



## *CDM 2190 - Pediatric Dentistry Laboratory*

### I. Course Information

**Course:** CDM 2190 - Pediatric Dentistry Laboratory

**Semester and Year:** Winter 2021

**Course Start and End Dates:** 01/04/2021 - 04/25/2021

**Course Reference Number:** 31874

**Semester Credit Hours:** 1.0

### II. Instructor Information

**Professor:** Margaret A Kim

**Email:** mkim@nova.edu

**Office Hours:**

By appointment (please e-mail me at mkim@nova.edu to schedule) or Friday 2-4 P.M.

### III. Class Schedule and Location

Day	Date	Time	Location	Building/Room
	01/04/2021 - 04/25/2021		Ft Lauderdale/Davie Campus	-

### IV. Course Description

The pediatric dentistry 2-hour laboratory sessions provide the student with basic knowledge and an understanding of the techniques of examination, diagnosis, and treatment in order to prepare them for their clinical interaction with children. Specifically cavity preparation and restoration exercises with a variety of materials in the primary dentition are performed. In addition, space maintenance, and space analysis are reviewed during these laboratory sessions.

### V. Course Objectives / Learning Outcomes

#### Course Learning Outcomes

At the completion of this course, the students will be able to:

1. Obtain basic knowledge of the morphological characteristics of the primary dentition and their differences from the permanent dentition.
2. Gain basic understanding of the advantage of the use of a rubber dental dam for child patients and the techniques for its placement.
3. Understand the indications and contraindications and technique for placement of sealants and preventive resin restorations in the primary and permanent dentitions.
4. Learn the principles for the utilization of composite resins, glass ionomer materials and crown forms for anterior restoration in the child patient.
5. Recognize and understand the appropriate clinical situations for utilizing composite resin and glass ionomer materials for posterior restorations in children.
6. Obtain basic knowledge and rationale, indications, contraindications and technique for the utilization of

amalgam in primary teeth.

7. Identify situations and conditions that indicate the need for the use of stainless steel crowns in primary teeth and those situations where the use of a stainless steel crown is inappropriate, select the appropriate instrumentation and describe the steps involved and the appropriate design for preparing a primary tooth for a stainless crown.

8. Recognize signs and symptoms of pulpal disease and select the appropriate pulp therapy for primary teeth.

9. Identify normal and abnormal eruption patterns, classify normal occlusions and malocclusions and perform a Moyer's mixed dentition analysis in the primary and permanent dentitions.

10. Identify and recognize situations in the developing occlusion and eruption disturbances of children that will lead to space loss.

11. Gain basic knowledge, rationale, indications, contraindications and technique for the utilization of appliances to maintain space when primary teeth are lost prematurely.

**COLLEGE OF DENTAL MEDICINE COMPETENCY STATEMENTS Faculty Note: Use the most updated version of the CDM Predoctoral Competency document to select the corresponding competencies for this course. Be sure to select the number of the competency statement and the verbatim competency statement as it appears on the competency document. For each competency indicate the type of assessment (formative or summative) that will be employed to measure the attainment of the competency**

**Core Competencies:**

6. Graduates must be competent in the restoration of teeth. [CODA Predoctoral Standard 2-24(f)].  
Evaluated by Formative Assessment - Weekly Lab Assignments. Also evaluated by Summative Assessment - Practical Exams.

16. Graduates must be competent in providing oral health care within the scope of general dentistry to patients in all stages of life. [CODA Predoctoral Standard 2-23]. Evaluated by Formative Assessment.- Weekly Lab Assignments. Also evaluated by Summative Assessment - Practical Exams

27. Graduates must demonstrate competence in the ability to self-assess, including the development of professional competencies and the demonstration of professional values and capacities associated with self-directed, lifelong learning. [CODA Predoctoral Standard 2-11]. Evaluated by Formative Assessment - Weekly Lab Assignments. Also evaluated by Summative Assessment - Practical Exams.  
- This refers to the same as the items in the CDM Competency Document; please see them listed below.

**FOUNDATION KNOWLEDGE**

**STATEMENTS FOR THE GENERAL DENTIST**

FK 1-1: Apply knowledge of the structure and function of the normal cell and basic types of tissues comprising the human body. (Encompasses Gross and Head and Neck Anatomy, General and Oral Histology, Dental Anatomy, Occlusion, TMJ, etc.).

## **VI. Materials and Resources**

**Course Required Texts and Materials:**

McDonald and Avery Dentistry for the Child and Adolescent, 10th Edition  
by Jeffrey A. Dean DDS MSD (Author), David R. Avery DDS MSD (Author), Ralph E. McDonald DDS MS LLD (Author)

**Faculty Note:** Please indicate the textbooks that are **required** for the class and if available, a hyperlink to the textbook. Also, indicate if there are articles or links to **required readings** that are required for the class *and*

the site where the articles are available for the student (such as: Canvas, library, database).

