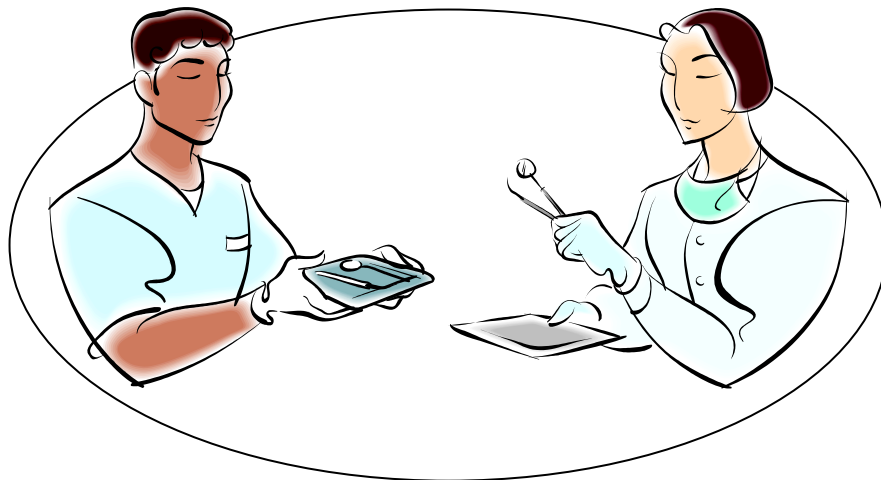


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Ivy Tech Community College  
Dental Assisting Program  
Program Information & Application Process  
2011

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East Central Region  
Anderson Campus



Teresa Macauley, Program Chair  
[tmacaule@ivytech.edu](mailto:tmacaule@ivytech.edu)  
765-643-7133 ext 2369

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Dental Assisting Program  
School of Health Science  
Ivy Tech Community College

October 25, 2010

Dear Interested Candidate,

Thank you for your interest in the Dental Assisting Program offered at the Anderson Campus of Ivy Tech Community College's East Central Region. Attached you will find the application steps, information about the program, the current suggested curriculum sequence, and the forms needed to complete the application process.

Ivy Tech Community College is accredited by the North Central Association of Colleges and Schools. The Region is currently seeking accreditation for the Dental Assistant Program through the American Dental Association Commission on Dental Accreditation.

We want to help you with your goals to become a part of the health care team. Please carefully read the information supplied in the packet. If you have any questions, please call the Health Sciences Office on the Anderson Campus at (765) 643-7133, or 1-800-554-4882, ext. 2312 or my office extension 2369.

Sincerely,

Teresa Macauley, CDA, EFDA, MS  
Dental Assisting Program Chair

**NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY**

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, sex, physical or mental disability, age or veteran status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Director of Human Resources, or Dean of Student Affairs.

**BOOKLET DISCLAIMER**

This booklet is intended to supply accurate information to the reader. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handout and its provisions are not in any way a contract between an applicant and the College.

Revised 10/10

## Table of Contents

I.	Dental Assisting Program Overview	
A.	Introduction .....	5
B.	Professional Overview .....	5
C.	Program History .....	5
D.	Description of the Profession.....	6
E.	Program Mission and Purpose .....	6
F.	Teaching and Clinical Facilities .....	7
G.	Drug and Criminal Background Check .....	7
II.	Application Procedure for the Program	
A.	Application to College .....	7
B.	Application Procedures to Program .....	8
C.	Program Application Requirement .....	9
D.	Student Selection Criteria .....	9
E.	Re - Application Process .....	10
F.	Health History.....	11
G.	Blood Exposure .....	11
H.	Essential Functions .....	12
I.	Indiana Licensure Requirements .....	14
III.	Curriculum	
A.	Full Time Curriculum .....	15
B.	Dental Assistant Sequence.....	16
B.	Course Description .....	17
C.	Advanced Standing.....	19
D.	Transfer Policy .....	19
IV.	Student Responsibilities	
A.	Academic Integrity .....	19
B.	Statewide Conduct.....	20
C.	Attendance Policy.....	20
D.	Disciplinary Action.....	20
E.	Due Process .....	21
F.	Re-Admission Policy .....	20
G.	Student Support Services.....	22
H.	Disability Support Services Information .....	22
V.	Financial Information	
A.	Financial Aid .....	23
B.	Estimated Program Costs.....	23
C.	Withdrawal/Refunds .....	24
VI.	Graduation/Placement	
A.	Terminal Objectives.....	25
B.	Graduation Requirements .....	25
C.	Graduate Placement .....	25
D.	Assessment .....	25
VII.	Attached Form	
A.	Application/Contact form for admission.....	26

**Ivy Tech Community College  
East Central Region 6  
Dental Assisting Program**

**I. DENTAL ASSISTING PROGRAM OVERVIEW**

**A. INTRODUCTION**

Welcome to the East Central Region of Ivy Tech Community College. It is the second largest college in Indiana.

The purpose of the application booklet is to explain basic information about the history, the program of study, and the present admission process of the one-year technical degree Dental Assistant Program. We encourage you to read the document thoroughly and mark any areas that may raise questions and warrant clarification. Please call the Health Sciences Division on the Anderson Campus at (765) 643-7133, or 1-800-644-4882, ext. 2312.

