

# STUDENT HANDBOOK

Dental Careers of the North Shore  
230 Salem Street, Swampscott, Mass., 01907  
T # 781-789-6640

[www.dentalcareersnorthshore.com](http://www.dentalcareersnorthshore.com)

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INFORMATIONAL FACTS ABOUT THE 10 WEEK –  
DENTAL ASSISTING COURSE:

This is a ten week dental assisting certificate program. This course is given tow times per year. There is a fall and spring semester. A choice of a weekday or Saturday class is generally available.

During the afternoon of each class, opportunities are provided to allow the students to work chairside with real clinical situations. It is this aspect of the program that enables our students to go into the work place with real work experience. Our students who have made the effort to master the skills and study diligently to gain the knowledge, have had little or no difficulty obtaining positions in the dental profession as dental assistants. We have tracked our past students over the last 8 years and over 90 percent have obtained regular employment.

All supplies, materials, teaching aids, books, and class notes are supplied at no additional charge. There are no hidden costs beyond the tuition for the course.

**It has been a regular policy of our program for 8 years that all paid students are allowed to come back for review of the program at no charge in the future. We believe there is no other program that allows this!!**

Our course is unique in that it is taught in an actual practicing dental office. Students will learn state-of-the-art methods in dental assisting. Our instructors have years of experience in teaching dental assisting. We are constantly updating our course as techniques and the profession changes.

The job opportunities for trained dental assistants are quite good in today's marketplace. While no one can guarantee job placement, the dental profession is currently facing a shortage of trained dental assistants.

Following your training in this ten-week course, you will have the confidence and skills necessary to apply for these positions. Along with your certificate, we will give you a letter of recommendation and a summary of your training experience.

Part of your training will involve the job interview itself: how to prepare for the interview, how to dress, what to say, etc. So often, jobs are lost during the first five minutes of the interview.

We feel it is important to train you in this area, as well, so that you will stand out from the rest of those competing for a position. We inform our current class of any doctors needing dental assistants so that they may apply directly for the position.

The starting pay scale for a trained dental assistant is considerably higher than someone who is not trained. Most offices will not even consider hiring anyone without training. We are often asked what a graduate from our course can expect for a salary in their first job. The answer depends on the individual office. Offices in a metropolitan area generally pay higher salaries than those in suburban areas. Graduates of our course can expect to start well above the pay scale of those without training.

## STUDENT POLICIES – Dental Careers of the North Shore

- A. ATTENDANCE:** It is required that each student attend weekly sessions from 8-5pm for the Dental Assisting classes which includes a morning lecture and an afternoon clinical session. If a student does not attend a weekly session, it is the student's responsibility to read and study the recommended reading in the syllabus and textbook. The clinical time is much easier to reschedule on another day. We are not always able to allow make-ups for missed class time. This is considered on a case to case basis and must be done within one week of the missed class.

**Dental certificate requirement: a student must complete a minimum of 20 hours of clinical time. This includes practicing your dental assisting skills on patients. These clinical hours will enable the student to receive a certificate of completion for the course.**

**It has been a policy of Dental Careers of the North Shore that All paid students are allowed to come back for review of the programs at no charge in the future. This policy allows all present and prior to better utilize the knowledge they have gained so that they will more likely gain employment.**

- B. GRADING:** The grading system is based upon a mid-term and final which includes a written and practical final exam. Each student must receive a grade of at least 75 percent to pass. If a student doesn't receive a passing grade on either the mid term or final, the student may retake a different version of the exam within one week before the next class. The highest grade given in this case of a makeup will be no higher than an eighty percent.
- C. SATISFACTORY PROGRESS:** After the mid-term exam is taken, each student will receive a written progress report. If a student does not pass the mid-term, extra attention will be given to that student by a teacher during time not including lecture sessions. Usually a specific teacher is assigned to each student to help with any problem areas they may be having. Specifically for the Dental Assisting course the clinical time is very important to demonstrate each student's progress. If there is difficulty in any area,. It becomes very clear during these sessions. It is strongly encouraged that each student schedule as much clinical time as possible.

## STUDENT POLICIES – Dental Careers of the North Shore

- D. SCHOOL RULES AND REGULATIONS:** Each student is required to wear comfortable clothing. There are no shorts allowed. After the first class, students must supply their own pair of scrubs and a long sleeve lab coat. This uniform needs to be worn to each class along with comfortable rubber sole shoes (clean sneakers are appropriate). No food is allowed during clinical time. There is a hour lunch break each session from 12:00 noon to 1:00pm. Cell phone use is strongly discouraged during the lecture and clinical time. There is no smoking inside the office. Parking is available at Dr. Water Weaver's office, 230 Salem Street, Swampscott, Mass., 0195. If a student does not keep up with the installment payment plan and they are more than one week overdue, they can be excluded from the lecture until they are paid up.
- E. GUIDANCE AND COUNSELING POLICIES:** There are no guidance counseling services available. Our teachers are very well trained to encourage and support the students as much as possible. All of the staff tries to direct each student down the correct path.
- F. JOB PLACEMENT: Please note that in accordance with 603 CmR 3.11(2)** "A school shall not advertise or imply that the school guarantees employment, or specifies a wage per hour or gross salary, for those who complete a course or program offered by the school." We do inform our current student class of any doctors who call us or inquire needing Dental Assistants so that they may apply directly for a position.
- G. THE SCHOOL CALENDAR:** The school calendar is contained in this handbook on pages 1, 2, 3.

## STUDENT POLICIES – Dental Careers of the North Shore

- H. STUDENT COMPLAINT RESOLUTION PROCESS:** Any complaint or problem should be directed to Bryan Cousin, D.M.D. after regular school hours in writing. Any complaint that is rendered should be brought to the school's attention within one week. Any student not satisfied with the outcome of their complaint may contact the Office of Private Occupational School Education, Division of Professional Licensure, 1000 Washington Street, Suite 710, Boston, MA 02118; [Occupational.Schools@state.ma.us](mailto:Occupational.Schools@state.ma.us) ; Telephone: 617-727-5811; website: [www.mass.gov/dpl](http://www.mass.gov/dpl) .

**Student Misconduct:** It is the intent to allow all students to get the most out of each class, if there is misconduct, it will be dealt with on a case to case basis. If behavior is so disruptive and not resolvable, suspension or expulsion may be necessary. Such action would be in writing and would be administered by Dr. Cousin. The main reason for such action would be if behavior affected other students from learning, this would include cheating. Fraud or forgery would also be proper reasons for suspension!

- I. SEVERE WEATHER POLICY:** All contact for the school including scheduling should be done at T# 781-789-6640. If the weather is too severe to have class at any time or there needs to be a cancellation or rescheduling, the class will add another day at the end of the 10 week period to complete the program.

Please address all correspondence to:

Office of Private Occupational School Education, Division of Professional Licensure, 1000 Washington Street, Suite 710, Boston, MA 02118;  
[Occupational.Schools@state.ma.us](mailto:Occupational.Schools@state.ma.us) ; Telephone: 617-727-5811; website:  
[www.mass.gov/dpl](http://www.mass.gov/dpl)