

Dearborn Public Schools
Michael Berry Career Center
Adv. Allied Health Dental Assisting- Syllabus and Course Expectations
2026-2027 School Year

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Class: Advanced Allied Health - Dental Assisting

Course # 718635

PSN 18689, CIP Code: 51.0000

Course Description:

This course will provide students with the fundamental knowledge and skills necessary for clinical Dental assisting procedures. The lecture portion will focus on the anatomy and physiology of the oral cavity as well as the surrounding structures, nutritional counseling, and theories relevant to dentistry. This portion will also introduce students to the use of dental materials, sterilization methods, and proper Equipment handling and disposal of infectious waste. The clinical portion will allow students to become familiar with the dental operatory and demonstrate and deliver basic clinical procedures.

Goals / Objectives: The student will be able to:

• Perform Vital Signs • Complete a patient oral health assessment • Have a thorough knowledge of OSHA and HIPAA standards • Possess knowledge of safety standards • Possess knowledge of medical and dental terminology • Sterile technique and sterile guidelines • Perform patient oral care techniques and skills • Identify tools used in basic setups • Basic understanding of nutrition and diet therapy for optimum oral health • Perform hand washing • Have a basic knowledge of human anatomy and physiology • Have a basic knowledge of dental anatomy • Utilize knowledge of diseases and disorders to conduct a healthcare role. • Communicate with patients and colleagues using appropriate dental terminology. • Explain systems theory as it applies to the dental environment • Explain the concept of system change as it applies to the healthcare environment. • Display behaviors and practices that meet the expectations for employment in dental professions.	• Understand the interdependence of the healthcare professions • Identify concepts of effective communication • Have basic knowledge of diseases and disorders of the oral cavity • Perform basic dental lab set-up and cleaning procedures • Identify and practice creative problem-solving skills • Identify ethical and legal issues in the healthcare system • Develop a team approach to healthcare • Complete a 90-hour externship in a dentistry-specialized facility • Visit grade school students and teach proper oral care techniques • Students will be prepared to enter a work site, community college, university, or other post-secondary education program • Understand the existing and potential hazards to clients, co-workers, and self. • Identify and explain key systems of the dental care delivery system. • Apply information technology skills in healthcare settings. • Perform clinical patient care related to specific occupation(s).
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Prerequisites:

Students are required to have completed all competencies from Allied Health in a previous school year.

Required Course Materials

1. A two- or three-subject notebook per semester
2. A folder to hold and retain all handouts and graded worksheets.
3. A pen or pencil

4. Internet-accessible Chromebook or equivalent technology

Resources:

Textbook - **Dental Assisting: A Comprehensive Approach, 6th Edition Singhal/ Kantz/ Damatta/ Phinney/ Halstead [Skills, 2022]**

In addition to the textbook, the students will use LMS extensively. LMS is a Dearborn Public Schools Computer-based program where the students will download documents, view PowerPoint presentations, and videos that are applicable to the lesson, take tests, and much more. Regular access to a computer with high-speed internet access and a printer at home is vital to student success in this course.

Students will use Chromebooks almost every day. Students will be assigned a numbered Chromebook to use, and they will be held responsible for taking care of that equipment and notifying me immediately if there is a problem with the equipment. Failure to notify me within 5 minutes of receiving this equipment on any given day will result in the student being held accountable for the problem with the computer, which may result in fees to cover the cost of repair or replacement.

Grades will be entered regularly into the MiStar system. Students and parents have access to this system through StudentConnect and ParentConnect. Parents - View your student's progress in my course by reviewing ParentConnect regularly - go to www.dearbornschools.org/parents to log in.

In addition to LMS, students will have access to the textbook digitally and the digital components associated with Cengage.

Evaluation, Grades, and Grading Scale:

A variety of methods will be used to evaluate student progress. Among the methods used are: class and homework assignments, quizzes, exams, class discussion, individual and group projects, clinical skills check-offs, externship, and a midterm and final exam.

The final grade is determined by 80% summative assessment, including exams, projects, and clinical competencies and written and computer work, and externship (10% of the final grade in the 2nd semester).

