

INSTRUCTOR EMAIL POLICY AND PREFERENCES: E-mail is the preferred and most efficient means of communication to reach me. When emailing, students should create the subject line with the course abbreviation, their name, and the email subject. For example, student “Peter Sherman” emailing about a discussion board question would include in the subject line: DA5182_PSherman_DB#2Question. Students should only email the instructor from their Virginia Western email account. This ensures student privacy, as required by law. Every effort will be made to respond to an email within 24 hours when received between Monday morning and Friday at 3pm. Emails sent after 3pm Friday will be responded to the following Monday. Students are responsible for checking Canvas daily. While my personal phone number is listed above, it is only for emergency purposes. This might include, for example, an incident in which you are attempting to take a proctored exam during a set timeframe and run into technical issues. Do not contact me by phone for last minute issues when your emergency is the result of procrastination. Allow ample time to complete assignments.

METHODS OF DELIVERY: This course will be provided via Canvas, through your VWCC access. Within the course, we will hold weekly lecture meetings that utilize discussion, powerpoint, case presentations, videos, guest lecturers and external links and resources provided within each module. The textbook is a major source of learning material for this course and should be utilized regularly throughout the course. Brief assessments may be utilized sporadically to evaluate your learning and to guide further discussion and learning.

REQUIRED TEXTBOOK: Available through the VWCC bookstore, but the current edition can also be found at discounted prices online, if you would prefer this method. Modern Dental Assisting. Doni L. Bird & Debbie S. Robinson, 13th Edition. ISBN: 978-0-323-62485-5

SUPPLEMENTAL READINGS: Any additional readings for modules of instruction will be found within the Canvas course modules. Links will be provided, as needed, as well as excerpts provided by the instructor for your review. No additional resources are needed.

RECOMMENDED TEXTS: You may find it useful to access a copy of Mosby's Dental Assisting Exam Review if you are taking this course in anticipation of taking your National Dental Assisting Board Exam. However, this text is not required for this course.

METHODS OF EVALUATION: Each module will finish with a short quiz. These quizzes are for your benefit in reviewing the material. As such, they will have little impact on your overall grade. Use these quizzes to test your knowledge. If you do not do well on a quiz, check in with me. Often, you may find that a simple misinterpretation of the material is holding you back from being your best in a topic. Exams will count for a larger percent of your final grade. For every point missed, you are able to gain back up to half of a point by reviewing questions missed and providing a detailed explanation of

what you think the correct answer is after reviewing course materials. These reviews must be turned in by their due dates to count toward a grade change for the exams. This extra credit opportunity is not available for the final exam! Case studies will also be utilized for learning in this course. They will be evaluated for thoughtfulness, completion, and support of the argument you make in favor of the answers you provide.

LIST OF GRADED ASSIGNMENTS:

- Module Quizzes (10): No more than 10 questions per quiz, given the week following each module (see course schedule for exceptions). Can include multiple-choice, fill-in-the-blank, true/false, or short answer
- Exams (3): Will cover multiple weeks of material, and will consist of questions in the same format as the quiz, but questions asked will not match those of the quizzes.
- Final Exam (comprehensive): A review of the information learned throughout the course. Course objectives are very helpful in review for this exam. Topics will focus on the transfer of knowledge learned in this class to the direct need of the information when working in the clinical setting. Question formats are at the instructor's discretion, but short-answer questions will be highly favored for this test. A rubric will be provided at the beginning of the exam.
- Case Studies (8): In review of topics throughout the course, there will be periodic case study assignments given for you to work on. A rubric will be given for these assignments.

TESTING PROTOCOL: Quizzes and exams will be taken in-class during class time. These assessments will cover any textbook and lecture information given, so be sure to study all materials provided. Review your PowerPoints and objectives for particularly helpful study material. In anticipation of tests, review your quizzes for guidance. The quizzes will be constructed toward reviewing the most vital topics for your success in the exams and as a future dental assistant! Quizzes and exams will be provided to you in print form at the time of the assessment. You may only have a pen or pencil out at the time of the assessment. Turn off all electronic devices and put them away out of site. Quizzes will typically allow about 15-20 minutes for completion. Exams will typically allow about 30 minutes for completion, apart from the final exam. The final exam will allow up to the full hour of class on the last day of class. After completion of the assessment, place your papers upside down on your desk and wait quietly for the rest of the class to complete their assessments. After all students have completed the assessments and they have been graded, you will have one week to review your tests for errors. Any errors can be reviewed by the student for added credit (excluding the final exam). For each missed item, you may gain back a half point by providing (on a separate piece of paper) an explanation of the correct answer. These second-chance revisions will be assessed for thoroughness. Only well-documented explanations will be accepted for grade improvement. Please speak with me if, after thorough review, you do not understand why a question was marked incorrect. The point of assessments is to gauge your understanding and learn from mistakes. Do not work with others to fix your answers, as this is unlikely to lead to better understanding.