

Hagerstown Community College  
Master Syllabus  
DENTAL ASSISTING EXTERNSHIP I

Course: Dental Assisting Externship I  
Course Number: DEN 140  
Credits: 3  
240-500-2507  
717-729-9163 ( Cell)

Instructor: Professor Rebecca Leonard CPB 170I  
Semester/Year: Spring 2017  
Division: Health Sciences/Dental Assisting

**COURSE DESCRIPTION**

This will be the student's first practical experience in dental assisting. The student will be assigned to clinical rotations in area dental offices and clinics to apply the knowledge and skills learned in the classroom and laboratory settings. Travel may be required to approved externship sites. A weekly seminar will be held for students to share their experiences and situations encountered in the clinical setting. The externship is scheduled during the work hours of the assigned office. The work schedule is typically daytime hours during the work week, but may involve early evening hours as well. Course fee required. Total of 15 lecture hours, 120 clinical hours.

**PRIMARY TEXTBOOK**

No specific textbook required for this externship experience.

**STUDENT LEARNING OUTCOMES:**

Upon successful completion of this course, the student will have the ability to:

1. Demonstrate respect for patients with cultural, religious, and age related values and beliefs.
2. Practice and recall working as a dental team member.
3. Maintain HIPAA compliance and patient confidentiality.
4. Apply proper asepsis in a working environment
5. Perform appropriate radiographic surveys as requested by the dentist.
6. Gain experience working in various offices.
7. Critique suitable communication in a working environment.
8. Set up the dental operatory before, during, and after the patient treatment.

**ASSESSMENT PROCEDURES:**

**All absences at externship site will require a doctor's note to be excused. Each unexcused absence will result in a 10 point deduction of attendance grade. Please make your schedules carefully; you are required to be work all 120 hours.**

Grades will be determined by the following:

Classroom and site attendance:	20%
Self-Competency Evaluations:	5%
Attendance/Timesheets	15%
Site Evaluations:	30%
Journal Entries:	30%

The grading scale for the course is:

90-100

A

80-89

B

75-79  
60-74

C  
D

59-under

F

Students must successfully demonstrate skills learned in this course and receive a grade of 75% (C) or higher in Dental Assisting Externship I to progress in the Dental Assisting Program.

The student's performance will be evaluated, via performance evaluations and competency evaluations, by the person assigned to oversee the externship experience. The instructor for the course will visit each externship site. The student will be required to keep a weekly journal of the skills and tasks that they performed, along with any experiences they would like to share. These entries will be discussed at the weekly seminars. The sites will submit a copy of the externship site evaluations to the college.

Attendance is necessary to receive the total experience of the externship. Refer to the Dental Assisting Program handbook for policies on absences from externships. Attendance is also required at the weekly seminars. One percentage point per absence will be deducted from the final grade for each seminar absence.

### **COURSE POLICIES:**

#### **General Policies**

- The student may perform a procedure in the externship setting only and under direct supervision of the acting instructor
- Students must be at the designated externship site at the specified time. Transportation to externship sites is the responsibility of the student.
- Students are GUESTS of the externship site. Any problems between students and facility personnel should be referred directly and immediately to the course instructor.
- Students are not to involve themselves between facility personnel, dentists, patients or visitors.
- If it is recommended by personnel at the externship site that the student be dismissed from the externship, it may also involve dismissal from the Dental Assisting Program. Students will not discuss patients outside of the appropriate learning situations, such as the classroom, conference room or in a report. Students found guilty of breach of confidentiality will be subject to disciplinary action and/or dismissal. Students are cautioned that a breach of confidentiality may result in civil litigation.
- A professional and positive interaction with both externship personnel and patients must be consistently displayed. The student must always identify him/herself to personnel and patients and always display courteous behavior regardless of race, religion, creed, nationality or sex. The student will demonstrate concern for the protection of the patient from injury during any procedure and perform only approved procedures in which the student has been deemed competent.

#### **Total Hours of Coursework:**

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute "academic" hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework."

## ACCOUNTING FOR CREDIT HOUR REQUIREMENT

Assignment/Assessment	Clock Hours
Clinical hours	120 hours (completed in 7 weeks)
Orientation meeting	2 hours
Weekly seminar	1 hour/week x 8 = 8 hours
Journal entry preparation	30 minutes/week x 7 = 3.5 hours
Weekly self evaluation form completion	15 minutes/week x 7 = 1.75 hours
Total hours	135.25 hours

Course disclaimer: The instructors reserve the right to modify the course content and evaluation procedures as deemed necessary.

Students with Special Needs: Reasonable accommodations are provided to qualified students based on current documentation. Contact the Coordinator of Disability Support Services at 240-500-2273, to request accommodations.

Attendance: The attendance policy for this course will follow the College Attendance Policy in the current College Catalog.

Examination Makeup Policy: The makeup examination policy will follow the procedure outlined in the Attendance policy.

Academic Integrity: The Academic Integrity policy of the college will be followed for this course. Please refer the current College Catalog for additional information on the Code of Student Conduct.

Behavior: The student is expected to behave professionally at all times. If a student's behavior is deemed inappropriate by the instructor, it may result in dismissal from the program. Please refer to the current College Catalog for additional information.