The mid-term and final exams are worth 15% of the summative grade.

The remaining portion of the final grade is 20% formative assessment, which includes homework, projects, class work, quizzes, and participation. Students will have the opportunity to earn extra credit. Earning the max available points will increase the semester grade by 3% (140 points)

It is my desire to see all students succeed and to support you in your efforts to do so. If you put in the effort and follow the course expectations, you can succeed in this class. All work, tests, and projects will be graded on a 10-point scale. Point values that differ will be indicated at the time the assignment is given.

Formative assignments will **NOT** be accepted late unless there is an excused absence. Late is defined as being turned in as soon as you come to class, without a reminder from the teacher. Summative assignments will be reduced by 25% for each day that it is late. Summative tests must be completed on the day you return to school. Exceptions will be made on a case-by-case basis only with district-approved documentation of an excused absence. Make-up test format may be subject to change.

Students should expect homework on a fairly regular basis. Homework is to be completed at home and brought finished to class or submitted to the teacher via the instructed method. Do not come to class expecting to finish your homework during class. Also, do not expect to finish homework during other MBCC classes. We will use all the time we have together on Dental Assisting content to give you the best possible preparation for your future.

Participation involves coming to class prepared, participating thoughtfully and respectfully in class discussions (speaking, listening, note-taking), and demonstrating the ability to work well with others.

Students will be graded using the following scale:

93-100% A	73-76.9% C *
90-92.9% A-	70-72.9% C-
87-89.9% B+	67-69.9% D+



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83-86.9% B
80-82.9% B-
77-79.9% C+

63-66.9% D
60-62.9% D-
< 59.9% E

Examination information:

Summative exams are given after each textbook chapter and/or section. There will be a midterm and a final summative exam (worth 15% of the semester grade) encompassing all content covered to that point. Students absent for tests will be expected to take the test on the day they return to school. In addition, the test will only count for credit if the absence is marked as excused in MiStar. It is the student's and parents' responsibility to ensure that the absence is excused and marked as such by the homeschool attendance office.

Requests for re-taking a test will follow the district procedure, and these tests must be taken before school, by appointment with the teacher. Test retakes must be completed within **10** school days of the original test date.

Course Certification Requirements:

In order to be eligible to receive course certification in Dental Assisting, students must meet ALL of the following criteria:

- A. Minimum final grade of 73% (C) or better
- B. Demonstrate mastery of all skill check-offs and competencies
- C. Attendance in compliance with the district policy of no more than 10 absences per semester
- D. Active student leadership participation (HOSA membership or 40 pre-approved volunteer hours)
- E. Behavior in all areas that consistently demonstrates professionalism and employability
- F. Work-based learning must be completed.

Required Course Components -

- 1. Work-Based Learning:** Students will be expected to participate in an Externship, worth 10% of their final grade in the 2nd semester. This consists of at least 120 hours in an appropriate and pre-approved setting. The student will be required to find a site on their own, work with the site contact to complete the training agreement, obtain teachers' and parent/guardians' signed permission, and provide their own transportation to and from the site. Upon completion of the field experience, the student will turn in an assignment and present to the class on their experience and assignment research. All work-based learning requirements must be completed by the date assigned before the end of the school year.
- 2. Student Leadership Activity:** CTE students are strongly encouraged to participate in HOSA and demonstrate leadership by competing, running a committee, organizing a fundraising event, etc.
- 3. Group and Individual Projects:** Students will work in groups to plan and deliver various presentations and projects throughout the school year.
- 4. Job Seeking Skills:** Students will maintain an up-to-date resume and exhibit appropriate behavior during interviews and while on the job.
- 5. Safety Training -** All CTE students must complete safety training, which includes completion of HIPAA and OSHA bloodborne pathogens training. They must also demonstrate knowledge of the proper use of PPE, handwashing procedures, and proper body mechanics.



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Attendance Policy:

It is extremely important that you attend class every day. Your grade and your ability to be successful depend upon regular attendance and participation. *Students are responsible for completing all work missed due to absences.*

Note - some class work, such as labs or skill-practice sessions, cannot be made up due to time and equipment constraints, and, as a result, absence from these classes can negatively impact a student's grade due to lost points as well as course certification opportunity.