The Technical Certificate Dental Assisting Program has specific technical ability (physical and mental) requirements. A list of those abilities is enclosed with this document. Also enclosed is a list of competency statements. If an applicant has a question about these statements, or if the applicant would like to request accommodation for his/her disability, please contact the program chair.

It is important to note that acceptance to the program is separate from admission to the College as a degree seeking student. Students may be accepted to the College, and take Academic Skills Advancement courses, General Education courses, or other courses that require program acceptance. However, students must still apply to the program to be considered for dental assisting. Please see the application procedure found within this information and application process packet.

**B. PROFESSIONAL OVERVIEW**

The educationally qualified dental assistant today plays a vital role as a member of the dental health team. Didactic, laboratory and clinical content are included in a one year academic program. Each state has a dental practice act that governs which duties a dental assistant can and cannot perform.

**C. PROGRAM HISTORY**

Following the request of local dentists within the East Central Region, Ivy Tech Community College submitted a proposal to begin a dental assistant program at its Anderson campus. The proposal was approved by the Commission of Higher Education in August of 2001.

The academic portion of the Dental Assisting Program consists of two (2) semesters and one (1) summer session. Courses are offered in daytime hours. Included in the program of study are mandatory clinical requirements, which are completed at affiliated dental

offices and clinics. The Dental Assisting Program faculty is responsible for assigning all clinical rotations.

Dental Assisting Program specialty courses are presented in lecture/laboratory format. The lecture presents principles of dental practices, instrument and equipment, and dental procedures. The laboratory portion of these courses provides hands-on experience with dental techniques and instrumentation.

The Dental Assisting Program has a limited enrollment of 20 qualified full-time students per entering class because of instructor/student ratio and laboratory space limitations. The full-time class begins in January of each year.

The program is accredited by the American Dental Association Commission on Dental Accreditation. For questions regarding your ability to sit for the certification exams, please contact the Dental Assisting National Board, Inc. at [www.danb.org](http://www.danb.org).

Successful completion of an American Dental Association-approved college dental assisting program and successful completion of the General Chairside Assisting Certification exam or the Radiation Health and Safety exam qualifies a dental assistant to apply for a dental x-ray operator license in Indiana. A dental assistant cannot legally operate x-ray equipment in Indiana without the license.

#### **D. DESCRIPTION OF THE PROFESSION**

The dental profession is dedicated to providing patients with optimum oral health care. In becoming a dental assistant, the assistant will be a representative of the profession and an extension of the dentist in his/her practice. The dental assistant must have the ability to perform under stressful and emergency situations. A stable temperament, a strong sense of responsibility, patience, and concern for detail are required. Manual dexterity and physical stamina are vital. Most duties require sitting for extended periods of time with bending, reaching, pulling, and pushing occurring repeatedly during a normal eight (8) hour work period. The dental assistant's full attention and focus are mandatory for the task being performed.

#### **E. PROGRAM MISSION AND PURPOSE**

It is the mission and intent of the Dental Assisting Program faculty to view the educationally qualified dental assistant as a person who has received specified technical and clinical training that allows them to function as a productive and valuable member of the dental health team. Faculty define education as a teaching/learning process whereby the assimilation of appropriate knowledge, skill, and judgment produce a graduate dental assistant who is a credit to his/her profession, with the competencies to successfully complete the National Certification examination. Consistent with the philosophy of Ivy Tech Community College, faculty accepts the responsibility for effective teaching of students through a realistic correlation of foundation knowledge with clinical experience. Furthermore, faculty feels this is necessary in order for the students to become an integral supporting link in the environment of a professional dental practice. The dental assistant contributes to the well being of the patient by

professional competency in assisting the dentist in the care of the patient in the general, specialty, emergency, and administrative areas of dentistry.

#### **F. TEACHING AND CLINICAL FACILITIES**

All facilities and resources of Ivy Tech Community College's East Central Region are available to dental assistant students. Students may use the College's library, open computer lab, the Academic Support Center, student services, and other academic services. All didactic courses are taught on the Anderson campus by faculty with degrees in the appropriate field of study.

Clinical experience is an integral part of the educational experience for all dental assistant students. The Dental Assisting Program has affiliation agreements with a wide range of dental offices to provide student-learning experiences.

#### **G. DRUG TESTING AND CRIMINAL BACKGROUND CHECKS**

Although Ivy Tech Community College does not require drug testing and background checks for admission to the College, the School of Health Sciences requires all students directly involved in patient care to complete a criminal background check and drug screen. **The cost of this testing is the responsibility of the student.** Results of drug testing and background checks could impact your ability to participate in the activities. Many health care employers now require negative results from drug testing and criminal background checks before employment. Our clinical affiliate institutions may require that students also meet that requirement before participating in patient care or observation of patient care.

