

2012

McGILL UNIVERSITY

FACULTY of DENTISTRY

Student
Handbook

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Curriculum

Credit Weight DMD Program

DMD I	70
DMD II	62
DMD III	52
DMD IV	35
Total	219

Competencies

McGill Competencies for a Beginning Dental Practitioner

A competent McGill graduate must be able to provide oral health care for the benefit of individual patients and communities in a culturally sensitive manner.

Competency assumes that all behaviours are supported by foundation knowledge and skills in biomedical, behavioural and clinical dental science and by professional behaviour. McGill graduates must be able to apply foundation knowledge and skills to justify their decisions and actions and to evaluate outcomes. Therefore, foundation knowledge, skills and professional behaviour are understood to be a part of every competency.

Competency also assumes that all behaviours are performed to an acceptable level and that the practitioner can evaluate their quality and effectiveness. Competency cannot be achieved without the ability to self-evaluate. Moreover, there are no degrees of competence: a dentist is either competent or not competent. The competencies below refer to general dental practice and include the management of patients of all ages including those with special needs. It is assumed that all oral health care is provided in an ethical manner, in accordance with legal requirements at the national and provincial level.

A McGill graduate must be competent to:

1. Recognize the determinants of oral health in individuals and populations and the role of dentists in health promotion, including the disadvantaged.
2. Recognize the relationship between general health and oral health.
3. Evaluate the scientific literature and justify management recommendations based on the level of evidence available.
4. Communicate effectively with patients, parents or guardians, staff, peers, other health professionals and the public.
5. Identify the patient's chief complaint/concern and obtain the associated history.

6. Obtain and interpret a medical, dental and psychosocial history, including a review of systems as necessary, and evaluate physical or psychosocial conditions that may affect dental management.
7. Maintain accurate and complete patient records in a confidential manner.
8. Prevent the transmission of infectious diseases by following current infection control guidelines.
9. Perform a clinical examination.
10. Differentiate between normal and abnormal hard and soft tissues of the maxillofacial complex.
11. Prescribe and obtain the required diagnostic tests, considering their risks and benefits.
12. Perform a radiographic examination.
13. Interpret the findings from a patient's history, clinical examination, radiographic examination and from other diagnostic tests and procedures.
14. Recognize and manage the anxious or fearful dental patient.
15. Recognize signs of abuse and/or neglect and make appropriate reports.
16. Assess patient risk (including, but not limited to, diet and tobacco use) for oral disease or injuries.
17. Develop a problem list and establish diagnoses.
18. Determine the level of expertise required for treatment and formulate a written request for consultation and/or referral when appropriate.
19. Develop treatment options based on the evaluation of all relevant data.
20. Discuss the findings, diagnoses, etiology, risks, benefits and prognoses of the treatment options, with a view to patient participation in oral health management.
21. Develop an appropriate comprehensive, prioritized and sequenced treatment plan.
22. Present and discuss the sequence of treatment, estimated fees, payment arrangements, time requirements and the patient's responsibilities for treatment.
23. Obtain informed consent including the patient's written acceptance of the treatment plan and any modifications.
24. Modify the treatment plan as required during the course of treatment.
25. Provide education regarding the risks and prevention of oral disease and injury to encourage the adoption of healthy behaviors.
26. Provide therapies for the prevention of oral disease and injury.

27. Recognize and institute procedures to minimize occupational hazards related to the practice of dentistry.
28. Achieve local anesthesia for dental procedures and manage related complications.
29. Determine the indications and contraindications for the use of drugs used in dental practice, their dosages and routes of administration and write prescriptions for drugs used in dentistry.
30. Manage dental emergencies.
31. Recognize and manage systemic emergencies which may occur in dental practice.
32. Manage conditions and diseases of the periodontium, provide periodontal treatment when indicated and monitor treatment outcomes.
33. Assess the risk, extent and activity of caries and recommend appropriate non-surgical and surgical therapy.
34. Manage dental caries, tooth defects and esthetic problems and, when restoration is warranted, use techniques that conserve tooth structure and preserve pulp vitality to restore form and function.
35. Manage patients with orofacial pain and/or dysfunction.
36. Manage surgical procedures related to oral soft and hard tissues and their complications.
37. Manage trauma to the orofacial complex.
38. Manage conditions and pathology of the pulp and provide endodontic treatment when indicated.
39. Manage abnormalities of orofacial growth and development and treat minor orthodontic problems.
40. Recognize and manage functional and non-functional occlusion.
41. Select and, where indicated, prescribe appropriate biomaterials for patient treatment.
42. Manage partially and completely edentulous patients with prosthodontic needs including the provision of fixed, removable and implant prostheses.
43. Make records required for use in the laboratory fabrication of dental prostheses and appliances.
44. Design a dental prosthesis or appliance, write a laboratory prescription and evaluate laboratory products.
45. Apply accepted principles of ethics and jurisprudence to maintain standards and advance knowledge and skills.

46. Apply basic principles of practice administration, financial and personnel management to a dental practice.
47. Demonstrate professional behaviour that is ethical, supercedes self-interest, strives for excellence, is committed to continued professional development and is accountable to individual patients, society and the profession.

Definition

To “manage” the oral health care needs of a patient is assumed to include all actions performed by a health care provider that are designed to alter the course of a patient’s condition. Such actions may include providing education, advice and treatment by the dentist, treatment by the dentist after consultation with another health care professional, referral of a patient to another health care professional, monitoring treatment provided, but also may include providing no treatment or observation. “Manage” assumes the use of the least invasive therapy necessary to gain a successful outcome in accordance with patient wishes.

