

## GRADING CRITERIA

### ASSIGNMENT WEIGHTS:

ASSIGNMENT	PERCENT OF GRADE
QUIZZES	20%
CASE STUDIES	30%
EXAMS (excluding final exam)	25%
FINAL EXAM	25%
<b>TOTAL</b>	<b>100%</b>

\*Note that these percentages are not for each individual assignment, but the categories as a whole. For example, all quiz grades will be averaged to determine your overall quiz grade, which will account for 20% of your overall grade. The final exam will be the exception to this rule, as you sit only once for this exam and your grade after your first and only attempt will determine 25% of your grade for this course.

### GRADING SCALE:

100-90	A
89-80	B
79-70	C
69-60	D
59-0	F

**ATTENDANCE POLICY:** Attendance is an expectation, not an option. If you are unable to attend class, you must email me as soon as possible citing the reason for your absence. It is at the faculty's discretion to determine if an absence is excused or unexcused. When letting me know of your absence, your reason for not coming to class must be stated. Absences due to illness will require a doctor's note by the next class meeting time to be excused. Unexcused absences or tardiness will result in a 2 point overall course grade deduction for each occurrence. Your presence and timeliness is essential for your success and for the success of your fellow classmates. This is a fast-pace course and interruptions to your learning are expected to have significant impact on your success in this course.

**MISSED QUIZZES/EXAMS POLICY:** In the event you miss an assessment due to an excused absence, you will be expected to take the exam your first day back to class. You must arrange with the instructor a time outside of the class meeting time to take the make-up assessment. You will be given an alternative assessment from that given to your classmates, meaning similar yet different questions will be given, and alternative formats may be utilized (example: essay type questions). In the event you miss an assessment due to an unexcused absence,

you will be held to the same expectations, but the highest grade achievable will be an 90. So, whatever grade you obtain after your unexcused absence, your assessment grade will automatically be deducted 10 points. The final exam must be made up only for extenuating circumstances and done as soon as possible, no later than a week following the date of the final exam.

**SUBMITTING ASSIGNMENTS POLICY:** All quiz reviews, exam review corrections, and case studies will be handed in by the student at the beginning of the class on the date they are due. This will typically be the week after they are assigned. All quizzes and exams will be taken up at the end of the assessment time period. No assignments are to be turned in through Canvas, unless you and I know ahead of time that you will be absent and need to submit your assignment virtually (in pdf format, please!). In that case, I will contact you directly via email to ensure you have access to the assignment upload link in the Canvas course. On each assignment, you must include your name in the upper right hand corner of the first page. Any following pages are to be stapled to the top page.

**LATE ASSIGNMENTS POLICY:** Outside of extenuating circumstances, case studies must be turned in by the time they are due to be considered for credit. In the case of an excused absence, email the instructor for instructions on how to submit the assignment virtually. This must be done as soon as possible to be considered for full credit. Incomplete assignments will be graded according to amount of work completed, consistent with the rubric for the assignment. In the case of an unexcused absence, case studies will incur a 15% deduction in points for each day it is turned in late. Email the instructor for instructions on late submission.

**STUDENT EXPECTATIONS:** As a future healthcare provider, professionalism and ethical behaviors are a requisite for this course. I believe we can learn a lot together and even have fun, but this requires mutual respect. You can expect from me quality instruction, timely responses and thorough research into any questions you may have that I cannot readily answer. In return, I ask that you respect the classroom and add to the learning environment through:

- respectful discussion (participate, do not interrupt others, pose any conflicting ideas in a respectful manner)
- respect for diversity (discrimination will not be tolerated)
- academic honesty (no cheating off of another student or aiding another student with assessment answers. See the Health Sciences Academic Honesty Pledge for details)
- dedication of study time and focus on course (This is a 3-credit hour course. Plan to double that time for review and study time)
- respect for my time outside of the classroom. Remember, procrastination on your part should not result in an emergency on my part.

With these parameters in mind, we can take a team approach at meeting this course with your success!

**COMPUTER AND CELL PHONE USE IN CLASS:** During class times, electronic devices must be silent. We are all adults in this course, so I understand that some messages need your attention at sometimes inopportune times. Should this provision be abused, however, it is at the discretion of the instructor to require all devices be stored out of site during class times. Do not allow your devices to detract from the class, neither for you, nor for others. A repeated offense after a verbal warning will result in the student be asking to leave the class for that session (with a 2-point overall grade deduction).

