New Course Request

Check Appropriate Boxes: Undergraduate credit ✓ Graduate credit □ Professional credit □

1. School/Division: Health & Human Services/Dental Education
2. Academic Subject Code: DLTP

3. Course Number: 7640 (must be cleared with University Enrollment Services)
4. Instructor: Candy Ringel

5. Course Title: ADVANCE DENTAL SCIENCE IN DENTAL LABORATORY TECHNOLOGY

Recommended Abbreviation (Optional): Adv Dental Science in DLT

(Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Spring 2012

7. Credit Hours: Fixed at 3 or Variable from ________ to ________

8. Is this course to be graded S-R (only)? Yes □ No X

9. Is variable title approval being requested? Yes □ No X

10. Course description (not to exceed 50 words) for Bulletin publication: This course will highlight competencies and achievements learned during preceding laboratory practices. Students will be required to construct an e-portfolio along with a project portfolio. This portfolio will include projects, journal article critique of new dental technology practices and procedures, reflection papers, externship journals, and a dental research project.

11. Lecture Contact Hours: Fixed at 3 or Variable from ________ to ________

12. Non-Lecture Contact Hours: Fixed at ________ or Variable from ________ to ________

13. Estimated enrollment: 20 of which 0 percent are expected to be graduate students.

14. Frequency of scheduling: Annual □ Will this course be required for majors? Yes □

15. Justification for new course: New BS/DS 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: [Signature] Date: 3/30/10

Date Department Chairman/Division Director

Dean of Graduate School (when required) Date:

Approved by: [Signature] Date: 5/28/10

Date Dean

Chancellor/Vice-President Date:

Date University Enrollment Services

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.
Course Syllabus

Semester/Date: Spring 2012
Instructor(s): Clinical Assistant Professor Candy Ringel, MPM, CDT
Textbook(s): ePortfolio software- (ePortfolio.org) Program/Class Manual, author – Ringel, PowerPoint lectures posted on Blackboard

Prerequisites: D125 Crown and Bridge Prosthodontics I, D129 Ceramics I
D219 Ceramics II, D215 Crown and Bridge Prosthodontics II
D127 Complete Denture Prosthodontics I, D128 Partial Denture Prosthodontics I
D218 Partial Denture Prosthodontics II, D217 Complete Denture Prosthodontics II
D 126 Ortho/Pedo Appliances II, D216 Ortho/Pedo Appliances II

Course Description: This course will highlight competencies and achievements learned during preceding laboratory practices. Students will be required to construct an eportfolio along with a project portfolio. This portfolio will include projects, journal article critique of new dental technology practices and procedures, reflection papers, externship journals, and a dental research project.

Course Objectives: The student will be able to:
1. Construct an eportfolio
2. Construct a project portfolio
3. Write reflection papers
4. Write journal critiques

Instructional Methods: Hands on experience, online lectures, demonstrations, help sessions, self-critique.

Course Requirements: The required projects are:
1. Reflection papers from all projects completed in the DLT program
2. Complete inventory of all projects completed in the DLT program
3. Complete picture inventory of all projects completed in the DLT program
4. Externship journal
5. Dental Research Project

Syllabus is subject to change per instructors' discretion.

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

Evaluation Plan:
All project grades are equal in value. To pass, all portfolio course projects **MUST** be completed to clinically acceptable standards. Any project, which the student submits, which doesn’t meet the standards, may be redone and re-submitted for evaluation. Both grades will be used to compute the final course grade.

To have a project re-evaluated, the student **MUST** submit the original evaluation sheet along with a new evaluation sheet with the project.

**ALL PROJECTS MUST BE ACCOMPANIED BY THE CORRESPONDING CHECK-OFF SHEET!**

**Grading scale:**

- 100 – 93 = A
- 92 – 86 = B
- 85 – 79 = C
- 78 – 71 = D
- 70 – below = F

**Attendance Policy**

0.5 percent for each tardy (being late or leaving early without permission) will be deducted from your final grade unless instructor is contacted with a reasonable excuse.

1 percent will be deducted from your final grade if absence occurs, unless instructor is contacted with a reasonable excuse.

**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 physicians slip or police report.

If absent when an exam/quiz is given you must take that exam/quiz the first day back to the program. (This means if you miss C&B on Monday and you come back Tuesday, you must take the exam/quiz on that Tuesday) 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% from your final exam grade.

5 percent will be deducted for each day a project is late being turned in. After one week from due date, the project will be given a zero.

**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 an F grade for 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 which will result in dismissal from the program. No exceptions.

**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 of 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/ssd/

**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/mcul](http://www.ipfw.edu/mcul)
**Schedule**

<table>
<thead>
<tr>
<th>Session</th>
<th>Activity</th>
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<tbody>
<tr>
<td>1</td>
<td>Collection of all DLT projects</td>
</tr>
<tr>
<td>2</td>
<td>DLT projects inventoried</td>
</tr>
<tr>
<td>3</td>
<td>Research topic decided&lt;br&gt;Reflection paper, DLT project 1st year</td>
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<tr>
<td>4</td>
<td>Article Critique</td>
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<tr>
<td>5</td>
<td>Reflection paper, DLT project 1st year</td>
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<tr>
<td>6</td>
<td>Reflection paper, DLT project 1st year</td>
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<tr>
<td>7</td>
<td>Article Critique</td>
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<td>8</td>
<td>Reflection paper, DLT project 2nd year</td>
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<td>9</td>
<td>BREAK</td>
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<tr>
<td>10</td>
<td>Review of Reflection Papers</td>
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<tr>
<td>11</td>
<td>Reflection paper, DLT project 2nd year</td>
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<tr>
<td>12</td>
<td>Article Critique due</td>
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<tr>
<td>13</td>
<td>Reflection paper, DLT project 2nd year Article Critique&lt;br&gt;All papers due for 2nd year projects</td>
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<tr>
<td>14</td>
<td>Research project due</td>
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<tr>
<td>15</td>
<td>Compiling of portfolios</td>
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<tr>
<td>16</td>
<td>ePortfolio, and project portfolio due (These portfolios will include all papers and projects)</td>
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</tbody>
</table>

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