Adapted from the 2005 ACFD competencies

Curriculum Structure

DMD I

Basis of Medicine and Dentistry

INDS 101 Unit 1 Molecules, Cells And Tissues
 INDS 103 Unit 2 Gas, Fluid And Electrolytes
 INDS 105 Unit 3 Life Cycle
 INDS 104 Unit 4 Endocrinology, Metabolism And Nutrition
 INDS 102 Unit 5 Musculoskeletal And Blood
 INDS 106 Unit 6 Nervous System And Special Senses
 INDS 120 Physicianship 1
 DENT 101 Dentistry Apprenticeship 1

Course Director

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DMD II

INDS 207 Unit 7 Host Defense And Host/Parasite
 INDS 208 Unit 8 Pathobiology Treatment & Prevention of Disease
 INDS 220 Physicianship 2A

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DENT 201 Dentistry Apprenticeship 2

Preclinical Studies

DENT 202 Oral Health
 DENT 203 Oral Disease
 DENT 204 Management Of Oral Disease
 DENT 205 Dental Public Health I

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DMD III Clinical Studies

DENT 305 Dental Public Health II
 DENT 310 Clinical Practice/Junior Clerkship
 DENT 311 Endodontics I
 DENT 314 Summer Clinic
 DENT 315 Orthodontics
 DENT 316 Pediatric Dentistry
 DENT 317 Oral Pathology And Medicine
 DENT 318 Periodontology
 DENT 319 Dental Pharmacology
 DENT 320 Restorative Dentistry
 DENT 322 Image Interpretation
 DENT 323 Oral And Maxillofacial Surgery
 DENT 337 Clinical Decision Making Third Year

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DMD IV Clinical Studies

DENT 405 Practice Management
 DENT 409 Advanced Restorative Dentistry
 DENT 410 Clinical Practice/Senior Clerkship
 DENT 411 Endodontics II
 DENT 413 Community Clinics
 DENT 415 Orthodontics
 DENT 416 Pediatric Dentistry
 DENT 418 Periodontology Seminar
 DENT 423 Oral Maxillofacial Surgery & Pathology
 DENT 437 Clinical Decision Making Fourth Year

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Student Promotion

General Principles of Evaluation and Promotion

<http://www.mcgill.ca/students/courses/calendars/>

All issues related to student promotion and graduation is the responsibility of the Student Promotion Committee.

The Evaluation System is under constant review by the Faculty. The Faculty reserves the right to change rules and regulations at any time, although in general such changes will not come into effect in the middle of an academic year/promotion period.

DENT-P Program

A student accepted to the five-year program will be required to register for a full year in the Faculty of Science. In that year, the student must take courses totaling 30 credits. Following the successful completion of this year, determined by a Student Promotion Committee, students will proceed into the first year of the four-year program. Students must obtain a minimum cumulative GPA of 3.5 with all individual grades B or higher for required courses and passing grades for all complementary courses to be promoted into the first year of the D.M.D. program.

Note:

Students failing to meet these requirements will be able to transfer into B.Sc. and may reapply to the D.M.D. program following completion of the undergraduate degree.

Please note that a grade of B in all courses would lead to a GPA of 3.0 and that a grade of B in required courses and grades below B in complementary courses would lead to a GPA below 3.0.

D.M.D. Program

1. In the first 16 months of the program, a student's promotion is governed by the rules and regulations of the Faculty of Medicine (see *Student Handbook*).
2. An overall final mark of 60% is required to pass a course. The passing grade on any remedial activity or supplemental examination is 60%.
3. Students are required to attend all clinical activities and laboratory sessions. The requirements for clinical attendance are indicated in the course outlines of the clinical courses. Repeated absences could result in a failure in the course.
4. A student must pass both sections of a course comprising a didactic and a practical/clinical section.
5. Students are required to take and pass the Basic Cardiac Life Support (BCLS) or equivalent annually.
6. After completing BOM and Dentistry, students must maintain a GPA of 2.9 during each year of the dentistry program.
7. A student with a GPA of less than 2.9 during the Preclinical program, Third Year or Fourth Year, will be permitted to write a maximum of two supplemental examinations each year to raise his/her GPA.
8. A student who fails a maximum of two courses during the Preclinical program, Third Year or Fourth Year, will be permitted to write supplemental examinations in the courses failed.

9. A student who fails in a course comprising a practical or clinical component may be required to fulfill prescribed additional laboratory or clinical work or may be required to repeat the year. A fee may be attached to these requirements.
10. Supplemental examinations will be held during the month of August. There is a fee of \$35 for each supplemental examination.
11. Deferred examinations will be held as soon as possible after the original examination. There is a fee of \$35 for each deferred examination.
12. A student who fails more than two courses per year will be required to repeat the year.
13. Failure in any supplemental examination or remedial evaluation will require the student to repeat the year.
14. The Student Promotion Committee will review the entire record of any student in the following circumstances: academic difficulty, unprofessional behaviour, drug or substance abuse, criminal activity, illness interfering with performance, etc. This could result in the student being dismissed from the program or a suspension from the program for up to one year. The Student Promotion Committee has the right to dismiss any student who is considered unsuitable or incompetent for the practice of dentistry.
15. Cheating on examinations, including examinations administered by the Faculty of Dentistry on behalf of external agencies, is an academic offence.
16. A student will be placed on “probation” by the Faculty of Dentistry Student Promotion Committee for any of the following reasons:
 - Student obtains a final grade of "fail" in any course.
 - Students who receive 2 independent evaluations indicating a “Problem” or “Concern” in one or more evaluation categories in a single evaluation period will be required to meet with the course director to discuss the problem and means of resolving it.
 - Where appropriate, a student may be assigned additional work/exercises/readings to help them correct the deficiency(ies).
 - Students with a “Problem” or “Concern” in **2 evaluation periods** or in the last evaluation period of the year are at risk of failing the course.
17. Once placed on probation, students will remain on probation until completion of the program. “Probation” means the following:
 - Specific remedial activity may be required to address areas of weakness.
 - Specific performance criteria may be imposed.
 - Student will be required to meet on a regular basis with the Associate Dean and/or delegate.
18. A student who is placed on probation is automatically monitored by the Student Promotion Committee. The subsequent course is determined by that body; options include continued probation, remedial activity, repeat of a promotion period, or dismissal from the program.
19. A student may not repeat more than one year in the curriculum.
20. A student who is repeating a year must attain passing final grades in all courses and sections and a GPA of 2.9 or higher in the repeat year. If this standard is not achieved the student will be dismissed from the program.
21. A student has the right to state his/her case before the Committee; this may be accomplished by a written submission. In certain circumstances, e.g., issues of credibility or in cases where the student may be dismissed, the student has the right to appear in person. The student may be accompanied by an adviser who must be a member of the McGill community and cannot be

compensated for this in any way. The proceedings will be conducted in a manner consistent with principles of natural justice. (See *Student Rights and Responsibilities*.)