**Course Supplemental Materials:**

1. AAPD Reference Manual of Pediatric Dentistry 2019/20 Oral Health Policies and Recommendations  
<http://www.aapd.org/publications>.

2. Class Power point presentations (Canvas)  
- Supplemental, Recommended, Optional, NOT required.

**The access to all instructional resources included in this course, such as, lectures, handouts, manuals, PowerPoint presentations, videos, photographs, pictures, articles and web links is limited to students who are enrolled in the course and is not for public distribution. The use of these instructional resources is exclusively for non-commercial and non-profit educational use. Students are recommended to download the instructional resources provided in the course, UNLESS, the course director instructs NOT to download specific files. We recommend that all students download, save, and keep the instructional materials from all the courses. These instructional resources will be very helpful references as you progress from year to year in the program.**

## VII. Course Schedule and Topic Outline

### Course Schedule:

Date	Lab Topic/Schedule
1/8/21	Group A: Rubber Dam. Sealants #19 and #30. Class II Amalgam prep & restoration #A (MO) & #B (DO)
1/15/21	Group B: Rubber Dam. Sealants #19 and #30. Class II Amalgam prep and restoration #A (MO) & #B (DO)
1/22/21	Group A: Space Maintenance I & II
1/29/21	Group B: Space Maintenance I & II
2/5/21	Group A: Anterior Composite, Class V & III: #C (F) & #D (DF) (Need to be out at 12:50 PM)
2/12/21	Group B: Anterior Composite, Class V & III: #C (F) & #D (DF) (Need to be out at 12:50 PM).
2/19/21	Group A and B: Practice for midterm. Make up lab. Group A: 10:30 AM - 11:30 AM. Group B: 12 - 1 PM. (Need to be out at 1 PM for D3 IPPA following in the Sim Lab).
2/26/21	Group A and B: Practical MIDTERM #K (MO) Group A: 10:30 AM - 11:30 AM. Group B: 12 PM - 1 PM. (Times to be finalized later).
3/5/21	SPRING BREAK - NO LECTURES NO LAB
3/12/21	Group B: Anterior composite strip crown #E Posterior composite preparations and Restorations #I (DO), and #J (MO) & (OL)
3/19/21	Group A: Anterior composite strip crown #E Posterior composite preparations and Restorations #I (DO), and #J (MO) & (OL)
3/26/21	Group B: Pulpotomy #K
4/2/21	Group A: Pulpotomy #K
4/9/21	Group B: Stainless Steel Crown Prep and Restoration #K
4/16/21	Group A: Stainless Steel Crown Prep and Restoration #K
4/23/21	Group A and B: Practical FINAL #T (SSC) Group B: 10:30 AM - 11:45 AM. Group A: 12:15 PM - 1:30 PM. (Times to be finalized later).

**This schedule is subject to change. We will attempt to announce any changes in advance.**

**“Important note – Please note that due to the current Coronavirus pandemic, course schedules and course activities may be modified now and in future. Faculty and students are responsible for keeping apprised of these changes and adjusting their schedules accordingly.”**

# VIII. Assignments

## Description of Assignments, Point Value and Rubrics

Sim-lab assignments:

COURSE ASSIGNMENTS FOR CDM 2190					
Session #	Date	Time	Title	Assignment	Instructor
1 Lecture	Wednesday 1/6/21	3:10-3:50 PM	Intro to the Lab; Rubber dam; Sealants		Dr. Margaret Kim
2 Lecture	Wednesday 1/6/21	4-4:50 PM	Amalgam Class II		Dr. Mark Siegel
<b>Lab #1 GROUP A</b>	Friday 1/8/21	10:30 AM-2:00 PM	Rubber Dam & Sealants	Rubber dam. Sealants on #19 and #30.	Dr. Kim & Pedo Faculty
			Class II amalgam preps and restorations	Class II preparation and restoration: Tooth #A (MO) and #B (DO)	PG1 & PG 2 Residents
<b>Materials</b>	Protective eyewear, pedo typodont, lab manual, rubber dam cassette, (including small frame, hole puncher and clamps), amalgam, operative cassette, high speed and low speed handpieces, prime and bonding material, operative bur block, scissors, floss. Sealant (to be provided)				
Session #	Date	Time	Title	Assignment	Instructor
3 Lecture	Wednesday 1/13/21	3:10-3:50 PM	Pediatric Patients with Special Healthcare Needs		Dr. Oscar Padilla
4 Lecture	Wednesday 1/13/21	4-4:50 PM	Pediatric Patients with Special Healthcare Needs: ASD		Dr. Oscar Padilla
<b>Lab #1 GROUP B</b>	Friday 1/15/21	10:30 AM-2:00 PM	Rubber dam and Sealants,	Rubber Dam Placement in Typodont. Sealants #19 and #30.	Dr. Kim & Pedo Faculty
			Class II Amalgam Preps and Restorations	Class II Preparation and Restoration: #A (MO) and #B (DO)	PG1 Residents
<b>Materials</b>	Protective eye wear, pedo typodont, lab manual, rubber dam, Operative cassette, high speed and low speed handpieces, burs,				