## **II. APPLICATION PROCEDURE**

### **A. APPLICATION TO THE COLLEGE**

#### **STEP 1**

Complete the Ivy Tech Community College new student application through [www.ivytech.edu](http://www.ivytech.edu). You will receive an acceptance letter with your new student identification number and a letter containing information for the campus you wish to attend. You will then attend an Admissions Workshop and New Student Orientation prior to enrolling into courses.

#### **STEP 2**

Submit an official high school or GED transcript. If you have previously attended an accredited postsecondary institution(s), please submit a transfer of credit form (located in the Records Office) to request credits from the institution(s).

### STEP 3

Complete one of the following:

- a. COMPASS/ASSET evaluation - scores will determine initial course placement.

#### COMPASS EVALUATION

This evaluation is designed to measure your strengths and weaknesses in reading, writing, and mathematics. There is no charge for the evaluation, which is offered throughout the semester. Compass is not timed, but usually takes two hours to complete. Compass may be taken on a walk-in basis at the Testing Center at any of the campuses in the East Central Region. The center is sometimes reserved for specialized testing so individuals are encouraged to call ahead prior to taking the test. You may do so by calling the campus of your choice for walk-in testing availability.

Muncie - (765) 289-2291 or 1-800-589-8324, ext. 1320,

Anderson – (765) 643-7133 or 1-800-644-4882, ext. 2350

Marion – (765) 651-3100 or 1-800-554-1159, ext. 3317

- b. SAT or ACT scores – scores of 460 verbal or 460 math on the SAT (or scores of 19 reading, 19 writing and 19 math on the ACT) will allow the student to waive a portion of the COMPASS.
- c. Associate degree or higher from a regionally accredited institution of higher learning (official college transcript required), with evidence of successful completion of college-level algebra.
- d. Comparable Academic Skill Advancement or General Education courses with a grade of "C" or better at a regionally accredited institution of higher learning (official transcript required.).

### STEP 4

After you have completed the application procedure to Ivy Tech, you will need to schedule an appointment with an advisor. Registration for required academic skills, general education and recommended pre-program coursework may now take place.

#### B. APPLICATION TO THE DENTAL ASSISTING PROGRAM

**INTRODUCTION:** After you have completed the College's application procedure (Steps 1-4), and have completed all recommended Academic Skills Advancement courses, you may be considered for admission to the Dental Assistant Program. It is your responsibility to meet any deadlines, or to contact the Health Sciences office to schedule appointments as necessary. We also ask that you inform the Health Sciences office if your plans change, and you cannot keep a scheduled appointment.

**DEADLINE FOR APPLICATION TO THE DENTAL  
ASSISTING PROGRAM IS OCTOBER 20**

**STEP 5**

You will be notified of your status by November 1 of your program acceptance. At that time, if you are accepted to the Dental Assisting Program, you will be requested to sign a statement of commitment to attend the program. You will be given two weeks to complete the form and return it to the Health Sciences Office. Failure to return the statement of commitment may cause your status to change from accepted to non-accepted. It is very important to return the commitment statement by the date specified in the letter.

**STEP 6**

You will be required to attend an orientation meeting prior to the beginning of spring semester classes. You will be enrolled in your spring classes, as well as receiving medical and dental form, book lists, supply lists, and the Student Handbook.

**C. PROGRAM APPLICATION REQUIREMENTS**

1. The applicant **MUST** have a high school transcript or GED.
2. If a recognized deficiency is identified on the COMPASS evaluation in reading, writing, and mathematics, the applicant will be required to complete recommended academic skills courses before entering the program (up to MATH 015). **Testing out of MATH 015 or the final grade in the course will be considered as a part of the Student Selection Criteria.**
3. The program **HIGHLY RECOMMENDS** the following courses: Intro to Microcomputers, Biology, Spanish, Medical Terminology, and General Psychology, in pre-program college courses.

**D. STUDENT SELECTION CRITERIA**

The following criteria are established by Ivy Tech Community College for acceptance into the Dental Assisting Program.

Each application will be reviewed for the following:

- General Statement of Application
- Grades in the following prerequisite college courses
  - English 111
  - Communications 102
  - IVYT 1XX – Life Skills
  - MATH 015 or test out

2. *Required General Education Courses:*

The following points will be earned depending on the grade in ENGL 111, COMM 102 and IVYT 1XX:

<u>Grade</u>	<u>Points</u>
A	6 points
B	4 points
C	2 points

**E. RE-APPLICATION PROCESS**

Application materials such as COMPASS scores are valid for two years. An applicant is considered “active” from date of application until January 31st. If an applicant is not accepted, his/her file will remain in the Health Sciences office as an inactive file for one year.

If an applicant is interested in being considered for admission the following year, the applicant must notify the Dental Assisting Program Chair in writing to reactivate his/her application prior to the established deadline for that year. If new requirements are in place for applications at that time, *the applicant must complete all new requirements*. After the second admission deadline has passed, all inactive files will be destroyed.

**F. HEALTH HISTORY FORM AND ESSENTIAL FUNCTIONS**

All dental assistant applicants must have a physical examination and appropriate immunizations completed prior to entering the program. Students will not be permitted to participate in clinical activities until this is completed.