Decisions taken by the Faculty of Dentistry Student Promotion Committee may be reviewed upon receipt of substantive, new information.

Reread Policy

Consultation

In accordance with the Charter of Student Rights, and subject to the conditions stated therein, “every student has the right to consult any written submission for which he or she has received a mark and a right to discuss this submission with the examiner”. Students have seven calendar days after receiving their mark to ask in writing for a consultation. Requests for consultations should be addressed directly to the course director. The course director has the option of meeting with the student to answer any questions that the student may have about the grading of the paper, or may supply the student with the correct answers to the examination questions in writing. The student may review these in the presence of the course director or designate, but may not take any document away.

Verification

In a case where a student feels that an error has been made in arriving at the final grade, the student can request that the examiner verify that all questions have been marked and that the final grade has been computed correctly.

Reread

In accordance with the Charter of Student Rights, students have the right, subject to reasonable administrative arrangements, “to an impartial and competent review of any mark”. The request for a reread must be received within seven calendar days after the consultation. A \$35 fee for reread will be charged to the student’s McGill account. This will be reimbursed if there is a change upwards in the letter grade for the course.

The request for a formal reread must be made by the student, in writing, to the Faculty of Dentistry, Office of the Administrative Assistant (Student Affairs), and include reasons to justify the request. It must include a statement that the student has already met with the examiner to review the mark or indicating why this has not been possible. In the case of requests for rereads of group work, all members of the group must sign the request, indicating that they agree to the reread. Rereads for computer-scored examinations are not possible, but students may ask for a verification,. There are no re-evaluations of oral examinations and laboratory examinations.

A list of possible re-readers will be obtained by the Office of the Administrative Assistant (Student Affairs) by contacting the Director of the Division involved in the reread. The Associate Dean (Academic Affairs) selects the second reader. The Office of the Administrative Assistant

(Student Affairs) conducts all communication with second reader. The second reader is given the original documents, with marginalia, summary comments, and mark intact, as well as pertinent notes from the first examiner describing issues such as the general nature of the course or the assignment and grading schemes. The student’s and the instructor’s name are blanked out to reduce the possibility of prejudice, and to help meet the requirements of the Charter of Student Rights. The re-reader’s name will not be made known to the student or examiner at any time. The second reader will provide an assessment of the

work, in writing, to the Faculty of Dentistry. This assessment will also be transmitted to the first examiner.

As a result of the reread process, the grade may become higher, lower or remain unchanged. The grade submitted by the second reader replaces the original grade and cannot be challenged. The new grade will be communicated to the student in a letter from the Office of the Administrative Assistant (Student Affairs) with a copy to the first examiner.

Appeals

A decision of the Faculty of Dentistry Student Promotion Committee may be appealed for two reasons:

- dismissal from the program
- perceived procedural irregularities

The student has fourteen (14) working days in which to appeal the decision of the Faculty of Dentistry Student Promotion Committee.

The following procedures are to be followed:

1. The student files a letter of appeal to the Dean.
2. The Dean will appoint an *ad hoc* Student Promotion Appeal Committee consisting of three members of the Faculty's academic community who preferably have no previous knowledge of the student or the case under appeal. One member will be designated as Chair.
3. In order to give the student time to prepare for the meeting, there will be a minimum two-week notice period. The meeting can be scheduled earlier if the student requests it, or agrees in advance to the shorter notice period. The names of the members of the *ad hoc* Student Promotion Appeal Committee will be communicated to the student.
4. The Student Affairs Officer will request a detailed dossier from each party, which will be circulated to the *ad hoc* Student Promotion Appeal Committee members and student prior to the meeting. The dossiers should be made available at least two (2) working days prior to the meeting.
5. The Associate Dean (Academic Affairs) or designate, presents the Faculty's evidence in written form and/or verbally to the Committee, after which the student is invited to present.
6. Both parties (the student and the Associate Dean) may be accompanied by an adviser. Such advisers must be members of the McGill community and must not be paid for these services (e.g., McGill Legal Aid Office). The role of the adviser is to advise and help the student and/or Associate Dean present his/her case. It is important for the Committee to hear directly from the student and Associate Dean. The adviser(s) will speak at the invitation of the Committee Chair. The Student Affairs Officer must be informed of the names of the advisers at least two (2) working days prior to the hearing.
7. The *ad hoc* Student Promotion Appeal Committee listens to all evidence and may ask questions of the student and/or adviser, and of the Associate Dean and/or adviser. The parties may also question each other in order to clarify points.
8. The Student Affairs Officer acts as a technical adviser and secretary to the Committee in an *ex officio* capacity. Any notes of the meeting are for the use of the Committee in arriving at their decision, and are destroyed after they have completed their deliberations.
9. When both parties feel that all the information pertaining to the case has been presented, the Chair will ask both to retire and the Committee meets further to make a decision on the matter. All members of the *ad hoc* Student Promotion Committee, including the Chair, may vote. Decisions are made by simple majority.

10. The *ad hoc* Student Promotion Appeal Committee may uphold or overturn the decision of the Faculty of Dentistry Student Promotion Committee. If the decision is to overturn the decision, the *ad hoc* Student Promotion Appeal Committee may choose to offer recommendations on a course of action to be considered by the Faculty of Dentistry Student Promotion Committee.
11. The parties are informed verbally by the Faculty of Dentistry Student Promotion Committee as soon as reasonably possible after the decision has been made, and in writing as soon as possible, with a copy to the Associate Dean.