	scissors, floss, wedges, amalgam, prime and bonding material, operative bur block, scissors, floss. Sealant (to be provided).				
Session #	Date	Time	Title	Assignment	Instructor
5 Lecture	Wednesday 1/20/21	3:10-3:50 PM	Space Maintenance I		Dr. Noah Turk
6 Lecture	Wednesday 1/20/21	4-4:50 PM	Space Maintenance II, Band and Loop Video		Dr. Noah Turk & Dr. Jose Larumbe
<b>Lab #2 Group A</b>	Friday 1/22/21	10:30 AM-2:00 PM	Prepare a model to create a Band and Loop Space Maintainer.	Mandibular left first primary molar(#L): Remove #L and save to replace later. Mandibular left second primary molar(#K): Fit Band on #K. Mandibular alginate Arch Impression. Pour and Finish Model. Bend wire for Band and Loop Space Maintainer. Solder wire to band. Polish Band and Loop. Seat appliance on typodont.	Dr. Larumbe & Pedro Faculty
			Create Band and Loop Space Maintainer. Deliver the space maintainer in the typodont.		PG1 & PG2 Residents
<b>Materials</b>	Protective eye wear, pedo typodont, lab manual, band seater and pusher if available (if not, amalgam plugger), staples, small impression tray, alginate impression material, lab stone or plaster. <b>Note: Ortho Band provided in your instrument kit</b>				
	Ortho pliers (3 prong, bird beak), band seater and pusher, staples, Butane torch, heatless stone, rubber wheel, rag wheel, tripoli, high speed and low speed handpieces, burs. <b>Note: wire and solder supplies to be provided by instructors.</b>				
Session #	Date	Time	Title	Assignment	Instructor
7 Lecture	Wednesday 1/27/21	3:10-3:50 PM	Common Childhood System Disorders	Common Childhood System Disorders	Dr. Romer Ocanto
8 Lecture	Wednesday 1/27/21	4:00-4:50PM	Common Childhood System Disorders		Dr. Romer Ocanto
<b>Lab #2 Group B</b>	Friday 1/29/21	10:30AM-2:00 PM	Prepare a model to create a Band and Loop Space Maintainer.	Mandibular left first primary molar(#L): Remove #L and save to replace later. Mandibular left second primary molar(#K): Fit Band on #K. Mandibular alginate Arch Impression. Pour and Finish Model. Bend wire for Band and Loop Space Maintainer. Solder wire to band. Polish Band and Loop. Seat appliance on typodont.	Dr. Larumbe & Pedro Faculty
			Create Band and Loop Space Maintainer. Deliver the space maintainer in the typodont.		PG 1 & PG2 Residents

<b>Materials</b>	Protective eye wear, pedo typodont, lab manual, band seater and pusher if available (if not, amalgam plugger), staples, small impression tray, alginate impression material, lab stone or plaster. <b>Note: Ortho Band provided in your instrument kit</b>				
	Ortho pliers (3 prong, bird beak), band seater and pusher, staples, Butane torch, heatless stone, rubber wheel, rag wheel, tripoli, high speed and low speed handpieces, burs. <b>Note: wire and solder supplies to be provided by instructors.</b>				
<b>Session #</b>	<b>Date</b>	<b>Time</b>	<b>Title</b>	<b>Assignment</b>	<b>Instructor</b>
9 Lecture	Wednesday 2/3/21	3:10-3:50 PM	Anterior Composites		PG2
10 Lecture	Wednesday 2/3/21	4:00-4:50 PM	Child Obesity	Online Module	Dr. Jennifer Chung
<b>Lab #3 GROUP A</b>	Friday 2/5/21	10:30 AM- 12:50 PM	Anterior Composite Prep and Restoration	Class V Prep #C (F) Prep and Restore: #C (F) Class III Prep #D (DF) Prep and Restore: #D (DF)	Dr. Kim & Pedo Faculty
		(Time adjustment for D3 IPPA)			PG 1 & PG2 Residents
<b>Materials</b>	Protective eye wear, pedo typodont, lab manual, rubber dam cassette, operative cassette, scissors, floss, wedges, high speed and low speed handpieces, burs, composite, curing light.				
<b>Session #</b>	<b>Date</b>	<b>Time</b>	<b>Title</b>	<b>Assignment</b>	<b>Instructor</b>
11 Lecture	Wednesday 2/10/21	3:10-3:50 PM	Local Anesthesia		Dr. Judith Chin
12 Lecture	Wednesday 2/10/21	4:00-4:50 PM	Evidence Based Dentistry Applied to Pediatric Dentistry		Dr. Romer Ocanto
<b>Lab #3 GROUP B</b>	Friday 2/12/21	10:30 AM- 12:50 PM	Anterior Composite Prep and Restoration	Class V Prep #C (F) Prep and Restore: #C (F) Class III Prep #D (DF) Prep and Restore: #D (DF)	Dr. Kim & Pedo Faculty
		(Time adjustment for D3 IPPA)			PG1 Residents
<b>Materials</b>	Protective eye wear, pedo typodont, lab manual, rubber dam cassette, operative cassette, scissors, floss, wedges, high speed and low speed handpieces, burs, composite, curing light.				