**GENERAL COMPUTER AND TECHNICAL REQUIREMENTS:** You will need access to a computer with internet connectivity. As some modules include video clips ensure that you have access to reliable, fast internet. If you have issues with access to any of these technological

requirements, please let the instructor know. VWCC has some resources for students in need. Be sure to check that your VWCC email is up and running smoothly and keep an eye out for announcements that may reach you via email.

Virginia Western Community College holds certain expectations of students to share the responsibility of maintaining a safe, secure, and honest academic environment.

## **ADDITIONAL VWCC AND HEALTH SCIENCES STATEMENTS: STATEMENT OF STUDENT RESPONSIBILITIES:**

**ATTENDANCE:** Credit programs and certificate programs within VWCC require attendance by students within the realm of reasonability. If there are issues keeping students from being able to attend class, students are encouraged to visit advisors on campus to attempt to alleviate these obstacles. Chronic absenteeism is grounds for dismissal from a program of study, pending dean review. Review the VWCC Student Guidelines and Procedures Manual for more information. If the student is unable to proceed with a course, it is their responsibility to withdraw from the course. Students are not automatically withdrawn from courses due to non-attendance, and thus will be charged tuition accordingly, unless they withdraw from the course.

**MEETING ESTABLISHED DEADLINES:** Students are expected to submit assignments on time. In the event of an excused absence, makeup work will be expected consistent with course requirements. In the event of an unexcused absence, makeup work is at the discretion of the instructor. If makeup work is not allowed in the event of an unexcused absence, the student will not receive credit for the assignment.

**HONOR CODE:** The VWCC Health Sciences Department enforces a zero tolerance policy concerning academic misconduct. If it is determined that an academic honesty breach has occurred, the student will be immediately dismissed from the program and may avail themselves of the appeals process outlined in the VWCC Student Handbook. Examples of academic misconduct:

- Cheating on exam or quiz-giving or receiving information. This includes both synchronous and asynchronous exams
- Copying information for graded assignments
- Using unauthorized material or collaboration during tests
- Buying, selling, or stealing exams
- Substituting for another person
- Plagiarism, familiarize yourself with Little Brown Handbook's "Avoiding Plagiarism and Documenting Sources"
- Submission of work other than your own for assignments
- Falsifying documentation
- Collusion with another person in submitting work for credit in class or lab

**CODE OF STUDENT CONDUCT:** Disorderly conduct threatens a productive academic environment and will not be tolerated. Disciplinary action by the College shall be limited to conduct that adversely affects the college community's pursuit of its educational objectives.

**ACCOMMODATIONS (EDUCATIONAL ACCESSIBILITIES):** The Americans with Disabilities Act of 1990 (ADA) and section 504 of the Rehabilitation Act provides protection from illegal discrimination for qualified individuals with disabilities. It is the policy of Virginia Western Community College to make reasonable accommodations for qualified students with documented disabilities. These disabilities include but are not limited to physical, psychiatric or

learning disabilities. A student who wishes to request accommodations in this class should notify Student Support Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to a counselor in Student Support Services. Students with diagnosed learning problems should inform the faculty member and seek the appropriate accommodations at the beginning of the semester to enable you to work under optimal conditions.

**PROFESSIONALISM POLICY:** Interference, interruption, or obstruction of teaching, research, administration, disciplinary proceedings, including authorized activities of the college both on-campus and off-campus, including field trips, will result in disciplinary sanctions by the school, and are administrated by the dean of the school within your program of study.

**SOCIAL MEDIA POLICY:** Social media is not to be used for cyberbullying or cyberstalking. Contact VWCC's Special Events and Social Media Coordinator, Corey Baptist, at [cbapst@viriniawestern.edu](mailto:cbapst@viriniawestern.edu) for questions or concerns, and for the full social media policy.

**COURSE DISCLAIMER STATEMENT:** The contents of this syllabus are made in effort to give the student a full overview of course expectations. If, during the semester it comes to the attention of the instructor that changes need to be made to the syllabus, these changes will be announced in class and within the course Canvas page. While changes are avoided when possible, unforeseen circumstances may require changes, such as date changes for assignments. These changes will be made with ample time for student adjustment. This course is meant to provide a broad overview of the dental assisting profession and is not all-encompassing. This gives the learner a wonderful basis of knowledge to get started in dental assisting. However, further techniques and more in-depth knowledge are required for optimal care and for board exam expectations.