also a part of their services. The Dean of Students located in Walb Union 113. Phone: 481-6595.

The IPFW Security Officers will provide safety escorts to your car after classes. Campus phones are located in each building for this use or you can call 481-6900 to reach Campus Security.

The Office of Multicultural Services serves as a support system for African American, Hispanic, Native American, International, Asian American, and at-risk students who are enrolled at IPFW. This support is provided through the Academic Student Achievement program (ASAP). MCS is located in Walb Union 118. Phone: 481-6608.

Website: www.ipfw.edu/mcs
Specialty in Ortho & Pedo Appliances  
Course Schedule for Lecture and Lab 2012

Session 1  Demo: Maxillary Wrap Retainer with a decal  
Pattern: “A” Study Models, “B” Maxillary Wrap Retainer

Session 2/3 Demo: Mandibular Spring Retainer wire bending  
**Study Models and Maxillary Wrap Retainer due**  
Pattern: “C” Mandibular Spring Retainer

Session 4 Cont. Demo: Blocking out framework with wax for acrylic application for the spring  
Bending wire for a Twin Block  
Pattern: “E” Twin Block,

Session 5 Demo: Trimming a spring retainer  
Acrylic for Maxillary Twin Block  
Pattern: “F” Hawley with Bi-clasp and fence for habit

Session 6 **Test 1**

Session 7/8 Demo: Adding a habit to a retainer  
**Spring retainer due**  
Pattern: “G” Phase I Retainer with advancement screw and Adams clasp

Session 9 Demo: Trimming the Maxillary Twin Block, waxing, and acrylic for Mandibular  
Placing an advancement screw in a Phase I retainer with Adams clasps  
**Hawley retainer with habit due**

Session 10/11 Cont. Demo: Trimming the Mandibular Twin Block  
Bending Splint and acrylic processing  
Bending Lingual arches  
**Phase I retainer with advancement screw due**  
Pattern: TBA Splint, “I” 3-3 Lingual Arch - two different models to be poured

Session 12 Demo: Trimming the Splint  
**Twin Block due**  
**3-3 Lingual arches due**

Session 13 **Test 2, Splint and extra projects due by 2:00 p.m.**

With down time, I would like you to practice labial bows, C-Clasp, and Adams Clasp. I would also like you to practice your acrylic finishing techniques. You may select your own models. These projects will count as a 10% of your final course average.
If anyone would like extra credit, I have impressions for a very important patient. I will duplicate those models and allow you to make a spring retainer. If you choose to do this project, it is imperative you put forth your best effort in making a functional appliance. All criteria must be followed. I will have a check off-list you must complete before you move on to the next step. You may not have enough lab time available to work on the project at school. I would encourage you finish the framework at home and finish the project at school

Syllabus is subject to change per instructors' discretion.