Session #	Date	Time	Title	Assignment	Instructor
13 Lecture	Wednesday 2/17/20	3:10-3:50 PM	Oral Surgery and Pediatric Emergencies		Dr. Mark Siegel
14 Lecture	Wednesday 2/17/20	4:00-4:50 PM	Case Based Example 1		Dr. Mark Siegel
<b>Lab #4 Group A &amp; B</b>	Friday 2/19/21	10:30- 11:30 AM Group A	Practice for Midterm. Make-up any missed lab.		Dr. Kim & Pedro Faculty
		12-1 PM Group B	Practice for Midterm. Make-up any missed lab.	Need to be out of Sim Lab at 1 PM for D3 IPPA	PG1 Residents
<b>Materials</b>	Protective eye wear, pedo typodont, lab manual, rubber dam cassette, operative cassette, scissors, floss, wedges, high speed and low speed handpieces, burs.				
Session #	Date	Time	Title	Assignment	Instructor
	Wednesday 2/24/21	3:10 PM	Lecture Midterm		Dr. Romer Ocanto and Faculty
PRACTICAL MIDTERM GROUP A	Friday 2/26/21	10:30-11:30 AM Group A	Practical Midterm Group A	Class II Preparation #K(MO) Be sure #L is intact prior to the competency	Dr. Kim, Pedro Faculty, and PG1 and PG2 Residents
PRACTICAL MIDTERM GROUP B	Friday 2/26/21	12 AM - 1 PM Group B	Practical Midterm Group B	Class II Preparation #K(MO) Be sure #L is intact prior to the competency	
Materials: Protective eye wear, pedo typodont, Rubber dam cassette ( including small frame, hole puncher, clamps ). Operative cassette, scissors, floss, wedges, high speed and low speed handpieces, burs.					
SPRING BREAK	Friday 3/5/21		Spring Break	No Lecture and No Lab	
Session #	Date	Time	Title	Assignment	Instructor
15 Lecture	Wednesday 3/10/21	3:10-3:50 PM	Posterior Composite Restorations, Compomers		PG2
16 Lecture	Wednesday 3/10/21	4:00-4:50 PM	Strip Crown Preparation and Restoration		PG2



