Course Name: Introduction to Dental Anatomy & Terminology  
Course Code: OFDT 001 S16W07  
Course Instructor: Wendy Mazzei (wendy.mazzei@viu.ca)  
Course Coordinator: Kim Barrows (kim.barrows@viu.ca)  
Course Dates: 7 Weeks (July 11 – August 28, 2016)

Course Description
This course will present the role and function of the different branches of dental practice and introduce the members of the dental health team. It will give an introduction to the science of dentistry, as well as basic knowledge of dental terms, the teeth and other parts of the mouth. The course provides basic familiarity with dental terminology and anatomy valuable for dental courses and for effective communication in a dental office. After class begins, students are required to arrange a 3-hour observation at a dental office of their choice. Statement of course completion is awarded on successful course completion.

Intended Audience
Recommended for entry into the Dental Assistant Certificate program at Vancouver Island University.

Learning Outcomes
Upon completion, the student will be able to:

- Recognize prefixes, suffixes, and word roots as word parts used in dental terms.
- Demonstrate an understanding of the rules for using word parts by combining them correctly to form dental terms.
- Define the structure of the oral cavity.

Methods of Instruction
Learners will achieve these objectives through a variety of activities including: online reading, discussion boards, assignments, quizzes and a final exam. Optional self-directed activities include internet learning links as well as textbook exercises and activities. You will also learn by participating in your dental office observation.

Textbook
There are 3 ways you can purchase this book:
These books can be purchased here: www.nelsonbrain.com. Search for Dental Terminology.

Format
Participation in class discussion forums – 20 points possible
Students should participate in class discussion by posting their comments or questions and by responding to at least one other classmate each week. The instructor expects each student to contribute at least two thoughtful, quality postings per week (including the response to a classmate). Just logging on and reading other people's postings is not considered participation, nor is mere agreement with others' postings.
Quality of postings is more important than their sheer frequency, length or grammatical form. Quality includes, but is not limited to:

a. Commentary on the lesson for the current topic;
b. Detailed sharing of a student’s experience or research relative to the week’s topic;
c. Opinions on the topic that are backed with compelling facts and reasoning;
d. Raising questions that help the class better understand the topic, particularly by proposing; and explaining implications that might have been overlooked in the lecture, or in previous discussion.

Quality participation also means conveying your experience, research, opinions, questions or commentary in a professional manner. Disagreements among discussion participants are expected and often valuable, but they should be expressed tactfully, not in a confrontational tone.

**Assignments – 30 points possible**
Points per assignment are listed in the Course Schedule, below.

Assignment instructions will be added to the end of each lecture. Completed assignments should be submitted as described in the assignment instructions. Please do not send completed assignments to the instructor's email box.

**Late assignments** will automatically have one point subtracted for each day late, unless prior arrangements have been made with the instructor for late submission due to extenuating circumstances.

**Dental Office 3-hour Observation – 20 points possible**

**Final Exam – 30 points possible**

Points will be distributed as follows:

**FORMAT**

<table>
<thead>
<tr>
<th>Participation in class discussion</th>
<th>20 points possible</th>
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</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>30 points possible</td>
</tr>
<tr>
<td>Dental Office 3-hour Observation</td>
<td>20 points possible</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30 points possible</td>
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</tbody>
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**Grading Criteria and Total Components of a Grade**

Each student will be graded by earning points for class participation, assignments, dental office observation and the final examination. Grades will be posted in the D2L Grades area so that you can check your progress throughout the course. Grades will be assigned as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points/Percentage</th>
<th>Letter Grade</th>
<th>Points/Percentage</th>
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</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
<td>C+</td>
<td>70-79</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>D</td>
<td>65-69</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>F</td>
<td>Less than 65</td>
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<tr>
<td>B-</td>
<td>80-82</td>
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**Final grade in class**

Your unofficial grade in the class will be available to you no later than one week after the class ends, either posted in the Grades area on D2L or emailed to you by the instructor or course coordinator. Your official final grade will be sent to you on your statement of course completion that will be sent by regular post mail.

**Participation:**

Participation is mandatory and will be monitored throughout your online course. If you are unable to log onto your course to complete the required activities, please advise your instructor by email at your earliest opportunity.

**Feedback Schedule**

The instructor will provide feedback and points on graded assignments within one week of the due date for that work, unless otherwise noted in the assignment instructions. Late submissions may take longer. Feedback and points
for each assignment will be posted in the Grades area on D2L.
The instructor does not normally participate in real-time chat discussions, but students are welcome to use this feature on their own.
The instructor normally logs onto the course discussion forums at least once daily, Monday through Friday.
Exceptions are the instructor's travel or sick days, which may be posted as an announcement on the Homepage.
The instructor's office hours are anytime Monday through Friday via her D2L email.

OFDT 001 Introduction to Dental Anatomy & Terminology Course Schedule

**Orientation Week – July 11 - 17**
This week you will familiarize yourself with the D2L platform as well as your textbook “Dental Terminology, Third Edition” by Charline M. Dofka. You may have purchased this textbook in paperback or E-book format.

