



January 25, 2023

Dear Doctor,

Preparations are being made for our students to participate in the internship phase of the Dental Assisting Program. We encourage you to participate as we feel it can be of mutual benefit for everyone involved.

Currently we have 23 students enrolled in the program. Our students are prepared and ready to begin working in a dental office. All students have completed their physical examination, have completed their hepatitis and Covid-19 vaccination series, and have a current CPR healthcare provider card. The college provides mal-practice liability insurance for our students. In addition, students will have their radiation safety license, coronal polish and pit and fissure sealant certificate prior to starting their internships. We have updated our curriculum to include the most current infection control policies and practices as they relate to the Covid-19 pandemic.

Dental Assisting students are required to complete a total of 200 clinical hours. Their internship starts on the week of March 20. Students will be able to work full-day shifts Monday-Wednesday. This schedule will allow them to concentrate on their internship schedule. My hope is that students will feel more a part of the dental team and have a comprehensive view of how the dental office functions. A clinical class is scheduled for half days on Thursdays and Fridays so students' availability may be limited on those days. Completion dates will vary according to the number of hours per week the students can arrange to work in your office. All internships must be complete and paperwork submitted no later than May 3rd.

Record Keeping: Preferably students should use office time card systems to record their internship hours. The time sheet should be kept at the front desk and verified or signed by either the dentist or office manager weekly. Entries should be in ink so that they cannot be altered later. At the completion of the students' internship experience please mail the timecards to the address listed below or give to students in a sealed envelope.

Student evaluation forms and additional forms can be accessed by visiting the dental assisting program website at hancockcollege.edu/dental and clicking on the internship tab. Please complete the progress report no later than April 21st.

Facility use contract: Allan Hancock College requires a facility use contract for each office where students are placed, valid for a five-year period. If you do not have a current contract, it can be accessed on our website. Print legibly on page one your name and address and sign page two before returning the **original** copy to the address below.

Thank you for mentoring and creating a positive experience for our students as they begin their careers in the dental profession. If you are new to the area or are interested in participating for the first time, I am available to answer any questions you may have. I can be reached at 922-6966 ext. 3386. For immediate assistance, please call the Health Sciences Office at 922-6966 ext. 3384.

Sincerely,

A handwritten signature in cursive script that reads "Kacey Johnson".