During the physical, students will be expected to have all of their immunizations updated and/or administered. This includes the Hepatitis B injections. Students are also expected to be tested for tuberculosis. If a student has a positive tuberculosis skin test, he/she will be expected to follow the advice of his/her physician. Any student who does not complete the health forms or refuses to follow the advice of his/her physician will be withdrawn from the clinical rotations, jeopardizing graduation from the program.

## **G OCCUPATIONAL EXPOSURES TO BLOOD**

### **Exposure to Blood What Health care Personnel Need to Know**

#### **Introduction**

Healthcare personnel are at risk for occupational exposure to bloodborne pathogens, including hepatitis B Virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV). Exposures occur through needlesticks or cuts from other sharp instruments contaminated with an infected patient's blood or through contact of the eye, nose, mouth, or skin with a patient's blood. Important factors that influence the overall risk for occupational exposures to bloodborne pathogens include the number of infected individuals in the patient population and the type and number of blood contacts. Most exposures do not result in infection. Following a specific exposure, the risk of infection may vary with factors such as these:

- ◆ The pathogen involved
- ◆ The type of exposure
- ◆ The amount of blood involved in the exposure
- ◆ The amount of virus in the patient's blood at the time of exposure

Your employer/clinical site should have in place a system for reporting exposures in order to quickly evaluate the risk of infection, inform you about treatments available to help prevent infection, monitor you for side effects of treatments, and determine if infection occurs. This may involve testing your blood and that of the source patient and offering appropriate post-exposure treatment.

#### **How can occupational exposures be prevented?**

Many needle-sticks and other cuts can be prevented by using safer techniques (for example, not recapping needles by hand), disposing of used needles in appropriate sharps disposal containers, and using medical devices with safety features designed to prevent injuries. Using appropriate barriers such as gloves, eye, and face protection, or gowns when contact with blood is expected can prevent many exposures to the eyes, nose, mouth, or skin.

## **H. ESSENTIAL FUNCTIONS**

The following statements are provided to give the potential dental assistant applicant a description of the type of physical / technical abilities necessary to complete the program or work in the typical dental setting. These abilities are not measured as a requirement for program admission. However, the applicant is encouraged to consider the physical requirements of the program, and make an appointment with the program chair to discuss concerns or requests for accommodation for his/her disability. *Students with a documented need for accommodations are to meet with the campus Disabilities Support Service Representative.*

**IVY TECH COMMUNITY COLLEGE  
DENTAL ASSISTING ESSENTIAL FUNCTIONS**

<b>FUNCTIONS/ABILITY CATEGORY</b>	<b>REPRESENTATIVE ACTIVITY ATTRIBUTE</b>
GROSS MOTOR SKILLS	Move within confined spaces of operatory Sit and maintain balance Stand and maintain balance Perform full range of body motion
FINE MOTOR SKILLS	Pick up objects with hands Grasp small objects with hands (e.g., instruments) Write with pen or pencil Key/type (e.g., computer) Pinch/Pick or otherwise work with fingers (e.g., transfer, retrieve instruments, materials, and equipment) Twist (e.g., turn objects/knobs using hands)
PHYSICAL ENDURANCE	Stand, sit, or combination of both for long periods of time (e.g., operative procedure) Sustain repetitive movements (e.g., CPR) Maintain physical tolerance (e.g., work entire day)
MOBILITY	Twist Bend Reach Stoop/squat Pull/push Move quickly (e.g., response to an emergency) Climb (e.g., ladders/stools/stairs) Walk
HEARING	Hear normal speaking level sounds (e.g., person-to-person report) Hear faint voices Hear in situations when not able to see lips (e.g., when masks are used)
VISUAL	See object up to 20 inches away (e.g., information on a computer screen) See objects up to 20 feet away (e.g., patient in a room) Use depth perception Use peripheral vision Identify color changes in skin Distinguish color intensity (e.g., flushed skin, paleness)
SMELL	Detect odors from patients (e.g., foul smelling oral cavity) Detect smoke Deter gasses or noxious smells
<b>FUNCTIONS/ABILITY</b>	<b>REPRESENTATIVE ACTIVITY ATTRIBUTE</b>

CATEGORY	
READING	Read and understand written documents (e.g., policies/protocol) Read digital displays (steam autoclave)
ARITHMETIC COMPETENCE	Tell time Use a calculator
EMOTIONAL STABILITY	Adapt effectively to environments with high tension to insure patient safety Respond quickly and in an emotionally controlled manner in emergency situations Provide emotional support to the patient and attend to the needs of the patient Maintains composure when subjected to high stress levels Focus attention on task Perform multiple responsibilities concurrently
ANALYTICAL THINKING	Transfer knowledge from one situation to another Process information Problem solve Prioritize tasks Use long term memory Use short term memory
CRITICAL THINKING	Identify cause-effect relationship Plan/control activities for other Synthesize knowledge and skills Sequence information
INTERPERSONAL COMMUNICATION	Negotiate interpersonal conflict Respect differences in patients Establish rapport with patients Establish rapport with-co-workers
COMMUNICATON SKILLS	Teach (e.g., patient/family about dental health care) Explain procedures Give oral reports (e.g., report on patient's condition to others) Interact with other (e.g., dental health care workers) Speak on the telephone Influence people Direct activities of others Convey information through writing

**I. INDIANA LICENSURE REQUIREMENTS FOR DENTAL ASSISTANT APPLICANTS**

In the state of Indiana, licensure is not required for general dental assisting duties with the exception of Radiation Health and Safety; however, it is highly recommended that students sit for all three sections of the National Certification examinations.