Decisions of the *ad hoc* Student Promotion Appeal Committee can be appealed to the University Senate Committee.

Grade Point Average

The Faculty of Dentistry has adopted a grade point average system similar to the one used by the undergraduate faculties. Official transcripts will show the letter grade for each course offered by the Faculty of Dentistry for third and fourth year. A pass / fail system is in place for first and second year. Listed below are the percentages, letter grades and their grade point equivalents:

Percentages	Letter Grades	Grade Points
85 – 100	A	4.0
80 – 84	A-	3.7
75 – 79	B+	3.3
70 – 74	B	3.0
65 – 69	B-	2.7
60 – 64	C+	2.3
0 – 59	F	0

Class standing will be determined on the GPA computed by using the following formula:

$$\text{GPA} = \frac{\text{Sum of (Grade Points x Weight of Course) for each result}}{\text{Sum of Weights of all courses included in the calculation}}$$

Attendance

Lectures

Students are expected to attend all lectures.

Students who have failed to attend 75% of the lectures, seminars, laboratories in any course/unit may be refused the right to attempt the final examination in that course.

Clinics

Every student is expected to participate in the provision of patient care during all scheduled clinical sessions. Failure to attend clinical sessions can result in failure in the course.

See Clinical Practice DENT 310 and DENT 410 course outlines.

Laboratories

Attendance to all laboratory sessions is mandatory. A planned absence from a laboratory session must be discussed in advance with the Course Director and will be excused under exceptional circumstances only.

Student missing a laboratory session for illness must phone Ms. Linda Harrison at 514-398-7203 ext: 00069 as soon as possible. Medical certificates may be required.

Failure to attend a laboratory session can result in a failure in the course.

Course Evaluation

It is a University regulation that courses must be evaluated. Course evaluation directly benefits the students since its purpose is:

- For the teacher to receive input from those who are taking the course in order to improve the course.
- For the teacher to document excellence in teaching for promotion in the university (ex: tenure).
- For the Faculty to evaluate its curriculum.
- For the Dean to award merit to professors.

Course evaluation questionnaires will be done using Mercury and posted on Minerva. For each course, announcements will be made via e-mail to inform students that it is time to complete the course evaluation questionnaire.

Course evaluations must be taken seriously. Evaluations are more meaningful if all students taking the course participate in it.

Professionalism

A student in a professional faculty is expected to adhere to certain standards of behaviour. A dental student must behave as a student/learner and as a professional dentist.

Student Responsibilities

The McGill *Handbook on Student Rights and Responsibilities*, <http://www.mcgill.ca/secretariat/policies/students/>, identifies certain behaviours that are considered inappropriate or unacceptable. Chapter 6 deals with academic offences (e.g., plagiarism) and “non-academic” offences (e.g., damage to property and assault on another person).

Academic Integrity

The Faculty of Dentistry is dedicated to promote integrity in the academic environment.

The Faculty of Dentistry has a disciplinary officer who responsible for all issues related to academic integrity. The disciplinary officer is Dr. Marie Dagenais.

McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures (see www.mcgill.ca/integrity for more information).

The McGill Handbook on Student Rights and Responsibilities is available at:

<http://www.mcgill.ca/secretariat/policies/students>

McGill has information on how to avoid plagiarism at: <http://www.mcgill.ca/integrity/>

Students who face charges under the Code of Student Conduct and Disciplinary Procedures may receive assistance from the McGill Legal Information Clinic <http://mlic.mcgill.ca/>

Professional Responsibilities

At McGill, the *Sponsio Academica* is recited at the time of graduation. This oath, which aims to capture the essence of ethical practice, has been recited at McGill since 1842.

Dental students attending Quebec dental schools are automatically registered with the Ordre des dentistes du Québec. The website of the Ordre des dentistes du Québec has a section for students:

<http://www.ordredesdentistesduquebec.qc.ca/>

The Quebec code of ethics of dentists is available in English at:

http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=3&file=/D_3/D3R4_A.HTM

The French version is available at:

http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=3&file=/D_3/D3R4.htm

Ethical guidelines have been developed by the faculty of dentistry to complement and reinforce existing policies, rules, guidelines and protocols set by the University and the faculty of dentistry. They evolved out of an active interchange between students and staff and represent the reality of a University setting.

<http://www.mcgill.ca/dentistry/academicaffairs/ethics/>

University Regulations on Examinations

The University Regulations are available at:

<http://www.mcgill.ca/students/exams/regulations>

The University Student Assessment Policy is available at:

Add a link to the McGill University Student Assessment Policy

http://www.mcgill.ca/secretariat/sites/mcgill.ca.secretariat/files/university_student_assessment_policy_0.pdf

Faculty Regulations on Examinations

The disciplinary officer for the Faculty of Dentistry is Dr. Marie Dagenais.

McGill University uses an Exam Security Computer Monitoring Program to check for corresponding answers for all computer-scored examinations. Data generated by the Exam Security Computer Monitoring Program can be used as admissible evidence, either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the Code of Student Conduct and Disciplinary Procedures.

It is the student's responsibility to ensure that no one can copy from his/her examination paper.

Regulations for Students

In addition to the University Examination Regulations the following Faculty Regulations will also be enforced.