<b>Lab #4 Group B</b>	Friday 3/12/21	10:30- 2:00 PM	Strip Crown Preparation and Restoration	Prepare tooth #E for strip crown. Cut crown form. Restore and finish #E.	Dr. Kim & Pedro Faculty
			Posterior Composite Prep #I(DO) & #J (MO) (OL)	Maxillary left 2nd. Primary Molar (# J ):MO and OL Composite Prep & Restore	PG1 Residents Only
			Matrix Band adaptation & Restoration	Maxillary left 1st. Primary Molar (# I ): DO Composite Prep & Restore	
<b>Materials</b>	Protective eye wear, pedo typodont, lab manual, Rubber dam cassette ( including small frame, hole puncher, clamps ). <b>NOTE: Crown Form is in your D2 Kit.</b>				
	Operative cassette, composite, glass ionomer, acid etch, prime and bonding material, micro-brushes, curing light, matrix band, scissors, floss, wedges, high speed and low speed handpieces, burs.				
<b>Session #</b>	<b>Date</b>	<b>Time</b>	<b>Title</b>	<b>Assignment</b>	<b>Instructor</b>
17 Lecture	Wednesday 3/17/21	3:10-3:50 PM	Cultural Competency		Dr. Mark Schweizer
18 Lecture	Wednesday 3/17/21	4:00-4:50 PM	Cultural Competency		MSC Staff
<b>Lab #4 Group A</b>	Friday 3/19/21	10:30- 2:00 PM	Strip Crown Preparation and Restoration	Prepare tooth #E for strip crown. Cut crown form. Restore and finish #E.	Dr. Kim & Pedro Faculty
			Posterior Composite Prep #I(DO) & #J (MO) (OL) Matrix Band adaptation & Restoration	Maxillary left 2nd. Primary Molar (# J ):MO and OL Composite Prep & Restore Maxillary left 1st. Primary Molar (# I ): DO Composite Prep & Restore	PGI Residents
<b>Materials</b>	Protective eye wear, pedo typodont, lab manual, Rubber dam cassette ( including small frame, hole puncher, clamps ). <b>NOTE: Crown Form is in your D2 Kit.</b>				
	Operative cassette, composite, glass ionomer, amalgam, acid etch, prime and bonding material, micro-brushes, curing light, matrix band, scissors, floss, wedges, high speed and low speed handpieces, burs				
<b>Session #</b>	<b>Date</b>	<b>Time</b>	<b>Title</b>	<b>Assignment</b>	<b>Instructor</b>
19 Lecture	Wednesday 3/24/21	3:10-3:50 PM	Periodontal Disease in Children		PG2
20 Lecture	Wednesday 3/24/21	4:00-4:50 PM	Pulp Therapy in Primary Teeth		Dr. Roberto Cabassa

<b>Lab #5 Group B</b>	Friday 3/26/21	10:30- 2:00 PM	Place #K endo tooth from kit in typodont (this tooth is pinkish in color due to wax pulp tissue).		Dr. Kim & Pedro Faculty
			Rubber dam placement Pulpotomy #K	Mandibular Left 2nd Primary Molar (#K): #K access and remove coronal pulp tissue	PG 1 and PG2 Residents
<b>Materials</b>	Protective eye wear, pedo typodont, lab manual, Rubber dam cassette ( including small frame, hole puncher, clamps ).				
	Operative cassette, scissors, high speed and low speed handpieces, burs. <b>ENDO TOOTH #K FROM YOUR KIT.</b>				
<b>Session #</b>	<b>Date</b>	<b>Time</b>	<b>Title</b>	<b>Assignment</b>	<b>Instructor</b>
21 Lecture	Wednesday 3/31/21	3:10-3:50 PM	Stainless Steel Crowns-Theory and Technique		PG2
22 Lecture	Wednesday 3/31/21	4:00-4:50 PM	Traumatic Injuries of the Primary Dentition		Dr. Roberto Cabassa
<b>Lab #5 Group A</b>	Friday 4/2/21	10:30- 2:00 PM	Place #K endo tooth from kit in typodont (this tooth is pinkish in color due to wax pulp tissue).		Dr. Kim & Pedro Faculty
			Rubber dam placement Pulpotomy #K	Mandibular Left 2nd Primary Molar (#K): #K access and remove coronal pulp tissue	PG 1 & PG2 Residents
<b>Materials</b>	Protective eye wear, pedo typodont, lab manual, Rubber dam cassette ( including small frame, hole puncher, clamps ).				
	Operative cassette, scissors, high speed and low speed handpieces, burs. <b>ENDO TOOTH #K FROM YOUR KIT.</b>				
<b>Session #</b>	<b>Date</b>	<b>Time</b>	<b>Title</b>	<b>Assignment</b>	<b>Instructor</b>
23 Lecture	Wednesday 4/7/21	3:10-3:50 PM	Oral Conscious Sedation		PG2
24 Lecture	Wednesday 4/7/21	4:00- 4:50PM	Hospital Dentistry		Dr. Roberto Cabassa
<b>Lab #6 GROUP B</b>	Friday 4/9/21	10:30- 2:00 PM	Rubber dam placement Stainless Steel Crown Prep & Restore #K (on previously accessed endo tooth)	Mandibular Left 2nd Primary Molar (#K): #K Pulpotomy followed by SSC preparation. (In a patient you would place IRM in the endo accessed pulp chamber).	Dr. Kim & Pedro Faculty
				If practicing for SSC #T competency outside of lab, be sure #30 and #S are unabraded or replaced before the competency.	PG 1 Residents