**Indiana Licensure for Dental Assistant Applicants**

Answer each of the following questions “Yes” or “No”. If you answer any of the questions “Yes”, please provide a complete explanation on a separate sheet.

- Have you ever been convicted of a felony? Yes/No
- Have you ever been denied or had a license/certification revoked? Yes/No
- Have you ever been formally notified of any complaint against you relative to the practice of radiologic technology? Yes/No
- Do you have a drug or an alcohol abuse problem or any mental or physical disability that, through the practice of your duties, may be dangerous?  
Yes/No

***SAMPLE***

**SCHOOL OF HEALTH SCIENCES  
DENTAL ASSISTING**

**TECHNICAL CERTIFICATE**

**III. CURRICULUM – DENTAL ASSISTING**

GENERAL EDUCATION – 7 CREDITS

COMM102	Introduction to Interpersonal Communication	3
ENGL 111	English Composition	3
IVYT 1XX	Life Skills	1-3

PROFESSIONAL / TECHNICAL COURSES – 33 CREDITS

DENT 102	Dental Materials and Laboratory I	3
DENT 115	Preclinical Practice I	4
DENT 116	Dental Emergencies/Pharmacology	2
DENT 117	Dental Office Management	2
DENT 118	Dental Radiography	4
DENT 122	Clinical Practicum I	1
DENT 123	Dental Anatomy	2
DENT 124	Preventive Dentistry/Diet and Nutrition	2
DENT 125	Preclinical Practice II	3
DENT 129	Dental Materials and Laboratory II	3
DENT 130	Clinical Practicum II	5
DENT 131	Basic Integrated Science	2
DENT 132	Expanded Functions (elective)	3
TOTAL CREDITS		41-44

**DENTAL ASSISTING  
TECHNICAL CERTIFICATE  
SEQUENCE**

SEMESTER		CREDIT HOUR	CONTACT HOUR
DENT 131	Basic Integrated Science	2	4
DENT 102	Dental Material & Laboratory I	3	4
DENT 123	Dental Anatomy	2	2
DENT 115	Preclinical Practice I	4	6
DENT 116	Dental Emergencies/Pharmacology	2	3
DENT 124	Preventive Dentistry/Diet & Nutrition	2	3
		15	22
<b>SEMESTER II:</b>			
DENT 129	Dental Materials & Laboratory II	3	7
DENT 117	Dental Office Management	2	5
DENT 125	Preclinical Practice II	3	7
DENT 122	Clinical Practicum I	1	5
		9	24
<b>SEMESTER III:</b>			
DENT 118	Dental Radiography	4	6
DENT 130	Clinical Practicum II	5	20
DENT 132	Expanded Functions	3	9
		12	35
<b>TOTAL CREDITS</b>		<b>39</b>	

(Distribution of credit hours and contact hours)

Lecture	1cr = 1 lecture hour per week
Laboratory	1cr = 2 laboratory hours per week
Clinical Practicum	1cr = 3 practicum hours per week

## **B. COURSE DESCRIPTION**

### **ENGL 111 – English Composition**

English Composition is designed to develop students' abilities to think, organize, and express their ideas clearly and effectively in writing. This course incorporates reading, research, and critical thinking. Emphasis is placed on the various form of expository writing such as process, description, narration, comparison, analysis, persuasion, and argumentation. A research paper is required. Numerous in-class writing activities are required in addition to extended essays written outside of class.

### **COMM 102 – Interpersonal Communications**

Focuses on the process of interpersonal communication as a dynamic and complex system of interactions. Provides theory, actual practice, and criticism for examining and changing human interactions in work, family, and social contexts. Includes topics such as perception, self-concept language, message encoding and decoding, feedback, listening skills, conflict management, and other elements affecting interpersonal communication.

### **DENT 102 – Dental Materials and Lab I**

This is the first in a series of two courses that reviews in depth the properties of dental materials, proper modes of manipulation, necessary armamentarium used, and technical duties assistants can perform. Stresses clinical behavior of materials and biological factors of importance to dental assistant.

### **DENT 115 – Preclinical Practice I**

This is the first in a series of two courses that introduce in depth qualification and legal/ethical requirements of the dental assistant. Surveys history and professional organizations. Emphasizes clinical environment and responsibilities, chairside assisting, equipment, and instruction identification, tray setups, sterilization, characteristics of microorganisms and disease control.

### **DENT 116 – Dental Emergencies/Pharmacology**

Dental Emergencies and Pharmacology is an in-depth course that surveys the most commonly utilized and required first aid measures for emergencies. Examines proper techniques and procedures as well as equipment, medications and positioning for care of the patient. Reviews anatomy/physiology and cardiopulmonary rescue as provided by the American Heart Association.