1. The doors of the examination room will normally be opened at least five minutes before the starting hour. The student will pick a number before entering the examination room and will sit at the seat with the matching number.
2. Talk or any other form of communication is forbidden once students enter the examination room.
3. Coats, hats, scarves, purses, school bags, pencil cases, pagers, cell phones and any other electronic device must be left in the designated areas.
4. Personal dictionaries are not permitted. However English/French, French/English, and English dictionaries will be available in the examination room.
5. Food and beverages are not to be brought to the examination room. The Faculty will provide Kleenex.
6. Students can only bring a pen, pencil and eraser to their seats. The Faculty will not provide pens, pencils and erasers. Anything brought into the examination room is subject to inspection.
7. Only student I.D. numbers should be used on all examination booklets or papers. Student's names must not appear on the examination booklets or papers

8. All examinations are to be written in ink. The only exceptions are computer-type examinations and any drawings which may be required in the essay-type examinations.
9. When a booklet is used for essay-type exams, answers should be written on the right side (ruled side) of the booklet. The left side of the booklet is for rough work or calculations. Answers on the left side will not be corrected.
10. Student may challenge a question by indicating the number and reason for challenging the question on the cover of the examination paper or booklet.
11. Students who arrive late will not be given any extra time to complete their examination.
12. Students must remain seated. A student needing to speak to the invigilator (e.g., to ask for additional supplies or to request permission to leave the examination room for any reason) should so indicate by raising his or her hand.
13. Student will not be permitted to hand in their examination for the first thirty minutes of an examination.
14. In order to avoid unnecessary disruptions during an examination, students are advised to go to the washroom before entering the examination room.
15. A student who leaves before the examination is over must hand in all completed and attempted work.
16. At the end of the examination, students must stop writing and submit their work at once.
17. No extra time will be given for students to write their I.D. numbers on their examination papers or to transfer answers from the examination paper to the computer sheet.
18. Students with disabilities are governed by the regulations developed by the Office for Students with Disabilities.

Regulations Pertaining to Examinations Missed due to Medical Reasons

1. Students who are unable to write an examination should inform the Administrative Assistant as early as possible of their absence. A message should be left if the Administrative Assistant is not available.
2. The Dean/Associate Dean (Academic) will have total discretionary authority as to whether to accept a medical certificate. Medical certificates may not be accepted at face value. Only the accuracy of certificates issued by the McGill Health Service will be accepted without challenge under normal circumstances. The Health Service does not issue retroactive medical certificates.
3. Students who fall ill during the examination period, should go directly to the McGill Health Service which will report on the symptoms and the severity of the case to the Faculty.

4. Students who fall ill during an examination, should report this to the invigilator, hand in their paper immediately, and report directly to the Health Service for medical evaluation.
5. If an examination paper is completed and submitted, it will be corrected and the mark will be reported to the Student Promotions Committee. Retroactive medical certificates will not be considered.
6. Students permitted to write deferred examinations due to illness will be required to take them as soon as possible. If more than one examination is deferred, they will be scheduled following a schedule that closely resembles that of a normal examination week.
7. In cases where a student repeatedly uses medical reasons to delay writing examinations or to withdraw for a year, a committee will be established by the Dean to evaluate the progress of the student and to determine the student's suitability to continue the program. The student will be permitted to present a defense at such a meeting. This committee will subsequently make a recommendation to the Promotions Committee.
8. The Faculty's academic regulations specifically state that "a student who has repeated one year in the Faculty is ineligible to repeat another year". This rule may also apply to withdrawals for medical reasons and will be evaluated on an individual basis by the Student Promotions Committee.
9. Students who feel they have been treated unfairly, have the right to file an appeal to the Dean.

Revised 11-01-07

Deferred Examinations

Students can only miss examinations for exceptional circumstances. A student planning to miss an examination must discuss with the Associate Dean for Academic Affairs and the course Director in advance the reason for missing the examination. The Associate Dean for Academic Affairs may decide to grant a deferred examination if the reason for missing the examination is valid. The student will be required to fill out a form documenting the reason for the absence. The form is available from the office of the Associate Dean for Academic Affairs. Only one deferred examination for personal reasons will be granted during the DMD program.

Failure to fill the form and document a planned absence for an examination will result in failing the examination.

Examinations that are deferred due to documented medical problems, or other exceptional circumstances, will be taken at the earliest possible time, and at the convenience of the course director. Since August is the time set aside for supplemental examinations, students writing deferred examinations at this time forfeit the right to write a supplemental examination.

Religious Conflicts

Students may apply for special exam arrangements if one or more of their exams are scheduled on religious holy days, and if such activities conflict with their religious observances. The McGill policy on accommodation for religious holy days is available at:

<http://www.mcgill.ca/students/exams/conflicts>

Leave of Absence

Leaves of absence are discouraged and, with few exceptions, are granted only for reasons of poor health or family crises. Requests for leaves must be discussed with the Associate Dean (Academic Affairs). Permission is granted by the Dean. A request must be accompanied by supporting documents (e.g. a letter from the student's physician or counselor). In general, a leave is granted for up to one year.

The Faculty reserves the right to impose a limit on the number as well as the duration of leaves given during the program. Should a prolongation be requested, the Faculty of Dentistry reserves the right to require a second opinion from a Faculty – designated physician or counselor.

A student returning from leave must provide documents from the treating physician or counselor to show that the student is capable of resuming his/her studies.

Once the leave has been approved, the student's registration status must be clarified with the Student Records Officer. Students may be required to forfeit all or part of their tuition fees. All students granted leaves of absence who receive financial aid must meet with the Student Aid Office to assess impact on financial aid. Leaves of absence will be noted on official transcripts.

Advising - Counselling

There are several resources for advising or counseling students.

The Associate Dean (Academic Affairs)

Dr. Marie Dagenais

Montreal General Hospital Room B3-112.2

marie.dagenais@mcgill.ca

Assistant: Eugenia Angelopoulos

eugenia.angelopoulos@mcgill.ca

514-934-1934 ext. 42338

Faculty Advisor

Dr. Norman Miller has been appointed as Faculty Advisor for DMD students to help with academic, social and personal problems. His role is to manage issues in a non-official manner. Discussions with Dr. Miller are confidential. He can be reached at:

Dr. Norman Miller

(514) 398-5384

norman.miller@mcgill.ca

McGill Counselling Services at the Health center

The role of the McGill Counseling Service is to “assist and support students in the successful management of the wide range of psychological, academic, vocational and life-skill issues they may encounter from the first few weeks on campus through the completion of a doctoral dissertation”.

