INTERNSHIP IN THE DENTAL OFFICE  
Course Syllabus

Course Number: PDA-0110C  
OHLAP Credit: No

OCAS Code: None  
Course Length: 105 Hours  
Career Cluster: Health Science  
Career Pathway: Therapeutic Services  
Career Major(s): Dental Assistant

ODCTE Equivalent: HL00240-Internship in the Dental Office

Pre-requisite(s): Students must have a 70% or better in each program transcript course, and 90% program attendance rate to be eligible for this course. Students must have and maintain a current Oklahoma Dental Assistant Permit. Students must have completed the Oklahoma Radiation Safety Course and the Oklahoma Radiation Safety Exam with a score of 70% or better no more than 6 months before this Clinical Practice for the Dental Assistant course begins.

Course Description: Students will participate in a limited clinical internship in a dental office.


Software: Eaglesoft 17.0 Dental Practice Management Software

Course Objectives: A. In the clinical setting the student will practice skills in the following areas:
1. Collect and record clinical data.
2. Perform chairside dental procedures.
3. Prepare and apply chairside dental materials.
4. Perform laboratory procedures.
5. Provide patient education.
6. Prevent and manage emergencies.
7. Perform office operations.
8. Practice legal and ethical behaviors.
9. Demonstrate infection control and safety practices.
10. Demonstrate radiation health and safety.
11. Demonstrate professionalism.
12. Meet expectations of employers.
13. Practice ethics in the workplace.
15. Apply problem solving process.
16. Practice customer service.
17. Exercise skills in time management.
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18. Use business technology appropriately.  
19. Develop an understanding of diversity.  
20. Practice professional cell phone usage.  
21. Develop professional communication skills at work.  
22. Practice skills in working with difficult co-workers.  
23. Become an effective listener.

B. The student will demonstrate employability skills, including dependability, patient/client centered behavior, self-motivation-initiative, positive attitude, and adherence to policies.

1 ODCTE Objective  
2 TTC Required Soft Skill Objective  
All unmarked objectives are TTC instructor developed.

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures:  
1. Students are graded on theory and lab practice and performance.  
2. The PDA program requires courses to be passed at 70% or better. For secondary students to be eligible for advanced standing in the PDA program, the course must be passed at eighty (80%) or better.  
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit The student may be eligible to take state, national or industry exam after completion of the program. Tulsa Tech students may be able to earn college credit based on their knowledge gained at Tech. The process of earning credit through Prior Learning Assessment (PLA) will be determined after completion with Tech and based on certification, credential or knowledge of the subject. See program counselor for additional information.

College Credit Eligibility: The student must maintain a grade point average of 3.0 or better.