### **DENT 117 – Dental Office Management**

This introductory course focuses on the principles of administrative planning, bookkeeping, recall programs, banking, tax records, computer software, insurance, office practice and management as related to the dental office. Attention is given to techniques of appointment control, record keeping and credit and payment plans.

### **DENT 118 – Dental Radiography**

This is an in-depth course that focuses on the principles, benefits, effects, and control of X-ray production. Covers history, radiation sources, modern dental radiographic equipment and techniques, anatomical landmarks, dental films and processing. Emphasizes avoidance of errors while exposing and processing dental radiographs.

#### DENT 123 – Dental Anatomy

This is an in-depth course that focuses on oral, head and neck anatomy, basic embryology, histology, tooth morphology, and charting dental surfaces related to the dental field. Includes dental anomalies, pathological conditions and terminology relevant to effective communication.

#### DENT 124 – Preventive Dentistry/Diet and Nutrition

An in depth course that emphasizes the importance of preventive dentistry and effects of diet and nutrition on dental health techniques of assisting patients in the maintenance of good oral hygiene.

#### DENT 125 - Preclinical Practice II

This is the second in a series of two in-depth courses that continues Preclinical Practice I. Anesthesia is presented. The following dental specialties are presented: Oral and Maxillofacial Surgery, Periodontics, Endodontics, Pediatric, Dentistry, Orthodontics, Prosthodontics, and Dental Public Health.

#### DENT 129 – Dental Materials and Lab II

This is the second in a series of two in-depth courses that reviews the properties of dental materials, proper modes of manipulation, necessary armamentarium used, and technical duties dental assistants can perform. Stresses clinical behavior of materials and biological factors of importance to dental assistant.

#### DENT 130 – Clinical Practicum II

An in-depth clinical learning experience that provides increased practical chairside dental assisting experience to be gained from private dental practices in general and specialty areas of dentistry. Opportunity for increase skill development in clinical support and business office procedures also provided. Weekly seminars are included as an integral part of the learning experience. Simulated exams are administered to review for the national certification exam.

#### DENT 131 – Basic Integrated Science

Basic Integrated Science is an introductory course that examines human body as integrated unit, includes anatomy, physiology and medical terminology.

#### DENT 132 – Expanded Function (elective)

The Expanded Functions course teaches dental assistants to place and finish amalgam and composite restorations. The students will learn the definitions of CI I through VI restorations, the appropriate materials to use and the proper manipulation of each material. The restorations choice of material is based on the ADA's current Standard of Care.

### **C. ADVANCED STANDING**

Prior educational and formal training may be considered for advanced placement into the program. In many cases, credit may be awarded through transfer of credit from other post-secondary institutions, challenge examinations, the College Level Examination Program (CLEP), or military experience, with the education period lightening the academic load.

Ivy Tech Community College does award, in some cases, prior learning credit for experiences in technical coursework. General education competencies must be validated through nationally recognized testing.

If you think you qualify and are interested in seeking this credit, please contact the Dental Assisting Program Chair for more information.

### **D. TRANSFER POLICY**

1. Post-secondary course work that is applicable to the curriculum may be transferred from other accredited colleges on a course-by-course basis provided the student has earned a “C” or higher grade. Requests for transfer credit must be made by the applicant to the program chair.
2. Transfer students from other dental assistant accredited programs may be admitted on a space available basis and must submit all college transcripts, course descriptions, notarized copies of original records verifying clinical competency and written recommendations from the program director and the director of clinical education of the program that the student last attended.

## **IV. STUDENT RESPONSIBILITIES**

### **A. ACADEMIC INTEGRITY**

1. At Ivy Tech Community College, learning is valued and honored. Our learning community cannot thrive if its students copy the work of others, known as plagiarism, and seek an unfair advantage over their fellow students by cheating. The academic standards of Ivy Tech Community College are based on a genuine pursuit of knowledge and demand a high level of integrity from every one of its students.
2. When this trust is violated, the learning process suffers injury and steps must be taken to ensure that learning standards remain meaningful. Cheating and/or plagiarism are grounds for immediate dismissal from the College. All students are encouraged to avoid dishonest behavior and seek available tutorial and counseling services to help them succeed. (Please see Student Handbook for further details.)

## **B. STATEWIDE CONDUCT POLICIES**

1. The reputation of the College among the community depends, in large part, upon the behavior of its students. Students enrolled in the College are expected to conduct themselves in a mature, dignified and honorable manner. Students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment, and intimidation. This applies to all conduct among faculty, staff and students.
2. Students are subject to college jurisdiction while enrolled at the College. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of college representatives is not in the best interest of the students, other students, or the College. Students who are disciplined should expect to find their sanctions enforced at other Ivy Tech campuses. (Please see current Student Handbook.)

## **C. ATTENDANCE POLICIES**

1. Attendance at scheduled class meetings or other required activities is essential. Instructors establish and enforce attendance policies, and maintain attendance records. Students are excused from classes or other required activities by faculty only for bona fide reasons. Satisfactory attendance is necessary to achieve educational objectives and maintain financial aid and veterans' benefits. (Please see current Student Handbook.)
2. Within the Dental Assisting Program, students are expected to attend all classes, laboratory sessions and clinicals. Should a student be absent from 10 percent of the class/clinical activities per semester, they will receive a written warning as documented on the Student Status Report. Should a student be absent from 20 percent of the class/clinical activities per semester, they may be dismissed from the program due to potential patient safety issues and receive a letter grade of F.