<b>Materials</b>	Protective eye wear, pedo typodont, lab manual, Rubber dam cassette ( including small frame, hole puncher, clamps ).				
	Operative cassette, crown crimping pliers, scissors, high speed and low speed handpieces, burs. <b>Note: SSC is in your D2 Kit.</b>				
<b>Session #</b>	<b>Date</b>	<b>Time</b>	<b>Title</b>	<b>Assignment</b>	<b>Instructor</b>
25 Lecture	Wednesday 4/14/21	3:10-3:50 PM	Case Based Example II		Dr. Mark Siegel
26 Lecture	Wednesday 4/14/21	4-4:50 PM	Course Content Review		Dr. Romer Ocanto
<b>Lab #6 Group A</b>	Friday 4/16/21	10:30 AM - 2 PM	Rubber dam placement. Stainless Steel Crown Prep & Restore #K (on previously accessed endo tooth).	#K-Prepare tooth for SSC, then fit SSC. (In a patient you would place IRM in the endo accessed pulp chamber).	Dr. Kim & Pedo Faculty
				If practicing for SSC #T competency outside of lab, be sure #30 and #S are unabraded or replaced before the competency.	PGI residents only
<b>Materials</b>	Protective eye wear. Pedo typodont. Rubber dam cassette. Operative cassette, crown crimping pliers, scissors, high speed and low speed handpieces, burs. <b>Note: SSC is in your D2 Kit.</b>				
<b>Session #</b>	<b>Date</b>	<b>Time</b>	<b>Title</b>	<b>Assignment</b>	<b>Instructor</b>
	Tuesday 4/20/21	10-12 AM	<b>LECTURE FINAL EXAM</b>		Dr. Romer Ocanto and Faculty
FINAL PRACTICAL GROUP B	Friday 4/23/21	10:30-11:45 AM Group B	<b>FINAL PRACTICAL GROUP B</b>	#T SSC Preparation Have #30-mes & #S-distal intact prior to competency	Dr. Kim & Pedo Faculty
FINAL PRACTICAL GROUP A	Friday 4/23/21	12:15 - 1:30 PM Group A	<b>FINAL PRACTICAL GROUP A</b>	#T SSC Preparation Have #30-mes & #S-distal intact prior to competency	PG 1 & PG2 Residents
<b>Materials</b>	Protective eye wear, pedo typodont, Rubber dam cassette ( including small frame, hole puncher, clamps ).				
	Operative cassette, floss, wedges, high speed and low speed handpieces, burs				

This schedule is subject to change.

You are expected to have your typodont and all restorative and pediatric materials available for EVERY LAB.

## IX. Grading Criteria

**Provide a List of all the graded work in the course ( Assessments, Class Activities, Classwork and Assignments) with Point or Percentage Values, or required Completion item.**

### **Grading Scale:**

#### **ATTENDANCE POLICY**

- Unexcused absences will lead to grade reductions according to the NSU-CDM 2019-2020 Pre-doctoral Student Handbook.
- Missing exams due to an unexcused absence will result in Zero points and will eventually influence the student's final grade.
- If you wish to be excused for a particular session, make a request in advance to the course director, specifying the reasons for the absence. For more information please refer to appropriate pages of the NSU-CDM 2019-2020 Pre-doctoral Student Handbook.
- Sign-in Sheet will be available for the first 15 minutes at the start of lab.

#### **CLASSROOM POLICY/PROFESSIONAL BEHAVIOR**

- All cell phones, beepers, and paging devices should be turned off or on "silent mode." Personal calls and other distractions that result in a delay in completion of the assigned projects may result in no credit for that day's project.
- Use of laptop computers during class limited to its use for this course.
- The faculty has the right to request a student to leave the classroom or lab in cases of disruption and/or unprofessional behavior. The student will then be responsible for material missed during that time. Their attendance will be counted as an Absence.
- All written and laboratory assignments are expected to be the independent work of each individual student. Plagiarism and/or copying the work of another, or completing the work for another student is considered a serious offence that will not be tolerated, and **WILL BE CONSIDERED A VIOLATION OF THE CDM ETHICAL CODE, AND WILL BE REFERRED FOR APPROPRIATE ACTION.**

**FINAL COURSE GRADE** will be determined as follows:

- 25% Mid-term Lab Practical, with ONE opportunity to re-take if failed.
- 25% Final Lab Practical , with ONE opportunity to re-take if failed.
- 50% Laboratory performance: A final laboratory grade will be based on:
  - Daily lab participation
  - Evaluation of assignments
  - Completion of all lab assignments
- It is mandatory that all projects are completed prior to finishing that day's session to receive credit for the project. Failure to complete the project prior to finishing that day's session will result in "0" for the project. Although incomplete projects result in a "0," the student must finish the project within one week of the assigned date in order to get a faculty signature on the progress sheet and be eligible for the final exam.
- Dental Anatomy of Primary Teeth: You must know the anatomy of primary teeth for this lab (and for your future knowledge in clinic and in your career). Double check that you are working on the correct tooth before you start a project or competency. If you drill on the wrong tooth during a competency, it is an automatic failure of that competency.
- If an excused absence is granted by the Academic Dean's Office, the student must complete the project they will miss the week before the excused absence. If an unexpected excused absence occurs, the project must be completed within 1 week after the assigned date to receive credit.
  - If working on a make-up project during lab, the day's assigned project must be completed first. Therefore you may be asked to complete the make-up project outside of this course's assigned lab time, and the make-up project may have to be evaluated by the course director.

