

RULES AND REGULATIONS

ATTENDANCE

The dental technology department takes the responsibility of training prospective dental technologists to the highest standards. One of these standards is taking responsibility for one's own actions. If a student is absent from class particularly a laboratory class, the student has lost that amount of laboratory instruction forever. It may never be made up. When a student is late to class, the whole class is disrupted. Such interruptions will not be tolerated. Students have a responsibility and a contract to stay the entire length of class every day. Students who leave class early even with permission cause discipline problems for the department that will not be tolerated.

1. You made a **contract** with the college to be in class and attentive during class time.
2. Each student is to be in every class every day it is scheduled to meet during the semester or intersession.
3. All classes start on their appointed time set forth in the schedule of classes. Students will be counted absent or tardy at that time.
4. All classes end on their appointed time set forth in the schedule of classes. Any student that leaves before the class is dismissed by the instructor, will be counted as leaving early.
5. It is the **student's responsibility** to notify the instructor when they come late to class.
6. The instructor **may** drop (exclude) a student for missing more hours than the class meets per week.
7. The instructor **may** deduct 5% of a student's earned grade for each time the student is absent (excused or not excused) from class.
8. The instructor **may** deduct 1% of a student's earned grade for each hour or fraction thereof that the student is late to class.
9. The instructor **may** deduct 1% of a student's earned grade for each hour or fraction thereof that the student leaves early from class.
10. The instructor may take into consideration extenuating circumstances when dealing with attendance.

ELECTRONIC DEVICES

1. The classroom is a **cell phone free zone**. If you must bring a cell phone into class it must be turned off or set to vibrate.
2. It is disruptive to a class to constantly have students answering cell phones during class. If you absolutely must answer the cell phone leave the classroom.
3. A student that habitually receives calls during class will be asked to leave.
4. See "Attendance #1".
5. Listening devices will not be allowed in class for any reason.

TESTS AND QUIZZES

Tests and quizzes are usually scheduled at the beginning of class. Tests and quizzes are one of the ways the instructors measure a student's progress. Missing a test or quiz interferes with this process.

1. This department does not reward students that do not take their tests or quizzes on time, therefore the instructor may **not** allow students to make up tests or quizzes.
2. If a student is aware that they are not able to take a test or quiz on time, they may ask the instructor to give them the test or quiz before it is given to the class.
3. Tests and quizzes are to be done by each student, any student caught asking for answers or assisting another during a test or quiz will have their exam confiscated and a zero marked for their grade.
4. It is the **student's responsibility** to be prepared for tests and quizzes at all times.
5. It is the **student's responsibility** to know when there are tests or quizzes to be taken and whether they have missed a test or quiz.



DENTAL TECHNOLOGY DEPARTMENT

SET UP AND CLEAN UP

In a dental laboratory it is the technician's responsibility for keeping the laboratory hygienic and clean. Setting up and cleaning up refers to the common areas of the laboratory classroom. Set up will be at the beginning of the laboratory phase of each class. Clean up will be the last 15 minutes of each laboratory class.

1. The instructor will set each student's set up and clean up assignments.
2. If you are late to class, the entire set up process is disrupted. Expect disciplinary action to be taken.
3. If you leave class early, the entire clean up process is disrupted. Expect disciplinary action to be taken.
4. During clean up (the last 15 minutes of each laboratory class) each student will clean up their own workstation first and then their assigned clean up area.
5. Student's who are habitually missing their set up and clean up duties will be **excluded from working during laboratory classes.**
6. Students are always responsible for setting up and cleaning their workstations.
7. Do not leave any personal items or trash in the workstation drawers.

CLASS-WORK

Class-work is defined as projects, which are to be done in the classroom and not to be taken from class. Class-work is to be left in the student's case pan. Class-work is considered to be self-tests, which are timed, therefore consistency in student contact time is important.

1. All class-work must not leave class for any reason.
2. Student caught leaving class with class-work will have the class-work confiscated and will start the assignment over from the beginning.
3. The instructor will check the Case pans, to insure that the class-work has not left the classroom area. If it has see #2.

In the dental laboratory, all work is fragile and accidents can happen. In the past students have let other students pick up their class-work only to have their work dropped and destroyed. To determine whether it was done by accident or on purpose is not the question, how is the instructor to grade and critique the destroyed work and who should shoulder the responsibility?

4. **Never** let another student touch your class-work.
5. **Never** touch another student's class-work.
6. If a student is caught handling another student's class-work, the student who is caught will be excluded from class for one class period. If there is a second occurrence the student will be **expelled.**

HOMEWORK

Homework is defined as projects, which are to be done on the student's time not during class time. In the past students have let other students pick up their homework only to have their work dropped and destroyed. To determine whether it was done by accident or on purpose is not the question, how is the instructor to grade and critique the destroyed work and who should shoulder the responsibility?

1. **Never** let another student touch your homework.
2. **Never** touch another student's homework.
3. If a student is caught handling another student's homework, the student who is caught will be excluded from class for one class period. If there is a second occurrence the student will be **expelled.**



DENTAL TECHNOLOGY DEPARTMENT DUE DATES

One thing that all dental technicians must learn is to be on time with the work that the doctor has given them. More dental laboratories lose client doctors for not delivering completed work in a timely manner. Excuses do not make the doctor or patient feel better about wasting their time. An adequate amount of time is given to complete all class-work assignments.

- 1 All class-work is due at the time the instructor has designated. **No late assignments will be accepted.**
- 2 Homework is due at the beginning of class and **will not be accepted late.**
- 3 If it seems that you will not make a due date, ask the instructor about working in another class.

PROPER ATTIRE

Dental technicians are professionals and need to dress the part. Both dentists and their patients visit their laboratories on a regular basis. The dental technician working at those facilities must look like the professionals we are.

1. Any student not properly attired for the days work will not be allowed to participate in the class activities.
2. Long hair must be tied back away from the face for safety reasons.
3. Shirts and blouses with long sleeves must have the sleeve rolled up for safety.
4. Ties or scarves must be tucked inside a laboratory coat for safety.
5. A white laboratory coat with short sleeves is proper outer ware for a student.
6. Laboratory coats are a must during the laboratory phase of a class.
7. Open toed shoes or sandals are not proper foot ware for the dental laboratory.

CONDUCT

Students in the dental technology department are from every continent in the world. They come from very diverse backgrounds, cultures and religions. A dental technician must learn to work within groups, no matter what the group's make up is. Tolerance, courtesy, respect and a calm environment are required in the classroom and in the dental laboratory.

1. Students who cannot get along with other students will be asked to leave.
2. Students who cannot get along with any instructor will be asked to leave.
3. Students who strike or harm another student or instructor will be expelled and prosecuted to the fullest extent of the law.