**Reading (required):** 6 documents in online classroom

**Discussion Forum (required):** Introduce Yourself Here
Introduce yourself to your instructor and classmates and answer 5 short questions about yourself

**Week 1 – July 18 - 24**
*Introduction to the Dental Profession/Dental Office Observation*

**Reading (required):** 4 documents in online classroom; Textbook chapters as follows: Chapter 9 – Prosthodontics, Chapter 10 – Endodontics, Chapter 11 - Oral and Maxillofacial Surgery, Chapter 12 – Orthodontics, Chapter 13 – Periodontology, Chapter 14 - Pediatric Dentistry. Reading is required, but activities are not graded.

**Practice Exercise (not graded):** Matching activity

**Discussion forum (required):** 3 points
Research and share information related to the information you learned this week. Instructor will start you off in the discussion area with specific instructions.

**Assignment (required):** 6 points
1) Read Dental Office Observation Information to familiarize yourself with the dental office observation requirements (found in required reading).
2) Download Dental Office Observation Record.
3) Create list of questions & short-list of potential dental offices for half-day dental office observation.

**Week 2 – July 25 - 31**
*Prefixes, Suffixes, and Combining Forms*

**Reading (required):** 4 documents in online classroom; Textbook Chapter 1 – Introduction to Dental Terminology

**Practice Exercises (not graded):** Crossword puzzle, flash card activities, basic dental terminology practice #1

**Discussion forum (required):** 4 points
Research and share information related to the information you learned this week. Instructor will start you off in the discussion area with specific instructions.

**Assignment (required):** 6 points
Matching Exercise

**Week 3 – August 1 - 7**
*Dentition & Dental Arches*

**Reading (required):** 1 document in online classroom; Textbook chapters as follows: Chapter 2 - Anatomy & Oral Structures & Chapter 3 – Tooth Origin and Formation
<table>
<thead>
<tr>
<th>Week 4 – August 8 – 14</th>
<th>Quadrants and Parts of a Tooth</th>
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<tbody>
<tr>
<td>Reading (required):</td>
<td>4 documents in online classroom</td>
</tr>
<tr>
<td>Practice Exercises (not graded):</td>
<td>Dentition worksheet, basic dental terminology review #1 &amp; #2, teeth and quadrants review</td>
</tr>
<tr>
<td>Discussion forum (required):</td>
<td>4 points</td>
</tr>
<tr>
<td>Assignment (required):</td>
<td>6 points</td>
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<tr>
<td>Review quiz (graded)</td>
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<tr>
<th>Week 5 – August 15 - 21</th>
<th>Surfaces of the Teeth and Types of Teeth</th>
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<tbody>
<tr>
<td>Reading (required):</td>
<td>4 documents in online classroom</td>
</tr>
<tr>
<td>Discussion forum (required):</td>
<td>3 points</td>
</tr>
<tr>
<td>Assignment:</td>
<td>6 points</td>
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<tr>
<td>Review quiz (graded)</td>
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<tr>
<th>Week 6 – August 22 - 28</th>
<th>Tissues of the Tooth/Structure of the Oral Cavity</th>
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<tbody>
<tr>
<td>Reading (required):</td>
<td>1 document in the online classroom;</td>
</tr>
<tr>
<td>Discussion forum (required):</td>
<td>3 points</td>
</tr>
<tr>
<td>Assignment (required):</td>
<td>20 points</td>
</tr>
<tr>
<td>Submit Dental Office Observation Documents (Observation Record &amp; Completed questions/answers)</td>
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<thead>
<tr>
<th>Week 7 – August 29 – September 4</th>
<th>Final Exam Week</th>
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<tbody>
<tr>
<td>Course Evaluation - required to be done before you take your final exam.</td>
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<tr>
<td>Final Exam (30 points) – Closed book exam, 75 questions, 90 minute time limit.</td>
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</table>
Our D2L Classroom has the following features

Discussion forums – Be sure to visit the forums each week because topics will be posted for each week's lesson. You will be expected (as part of your grading for the course) to contribute. Participation in these forums is mandatory and accounts for 20% of your grade.

Assignments – This is where your assignments will be handed in via upload. If more than one file is required, you will need to zip them before uploading. You can upload either MS Word or PDF Files.

Lessons, Assignments and Assignment Instructions – delivered as HTML web pages or PDF files. These should be easily viewable to you. If you have any problems please let the course coordinator know immediately.

Web Page Links/Resources – Related links to the course content. Visit them for even more information.

Announcements – This is where you will see important information from the instructor or the course coordinator that may come up during your course. It is important to notice these pieces of information.

Calendar – This will let you know when your assignments are due.

Message inbox – This is your D2L email account. This is where your instructor or the course coordinator will email you if they need you to reply to them. It appears at the top of the screen with a red dot if you have an unread message in your inbox. This is also where you can contact either the instructor or the course coordinator.

Grades – This is where you will see your marks displayed.