**Course Final Grade Mode for the course (Pass/Fail, PR/NPR or Letter Grade). For a continuum course, please specify the grade mode for each semester.**

**Grade Mode:**

Grade mode is Letter Grades, as noted in the table below.

### Course Grading Scale

Letter Grade	GPA	Equivalence
A	4	93 to 100
A-	3.75	90 to < 93
B+	3.5	86 to < 90
B	3	83 to < 86
B-	2.75	80 to < 83
C+	2.5	76 to < 80
C	2	70 to < 76
F	0	<70

## X. Course Policies

### COURSE ATTENDANCE REQUIREMENTS, REMEDIATION POLICY, ALL CDM POLICIES

**Attendance Policy :** Please refer to appropriate pages of the NSU-CDM 2020-2021 Student Handbook.

**Link to the handbook:**

<https://liverootnova.sharepoint.com/dentmed/Active%20Docs/Polices%20and%20Procedures/Pre%20a2020%20CDM%20PreDoctoral%20Student%20Handbook.pdf?wa=wsignin1.0>

**Remediation Policy:** Please refer to appropriate pages of the NSU-CDM 2020-2021 Student Handbook.

**“Successful completion of each CDM course requires compliance with the CDM Code of Behavioral Conduct.”**

**CDM College Attendance Policy** Please note that, the Office of Admissions, Student Affairs and Services manages excused absences including sick days, mission trips, dental meetings, externships, interviews, family events, and other personal leave time, etc. and all student absences will continue to be tracked in axiUm. (Please refer to NSU Wide Religious Holidays Policy in the Student Handbook.) • Planned excused absences: please fill out the appropriate paperwork, with backup documentation (e.g. physician’s note), and submit on the online portal for the Office of Student Services prior to the scheduled absence, so that we can approve the leave time, and help you map out a plan to make up the work. It is the student’s responsibility to inform the course director for any courses you will be missing, your team leader for any clinic sessions that will be missed and/or the Coordinator of Extramural Programs (Dr. Mairelina Godoy), etc. of your planned absence(s). • Unplanned excused absences: please email Dr. Galka at [agalka@nova.edu](mailto:agalka@nova.edu) with a cc to [cdmservices@nova.edu](mailto:cdmservices@nova.edu) to report that you will be out, the reason for your absence and to also let us know if you plan to return to school the following day. You should also email the course director for any courses you will be missing, Dr. Mairelina Godoy [mg1189@nova.edu](mailto:mg1189@nova.edu) for any rotations you will be missing and/or your team leader for any clinic sessions scheduled for that day. You must continue to email us daily to keep us updated if you will be out additional days and you can submit your SREA form together with backup documentation when you know the date you will return to school. • The student will be responsible for making up all missed rotations, all material presented in lectures, all laboratory projects, all written and practical examinations (including OSCEs) and must fulfill all didactic and clinical responsibilities as outlined in the individual course syllabi. Also, please review the attendance policy in the individual course syllabi. • Please do not schedule externships or interviews when you are scheduled for an examination or rotation. • Remember, it is your responsibility to reach out to our office for any unexcused absences to see if these fall under excused absences and/or to see how the unexcused absence will be managed. Also, please contact Dr. Mairelina Godoy directly to arrange makeup of any and all missed rotations, which will take place during optional clinicweeks. • Every student will be able to take 1