Students with excused absences will receive the same number of days missed to make up assignments that can be made up for full credit. See examples below -

Work assigned before an absence (including long-term/major projects/papers) – Work is due upon return from absence (For example: An assignment is given on Thursday and due on Monday. The student is absent on Monday. The student returns to school on Tuesday. The assignment must be turned in on Tuesday)

Work assigned on the date of an absence - One-day grace period for each day missed (For example - Student is absent on Monday when a new assignment is given, which is due Tuesday. The student returns to school on Tuesday and obtains the missed assignment, which is now due on Wednesday.

Cheating / Plagiarism:

Definition - Copying or taking someone else's work (including copying from sources on the internet, such as Quizlet or copies of course worksheets), as well as allowing others to copy your work, is considered plagiarism or cheating. This includes class worksheets, homework, and tests.

Consequences - This will result in **0 points** for that assignment for all students involved. This work cannot be made up or redone. In addition, parents, coaches, advisors, and school administration may be contacted, and disciplinary action may be taken.

Cell phones and family communication:

Please refer to the cell phone policy sent home with students for defining violations of the policy.

If a student is found to violate the Cell Phone/Electronic Device Policy, **school personnel WILL confiscate the personal electronic device.**

- **First Violation:** The device will **ONLY be returned to a parent/guardian** at the end of the day/beginning of the next day. It must be picked up in our office, which is open 7:30 am-3:00 pm.
- **Second Violation:** The device will **ONLY be returned to a parent/guardian** on the next Monday or Friday, which will be designated as cell phone pick-up day (depending on when the incident took place). It must be picked up in our office, which is open 7:30 am-3:00 pm.
- **Third Violation:** The device will be kept by the school until the end of the school year/semester, and must be picked up **ONLY by a parent/guardian.**
- **Fourth & Future Violations:** The student will receive a disorderly conduct ticket issued by the Dearborn Police Department, where the parents must pay a fine to have the device returned to them.
- If the phone is not picked up by a Parent/Guardian under the stipulations of the 1st or 2nd violation, the phone will be returned to the student after a month's time.

REFUSAL TO TURN IN CELL PHONE/ELECTRONIC DEVICE

If the student and/or parent refuses to turn in the cell phone/electronic device, the incident will be considered insubordination and the following:

- **First Violation Refusal:** Automatic **one-day suspension & parent meeting for student to return**
- **Second Violation Refusal:** Automatic **three-day suspension & parent meeting for student to return**

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- **Third Violation Refusal: Automatic five-day suspension & parent meeting for student to return**

Classroom Expectations:

1. Follow the DPS Code of Conduct, and be mindful of the Core Values at all times.
2. Follow classroom procedures, which will be presented during the first days of school. These include coming to class on time, being prepared to learn, and being in your seat and working on bell work by the time class begins. Being prepared includes using the restroom **before** class. Permission to leave class will be given only in emergencies. The goal is to use class time effectively and with minimal interruptions.
3. Keep all outside items (food, drinks, electronics, etc.) from disturbing and disrupting your work and the work of others.
4. Raise your hand to make a comment or ask a question. Do not yell out or mock your classmates. This is unacceptable and will not be tolerated.

A student who is consistently disruptive or displays conduct unbecoming a professional environment will be dealt with following the progressive steps of discipline.

Career and Technical Student Organization:

Health Occupations Students of America (HOSA) is a Career and Technical Student Organization. Students are highly encouraged to join and participate in HOSA, attend meetings during school, and compete in regional and state competitions. HOSA members participate in activities that encourage community service and health career exploration and build leadership skills.

Post-Secondary Articulated Credit:

Students may be eligible to receive free college credit for MBCC health science classes that they successfully complete. The qualifications and number of college credit hours available vary by program and the college with which it is affiliated. This course has articulated credit agreements with the following colleges/universities:

Henry Ford Community College	Davenport University
Ferris State University	Washtenaw Community College
Schoolcraft College	Baker College

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