<http://www.mcgill.ca/counselling/academic/>

Students experiencing a crisis can present at the Student Health center front desk without an appointment.

They will be seen on first arrived first serve basis.

<http://www.mcgill.ca/counselling/crisis>

Medical and Personal Problems

The McGill Student Mental Health Service offers a range of psychological and psychiatric services. A team of psychiatrists and psychologists are available by appointment for assessment and treatment of many conditions, including anxiety, depression, problems with sleep, attention, obsessions or concentration, relationship difficulties, eating disorders, severe winter blues etc., which may interfere with psychological well-being.

The McGill Student Mental Health Service website can be consulted at:

<http://www.mcgill.ca/mentalhealth/>

Appointments can be made at 398-6019. Students can drop in in case of emergency.

Student Services also offers a variety of workshops on topics such as freedom for fear (dealing with anxiety), stress management and public speaking.

Disability

A student with a disability affecting his performance in the program or in a specific course should contact the Office for Students with Disabilities <http://www.mcgill.ca/osd> to discuss the situation. The office can be contacted by sending an email to: disabilities.students@mcgill.ca

Language Skills

The McCall Undergraduate Clinic offers dental care to patients of various backgrounds. The majority of our patients speak English or French. A working knowledge of the English and French languages is essential to communicate effectively with these patients. The Faculty of Medicine has organized French medical conversation workshops to help dental and medical students interact with their francophone patients. There are 5 levels of conversational French (beginner to high intermediate) and a placement test is mandatory.

Students are asked to pay a deposit of \$200 for the workshop module and placement test. Upon completion of workshop, the Faculty of Dentistry will reimburse each dental student \$100 if 80% of the sessions were attended.

For detailed information and the electronic registration form, go to:
http://www.medicine.mcgill.ca/ugme/curriculum/frenchcourse_en.htm.

The following organizations offer various French and English courses:

McGill University, Centre for Continuing Education

514-398-6160

www.mcgill.ca/conted

Université de Montréal, Faculté de l'éducation permanente

514-343-6090

www.fep.umontreal.ca

Concordia University, Center for Continuing Education

(514) 848-3600

www.concordia.ca/conted

Vanier College, Centre for Continuing Education

514-744-7000

www.vaniercollege.qc.ca/conted/

Dawson College, Continuing Education

514-931-8731

<http://www.dawsoncollege.qc.ca/level2/conted2.php>

Professional Practice

Students registered in the DMD program at McGill are automatically registered with the Ordre des Dentistes du Québec.

Students are reminded that a university degree in dentistry does not in itself confer the right to practice the profession of dentistry. It is necessary to comply with the dental laws of the country, province or state in which one proposes to practice.

Licensure Requirements

Province of Quebec

Information regarding licensure in Quebec may be obtained from:

Ordre des Dentistes du Québec
625 boulevard René Lévesque Ouest-15e étage
Montréal, QC H3B 1R2
Tel: (514) 875-8511
Website: www.odq.qc.ca

Examen de L'Office de la Langue Française du Québec

Applicants who wish to practice in Quebec must meet the language requirement for professionals. Members of the Order of Dentists of Quebec must be able to offer services to patients in French and must possess a working knowledge of the French language. The “charte de la langue française” feels that a person has sufficient knowledge of French if:

- She has studied for at least three years, on a full-time basis in French at the secondary or post-secondary level
- She has succeeded the “examens de français langue maternelle” in secondary 4 or 5.
- She has obtained a “certificat d'études secondaires” in Quebec in 1986 or later

Candidates that do not meet the criteria above will be required to pass an examination that consists in 4 parts:

- Oral French comprehension
- Written French comprehension
- Oral French expression
- Written French expression

The examination can be attempted during the two years prior to the date they will receive a degree giving access to a professional corporation.

Information is available at: <http://www.olf.gouv.qc.ca/index.html>.

Following the application for the examination there is approximately a 6 month delay to obtain a date for the examination.

Dental Regulatory Authorities in Other Provinces

Students are advised to write to the addresses listed below for information whenever they are in doubt as to the regulations of any province in Canada.

Alberta - Executive Registrar, Alberta Dental Association,
101 8230 105th Street, Edmonton, AB, T6E 5H9
Website: www.abda.ab.ca

British Columbia - Registrar, College of Dental Surgeons of British Columbia, 500-1765 West 8th Avenue, Vancouver, BC, V6J 5C6
Website: www.cdsbc.org

Manitoba - Registrar, Manitoba Dental Association, 103698 Corydon Avenue, Winnipeg, MB, R3M 0X9
Website: www.manitobadentist.ca

New Brunswick - Registrar, New Brunswick Dental Society,
520 King Street, Carleton Place 820, Fredericton, NB E3B 4Z9
Website: www.nbdental.com

Newfoundland - Registrar, Newfoundland Dental Board,
139 Water Street, 6th Floor, St. John's, NF, A1C 1B2

Nova Scotia - Registrar, Provincial Dental Board of Nova Scotia,
102-1559 Brunswick Street, Halifax, NS B3J 2G1
Website: www.pdbns.ca

Ontario - Registrar, Royal College of Dental Surgeons of Ontario, 6 Crescent Road Toronto, ON M4W 1T1
Website: www.rcdso.org

Prince Edward Island - Registrar, Dental Association of Prince Edward Island, 184 Belvedere Avenue, Charlottetown, PE, C1A 2Z1

Saskatchewan - Registrar, College of Dental Surgeons of Saskatchewan, 202-728 Spadina Crescent East, Saskatoon, SK, S7K 4H7
Website: www.saskdentists.com

National Dental Examining Board of Canada

In order to be eligible for licensure in Canada, graduates of Canadian Dental Programs are required to hold a certificate from the National Dental Examining Board of Canada. This certificate is issued to candidates who have successfully completed the NDEB examination. This examination is normally written by students in the final year of the undergraduate program.