Personal Day/per Semester (3 Personal Days/Academic Year) with NO BACKUP DOCUMENTATION REQUIRED, provided the day(s) are not taken when you are scheduled for a rotation, written examination, practical/competency examination, OSCE or taken directly before/after a school holiday, etc. These absences will be managed through our office and designated as excused absences, provided our office is notified by email in advance or on the day of the absence. (Please indicate in the email if you will be using a personal day and designate D-1, D-2, D-3 or D-4 student.) For any additional absences to the 1 Personal Day/per semester, or in the event that you will be missing a written examination, a preclinical or clinical practical/competency examination, including an OSCE, or rotation, backup documentation WILL be required. Again, it is the student's responsibility to notify all course directors, team leaders, and/or the Coordinator of Extramural Programs, etc. affected by your absence(s). Please check your individual schedule before requesting a personal day, to be sure that you will not be missing a rotation or an exam. A personal day will be recorded as a full day. (Half days cannot be requested.) A personal day must be requested on or before the day in question and cannot be used retroactively. **COVID-19 Protocol (subject to change)**1. NO STUDENT IS TO COME TO SCHOOL SICK- if you do not feel right- please do NOT come to school. Email Dr. Galka- Assistant Dean for Admissions, Student Affairs and Services (agalka@nova.edu) 2. If a student has had direct/close contact with someone who has been infected with COVID-19 or is experiencing COVID-like symptoms- immediately self- isolate/quarantine. Email Dr. Galka and Dr. Schweizer- Director Infection Prevention Programs (schweize@nova.edu). a. Direct Exposure/ Asymptomatic: test on day 7- if negative test result- can come back after 10 days : if NO test- quarantine 14 days b. Symptomatic (with or without Direct Exposure): test immediately and then again on day 7- if negative test result on day 7- can come back after 10 days : NO test- quarantine 14 days and must be symptom-free for 72 hours3. If a student tests positive for COVID-19: remain self-isolated. To return to school: student needs to have 2 consecutive negative test results in a row (at least 24 hours apart). 4. Students who are in quarantine, need to contact both Dr. Galka and Dr. Hernandez (marher@nova.edu) to determine if they can participate in online courses during this time

## XI. University Policies

**Academic Integrity:** Cheating or inappropriate behavior during any written examination, quiz, any assignment, any project; plagiarism of any work(s), or other unethical behavior will not be tolerated; the student risks receiving a grade of zero (0) for said examination, quiz, assignment, project and may be referred to the Associate Dean for Academic Affairs and the Student Progress Committee. Please refer to appropriate pages of the NSU-CDM 2020-2021 Student Handbook. and the NSU Student Handbook located at

<https://liverootnova.sharepoint.com/dentmed/Active%20Docs/Policies%20and%20Procedures/Pre%20and%202020%20CDM%20PreDoctoral%20Student%20Handbook.pdf?wa=wsignin1.0> .

**Plagiarism Policy:** All assignments, exams, works, patient care - written, laboratory, oral, clinical must be done as the independent work of each individual student. Plagiarism, copying or sharing the work of another or altering documentation to reflect something is your own work that is not; reflect false attendance, are considered serious offences that will not be tolerated. THESE ACTIONS WILL BE CONSIDERED IN VIOLATION OF THE UNIVERSITY AND THE CDM CODE OF BEHAVIORAL CONDUCT AND WILL BE REFERRED FOR APPROPRIATE ACTION. Students who need assistance in their learning goals should communicate with the appropriate NSU-CDM course director and/or faculty. Please refer to appropriate pages of the NSU and the CDM 2020-2021 Student Handbook. Following a link to the NSU Student Handbook

<https://liverootnova.sharepoint.com/dentmed/Active%20Docs/Policies%20and%20Procedures/Pre%20and%202020%20CDM%20PreDoctoral%20Student%20Handbook.pdf?wa=wsignin1.0>

### University Policy

Class content throughout this course may be recorded in accordance with the NSU Class Recording Policy. If class content is recorded, these recordings will be made available to students registered for this course as a supplement to the classroom experience. Recordings will be made available to all students who

were registered to attend the live offering of the class, regardless of a student's section or discipline, or whether the student is participating in the course online. If recordings are intended to be accessible to students or third parties who were not registered for the live offering of the class, students' personally identifiable information will be removed or redacted from the recording, unless (1) their written consent to such disclosure was previously provided, or (2) the disclosure is permissible in accordance with the Family Educational Rights and Privacy Act ("FERPA").

Students are prohibited from recording audio or video, or taking photographs in classrooms (including online classes) without prior permission from the instructor or pursuant to an approved disability accommodation, and from reproducing, sharing, or disseminating classroom recordings to individuals outside of this course. Students found engaging in such conduct will be in breach of the Student Code of Conduct and subject to disciplinary action.

**Title IX/Sexual Misconduct:** Sexual violence and sexual harassment are contrary to our core values and have no place at Nova Southeastern University. In accordance with Title IX and other laws, NSU prohibits discrimination, including sex-based discrimination and discrimination towards pregnant/parenting students. If you or someone you know experience(s) sexual violence and/or sexual harassment, there are resources and options available. To learn more or to report an incident, please visit the NSU Title IX website at [www.nova.edu/title-ix](http://www.nova.edu/title-ix). Please be aware that as an instructor, I am not a confidential resource, and I will need to report any incidents of sexual misconduct to the NSU Title IX Coordinator. You can also contact Laura Bennett, NSU's Title IX Coordinator directly at [laura.bennett@nova.edu](mailto:laura.bennett@nova.edu) or 954-262-7858.