## **D. DISCIPLINARY ACTION**

1. Cases of student misconduct and/or lack of academic integrity are to be referred to the Dean of Academic Affairs or Dean of Student Affairs. A student who violates the rules and regulations of the College may be subject to disciplinary actions, which may include, but not limited to the following:
  - a. Verbal reprimand
  - b. Restitution for damages
  - c. Restriction of privileges
  - d. Failure of the assignment or course
  - e. Withdrawal from a course, program or the College for the remainder of the semester or term.
  - f. Suspension from the College for one calendar year
  - g. Dismissal from the College for five years

2. Students are provided an opportunity to appeal any disciplinary decision and are required to sign a waiver if they choose to waive the right to appeal. (Please refer to the current Student Handbook for further details.)

#### **E. DUE PROCESS (STUDENT GREIVANCE PROCESS)**

1. The student grievance process is an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to grieve against a college employee's decision affecting the student. The College encourages students to resolve their complaints informally. The informal grievance procedures are designed to accomplish a quick and effective resolution. The Colleges' formal grievance procedure is also available.
2. If you have problems with a class (regardless if it is general education or professional course), the following is a list of individuals you will need to meet with to discuss your grievance issue. You must meet with these individuals in the order listed. If the issue is resolved, you will not need to see the next person.

You must make an appointment to speak to the following individuals:

1. Instructor of the course.
  2. Program Chair for the program/course.
  3. Dean for program/course.
  4. Vice-Chancellor of Academic Affairs.
  5. Vice-Chancellor of Student Affairs
3. Please refer to the current Student Handbook for further information concerning this matter.

#### **F. READMISSION TO THE PROGRAM FOR VIOLATION OF THE COLLEGE RULES OF CONDUCT**

If a student is dismissed from any campus or region of Ivy Tech Community College, that individual is dismissed from the College. A one-year suspension begins at the date of the official notification to the student by the Chancellor. After one calendar year, the individual under suspension may apply for reinstatement. If the student is dismissed from the College, the student may appeal for reinstatement after five years.

The individual must begin the reinstatement appeal process by informing the Dean of Student Affairs of her/his intentions at the campus where the dismissal took place. The appeal for reinstatement may be applied for at any campus/region of Ivy Tech campus where the individual hopes to attend. The campus/region Student Status Committee will act on the appeal within (30) thirty days of its receipt. The recommendation of the Student Status Committee will be forwarded to the Chancellor, who will render a judgment on the appeal. That judgment will be final. (Please refer to the current Student Handbook).

## **G. STUDENT SUPPORT SERVICES**

The College's Office of Student Affairs offers assistance in the following areas:

1. Advisors to assist students with financial aid, study habits, and test taking skills.
2. Career Services and Employment Services to assist students with job placement, interview skills, creating resumes and career research.
3. Records Office to process student registration, process transfer credits, and provide transcripts.
4. Student Government Association, which is the representative governing body of the students.
5. Academic Support Center has tutors that are available at no cost to the student to assist with general education coursework.
6. Library is open for student use on the main campuses of Anderson, Marion, and Muncie. Computers are available for on-line research.

## **H. DISABILITY SERVICES INFORMATION**

Students who request accommodations are expected to participate in an intake interview with Disability Services when requesting specific services, academic adjustments, or other accommodations for a disability. Prospective students with documented disabilities should schedule an intake interview prior to attempting any part of the admission process if accommodations will be required for the information session, academic assessment, completing forms or scheduling classes. The intake process, including intake interview and documentation on file, should be completed at least one month prior to the need for accommodations. Documentation of the disability must be on file with the Disability Services office prior to accommodations being provided. Late requests may delay accommodations. In accordance with the above procedure, federal guidelines, and respect for individual privacy, no action will be taken without a specific request.

If you would like more information about the Disability Support Services at Ivy Tech Community College, or would like to schedule an appointment for an intake interview, please contact the appropriate campus:

Anderson – Patricia Toombs at [ptoombs@ivytech.edu](mailto:ptoombs@ivytech.edu) or call (765) 643-7133, ext. 2324  
Or toll free at 1-800-644-4882.

Marion – Elyse Johnson at [ejohnson110@ivytech.edu](mailto:ejohnson110@ivytech.edu) or call (765) 651-3100, ext 326 or  
toll free at 1-800-554-1159.

Muncie – Larry Scott at [lscott85@ivytech.edu](mailto:lscott85@ivytech.edu) or call (765) 289-2291, ext. 1388 or call  
toll free at 1-800-589-8324, ext. 1388.

Individuals who are deaf, hard of hearing, or speech impaired may call through Relay Indiana: 1-800-743-3333.

All students are expected to meet entry requirements. Essential elements of courses and programs and licensing requirements relevant to a program curriculum cannot be waived, although they may be reasonably accommodated.