Further information about the NDEB may be obtained from:

Registrar, National Dental Examining Board of Canada
100 Bronson Avenue, Suite 203,
Ottawa, ON, K1R 6G8
Tel.: (613) 236-5912
Website: www.ndeb.ca

The Examinations of the National Dental Examining Board of Canada are organized in two parts: a written examination and an OSCE examination.

Test Item Format: National Dental Examining Board examinations are composed of multiple-choice test items.

Eligibility: A dental student is eligible for examination in March of the fourth year of the DMD program.

Examination Dates: March 3-4, 2013

Registration Deadline: January 10, 2013

Released Examination questions: are available at: <http://www.ndeb.ca/>

National Board of Dental Examiners (U.S.A)

Students intending to practice in the United States are advised to contact the Secretary, Council of the National Board of Dental Examiners, American Dental Association, 211 East Chicago Avenue, Chicago, Illinois 60611. Website: <http://www.ada.org/101.aspx>

Information should also be obtained from the Secretary of the licensing board of the specific state in which the student intends to practice.

The U.S. National Board Dental Examinations are organized into two parts.

PART I

It consists of four examinations on the basic biomedical sciences titled:

Anatomic Sciences

Biochemistry-Physiology

Microbiology-Pathology

Dental Anatomy and Occlusion

Each of the four Part I examinations consists of approximately 100 multiple-choice test items.

Eligibility: A student is eligible for examination after two years of dental school.

PART II

Part II is usually taken during the last year of dental school. It consists of a comprehensive, 1½ day examination. It covers the clinical dental sciences (Operative Dentistry, Pharmacology, Endodontics, Periodontics, Oral and Maxillofacial Surgery -- Pain Control, Prosthodontics, Orthodontics, Pediatric Dentistry, Oral Diagnosis (formerly Oral Pathology and Dental Radiology) and Patient Management (formerly Behavioral Science, Dental Public Health and Occupational Safety)). Approximately one-fifth of the examination includes test items based on patient cases.

Eligibility: A dental student is eligible for examination after completion of fourth year.

Test Item Format: National Board Dental Examinations are composed exclusively of multiple-choice test items.

Released Examinations:

Released editions of National Board Examinations may be purchased from the American Student Dental Association, 211 East Chicago Avenue, Suite 700, Chicago, Illinois 60611. You may call 1-800-621-8099, ext. 2795 or use the website at www.asdanet.org.

Examination Dates:

For Part I and Part II there is no deadline or date set. Students may call at any time to set an appointment for the exam.

<https://www.prometric.com/en-us/Pages/home.aspx>

Students must call 1-800-688-5804.

Immunization

A COMPULSORY Immunization program exists at McGill for students in the Health Sciences Programs. Health Sciences students must start the immunization process as soon as they are accepted at McGill and must complete it well before they are permitted contact with patients. Entry into the McGill University Teaching Hospitals may be delayed if immunizations are incomplete.

Proof of immunity must be written and signed by either a nurse or a physician and include the following:

1. Proof of primary series vaccinations for Diphtheria, Pertussis, Tetanus and Polio and proof of Diphtheria, Tetanus, combined with Component Pertussis Vaccine and Polio (Salk) vaccination boosters within the last 10 years.
2. Proof of two live Measles, Mumps and Rubella vaccinations the first one having been received after 12 months of age, or positive serology for each of these agents.
3. Proof of a TWO step PPD skin test for Tuberculosis using the Mantoux method within the last 12 months or documentation of previously positive PPD and a normal chest x-ray.
4. Proof of Varicella vaccination or positive serology.
5. Proof of Hepatitis B vaccination and positive anti-hepatitis B surface antigen serology (i.e. anti-HBs). "Immunity" to hepatitis B may be documented by both a positive anti-Hepatitis B core antigen serology (i.e. anti-HBc) and absence of Hepatitis B surface antigen (i.e. HBsAg). In this latter case, vaccination is not necessary.

There are no exceptions to these requirements. Students who do not meet these requirements will be asked to withdraw.

Vaccination against other infectious diseases such as influenza may be required.

Current information indicates that there is a potential risk of transmission of Hepatitis B from practitioner to patients in the clinical dental setting. Therefore, applicants for the DMD Program, Multidisciplinary Residency Program in Dentistry and M.Sc. in Oral and Maxillofacial Surgery will be required to be tested for Hepatitis B surface antigen by the McGill Student Health Services. Applicants who test positive for Hepatitis B surface antigen will be tested for Hepatitis B "e" antigen and Hepatitis B viral DNA to help determine infectivity risk. If either Hepatitis B "e" or Hepatitis B viral DNA is positive, the offer of acceptance will be withdrawn and registration in the program will not be completed.

Health Sciences students who think they might be infected or think they have been exposed to a blood-borne disease should be tested for any or all blood-borne pathogens.

Students who are seropositive for Hepatitis B, C, HIV and/or any other blood-borne pathogens have an obligation to notify the Dean or Director of the school as soon as they know their serologic status. These students will be referred to the "Service d'évaluation du risque de transmission d'infections hématogènes", a provincial service responsible for all infected workers, including medical students. This service will make recommendations to the students and Faculty based on current scientific knowledge and relevant guidelines and practices. Students must follow the recommendations of the Service. The Service may recommend restricting the practice of these students. Students who carry blood-borne pathogens may not be permitted to perform procedures involving needles, scalpels or other sharp objects as this may pose a risk to patients and co-workers. This means that they may not be able to complete their clinical requirements and may be required to withdraw.

Applicants who know they are carrying blood-borne pathogens should consider carefully their intention to become healthcare workers and govern themselves accordingly.

Students involved in patient care who develop any contagious disease placing patients at risk must immediately discuss their condition with their supervisor and they may be required to temporarily stop clinical activities. McGill University considers it important for Health Sciences students to fulfill their ethical obligation to patients by taking appropriate measures to minimize the transmission of disease. Students will receive details of the immunization requirements with their acceptance package. Immunizations can be completed at McGill Student Health Services which operates during the summer.

Student Communications

Email is an official means of communication with students at McGill.

The Faculty will communicate with its students using email. Messages will be sent to students' "McGill E-mail Address". This e-mail address is in the form `firstname.lastname@mail.mcgill.ca`. It is the responsibility of students to check for their messages in a timely fashion. Students must use their UEA in their communication with faculty.

The Help Desk at Burnside Hall, Room 112, Tel: 398-3700 (help@mcgill.ca) can give students their UEA and can explain how to use it.

For security reasons the Faculty will only answer students that use their McGill e-mail.

Faculty of Dentistry Teaching Awards

There are two awards to reward excellent teachers in the Faculty of Dentistry. Students are invited to send nominations for both awards taking into consideration the nomination criteria.

W.W. Wood Award for Excellence in Teaching

The Association of Canadian Faculties of Dentistry (ACFD) has implemented these awards to provide recognition for excellence in teaching at each Canadian Dental Faculty. These awards commemorate Dr. Bill Wood whose academic career exemplified dedication to research, teaching, and service. Although sponsored by the ACFD, the process of nominations, judging, and award presentation is coordinated by the ACFD Faculty Committees at each university. An award will be selected annually, if a candidate is selected by the ACFD Committee.

Nominations for the W.W. Wood Award are sought from senior students from among the full and part-time staff members in the Faculty of Dentistry who have completed at least three years of teaching in the Faculty.

Criteria for the W.W. Wood Award are as follows:

The Faculty member should:

- Demonstrate a comprehensive knowledge of his/her subject area;
- Be habitually well-prepared for teaching sessions, be they lectures, laboratories, seminars, tutorials, or clinics;
- Demonstrate enthusiasm for the subject and the capacity to arouse interest in it among the students;
- Encourage student participation in the teaching/learning process;
- Set high standards of student involvement and performance and successfully motivate students to attain such standards;
- Communicate effectively with students at appropriate levels;
- Utilize methods of evaluation of student performance which assess the higher levels of knowledge acquisition;
- Be accessible to students outside the class hours and provide for reasonable access by all;
- Be recognized as a superior teacher by students and colleagues.

Nominations should include at least three letters of support referring to the criteria outlined above. Student course evaluations, peer and expert evaluations, and any related course or teaching documents will be taken into consideration during the selection process.

All nominations must be received in the Dean's Office prior to March 15.

The Howard S. Katz Excellence in Teaching Award

This award will be presented to a member of the Faculty of Dentistry for superior teaching at the undergraduate level in the Faculty of Dentistry. The award differs from the W.W. Wood Award in that the recipient of the W.W. Wood Award is selected by the student body and the Howard Katz Award recipient is named by the Faculty.

Membership - *Ad hoc* Selection Committee - Howard Katz Excellence in Teaching Award

- Dean ex officio
- Associate Dean (Academic) ex officio
- President of the Dental Students' Society ex officio
- Two academic staff members (one clinical and one pre-clinical) selected by Faculty Council

The award will consist of a scroll; a cheque for \$1,000; and the recipient's name will be inscribed on a plaque to be mounted in the Faculty Council Room. No staff member can be given the distinction more than once in a five-year period. The award will only be presented if a strong candidate is identified.

Nominations will be sought through memos to Faculty Council members, the Faculty Newsletter and the Faculty's Web site. Nominations from staff and recent graduates (5 years) must be received prior to the first Friday in March of a given year. Each nomination will be initiated by two letters of support; one from the nominator and one from a seconder. Nominators should provide a brief description of the general procedures they used in the selection of the candidate. Nominees must be willing to attend Convocation to accept the award if selected.

The nominator should solicit evidence of outstanding teaching through:

- letters from former faculty
- letters from former students who have gone on to successful careers
- letters of support from his/her division or teaching hospital

(Note: letters from current students are discouraged)

Any faculty member who wishes to submit the same information on a candidate the subsequent year is welcome to do so, although in order to avoid a patchwork effect, it is suggested that a new updated dossier be submitted. Being a repeat nominee over many years does not make the nominee an inevitable winner.

The following criteria will contribute to the evaluation:

- Excellent student evaluations
- Evidence of pedagogical innovation
- Recognition of leadership in dental education

Approved by Faculty Council – March 21, 2001

Summer Externships

Students may choose to participate in an externship outside of the regular program in the summer between third and fourth year or as an alternative to DENT 314 Summer Clinic. There is a wide variety of externships available. These elective rotations are an excellent way for students who are considering applying to a postgraduate program to familiarize themselves with the specialty.

Some programs require proof that the student is in good standing in the program. Requests for letters of good standing are made to the office of the Associate Dean (Academic Affairs).

Externships

In externships, students participate in all activities, including the care of patients. Students wishing to undertake this type of elective outside McGill must obtain private liability insurance. Programs requiring proof of insurance will usually ask for this document as part of their application process. Students on externships are not covered by McGill University liability insurance. Treating patients without proof of liability insurance could have serious financial consequences for a student, should any problems arise during the externship.

The Division of Oral and Maxillofacial Surgery offers an externship in June, after final examinations.

Observerships

In observerships, students follow attending staff and residents, but do not treat patients themselves. Students do not usually need proof of liability insurance to participate in these rotations.

Authorization Procedure

Students who plan to apply for an externship program to replace DENT 314 Summer Clinic must receive prior authorization from the Associate Dean (Academic Affairs). The written request must include a letter from the Director of the program indicating the type of externship and the duration of the externship. An externship may be granted if the experience provided by the externship is deemed comparable/complementary to the experience provided by DENT 314 Summer Clinic. Students must have satisfactory academic standing in order to participate in an externship. An externship-evaluation will have to be completed by the program.

The Faculty does not maintain any information about externship programs, but will help support an application whenever possible.