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

## V. FINANCIAL INFORMATION

### A. FINANCIAL AID

Ivy Tech Community College offers a variety of financial aid programs to students who need assistance to continue their education. The College Financial Aid Office administers most programs for federal, state, and institutional aid under specific policies and guidelines. Eligibility for most financial aid at the College is based upon the student's demonstrated financial need.

Students can apply for financial aid and scholarships through the Financial Aid Office located in the Office of Student Affairs. Counselors are available to assist you in completing the financial aid forms and answer questions that may arise during this process. It is important to apply for financial aid early for each semester.

You should first meet with a financial aid counselor before dropping or adding courses during the semester because it could potentially affect your funding. (Please refer to the current Student Handbook for further information.)

### B. ESTIMATED PROGRAM COST

- General fees for Indiana residents are \$104.55\* per credit hour and \$221.35\* per credit hour for non-residents. In addition, a \$60.00 Technology Fee will be assessed each student, each semester. Total fees and estimated costs for the twelve-month program are:

<u>ITEM</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
General fees (44 credit hours)	\$4600.00	\$9740.00
Books, Supplies**	\$ 700.00	\$ 700.00
Background Check/Drug Test	\$ 120.00	\$ 120.00
Uniforms & Accessories	\$ 200.00	\$ 200.00
National Examination		
Computerized Testing Fees (test plus application fees)	\$ 450.00	\$ 450.00
Laboratory fees	\$ 400.00	\$ 400.00
Technology Fees - \$60 per semester	<u>\$ 240.00</u>	<u>\$ 240.00</u>
	\$6710.00	\$11,850.00

\*NOTE: Fees are subject to change without prior notice.

\*\*Books, supplies, uniforms, and accessories are approximate costs only.

## **C. WITHDRAWAL AND REFUNDS**

When a student finds it necessary to withdraw from a course(s), a drop/add form needs to be completed with the program advisor. The form should be returned to the Office of Student Affairs. The College will refund student fees when applicable.

## **VI. GRADUATION/PLACEMENT**

### **A. TERMINAL PROGRAM OBJECTIVES (GRADUATE COMPETENCY STATEMENTS)**

Working under the direct supervision of the dentist and with other members of the dental health team, the graduate dental assistant will:

1. Perform only those duties delegated by the dentist and that can be performed in keeping with the assistant's educational qualifications and the state Dental Practice Act.
2. Participate as a member of the dental team by giving complete and loyal support to the dentist and work in close harmony with other members of the dental staff.
3. Accept the dentist's method of practice and share his or her belief in the value of preventive dental care.
4. Protect the health of the patient and coworkers by carefully following Universal Precautions Guidelines and OSHA mandates.
5. Hold in the strict of confidence all things seen or heard in the dental office pertaining to the dentist, the patient, and other team members.
6. Execute safe handling of instruments and chemicals used routinely in a dental practice following OSHA safety and infection control guidelines.
7. Communicate effectively with patients and dental office staff.
8. Conduct self in a professional manner to reflect favorably on the dentist, the dental health team, and dental profession.
9. Demonstrate responsibility by arriving at work on time and being professionally attired.
10. Pass and receive instruments to the dentist in a smooth anticipating mode.
11. Manage business office procedures such as: patient reception, telephone etiquette, appointment control, and records management.
12. Maintain and update MSDA files.

**B. GRADUATION REQUIREMENTS**

1. Successful completion of all General Education courses.
2. Successful completion of all Dental Assisting Program courses.
3. Minimum GPA of 2.0
4. Fulfill financial obligations to the College.

**C. GRADUATE PLACEMENT**

Beginning salaries range for Certified Dental Assistants from \$24,504 - \$30,000 dollars. Some graduates, working in specialty areas, have reported salaries in excess of \$30,000. The Office of Career Services is available to assist students with obtaining employment.

**D. ASSESSMENT**

Ivy Tech Community College is committed to graduating students who have the appropriate technical and general education skills. Each approved technical program in the College annually assesses its program graduates for technical competence. As all graduates are to be assessed for technical competence, students are expected to participate in assessment activities as required by their program. General Education skills are assessed through an authentic assessment project that uses work submitted by students as a part of their regular course requirements.

**IVY TECH COMMUNITY COLLEGE  
DENTAL ASSISTING PROGRAM  
104 W. 53<sup>rd</sup> Street  
Anderson, IN 46013**

**APPLICATION FOR ADMISSION**

**Personal Data**

Student ID Number: C\_\_\_\_\_

Full Name \_\_\_\_\_  
Last First MI

Legal Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone ( ) \_\_\_\_\_ Other ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

**Education History**

Name/Address of School (High School)	Years Attended	Year Graduated
Name/Address of School (College)	Years Attended	Year Graduated

A current transcript from each high school, college or university attended must be on file to be considered for the program. If you received a GED, a copy must also be on file.

The application must be turned in to the Dental Assisting Program by **October 20**.

I hereby give permission to the Admissions Committee to inspect my application and academic records. I verify that the information provided is true.

Signature \_\_\_\_\_ Date \_\_\_\_\_