COURSE DESCRIPTION
Students will be assigned to a University approved funeral home learning in actual practice situations: functional organization, procedures, and policies of the establishment. They will perform duties and services directly relating to the practice of funeral service as assigned by the preceptor, licensed funeral home staff, and/or faculty member. These duties will include surveillance of and participation in the execution of total services rendered to a family. The student will perform or assist in the performance of those other duties required for the successful operation of a funeral facility. This will be conducted under the direct supervision of a licensed funeral director/embalmer. The course is 13 weeks in length beginning Wednesday, January 20, 2016 and ending Friday, April 22, 2016

COURSE OBJECTIVE
Upon satisfactory completion of this course, the student shall be able to:
1. Assist in conducting funeral services of the various religious faiths;
2. Understand the basic principles involved in managing a funeral home;
3. Demonstrate a knowledge of the laws, rules and regulations that govern funeral service; and
4. Complete all appropriate reports and records.

TOPICAL OUTLINE
The student shall actually participate in the daily routine of a licensed funeral director/embalmer. During the course, the preceptor will provide the student with the opportunity for "hands-on" experience with the total funeral directing procedures from first call to attending to final disposition of the deceased. This will include, but is not limited to, removals, working visitations, business procedures, funeral home management, arrangements, and other learning experiences.

TEXTBOOK
Required:


COURSE CONTENT
1. Be able to assist in taking "first calls" and participate in making removals from the place
2. Understand and assist in gathering appropriate information and the proper completion of the necessary forms dealing with the profession.

3. Become familiar with funeral arranging and counseling as set forth by various policies and regulations.

4. Assist in "setting up" a service via proper casket placement, floral arrangements, seating, etc.

5. Assist with the funeral service as determined by the preceptor.

6. Participate in delivery of information to legal agencies, notices to newspapers, and delivery of the deceased to common carriers with appropriate papers and licensed attendant.

7. Be able to evaluate the value of the funeral to the survivors.

**POLICIES**

**Attendance:** The preceptor will develop a schedule for the students participation. The student will be graded according to their attendance and punctuality.

**Dress Code:** Students are expected to abide by the funeral home dress code as established by the preceptor.

**Studying:** Students are expected to read and do the exercises in the Compend and study for the National Board Examination during the internship.

**Faculty Visit:** I will be making a visit to everyone’s internship site once during the semester. It will not be during the University scheduled Spring break (March 12 – 20th, 2016). It is important that you be available at the funeral home to meet with me. It’s also important that you bring any completed reports with you to give to me. Please phone me if you are out on a funeral and tell me what time you will be back. I will send out e-mails about a week in advance and then call the day before I will be visiting.

Throughout the semester you will be responsible to complete quizzes on-line using D2L. The order of quizzes is as follows:

<table>
<thead>
<tr>
<th>Week</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week One</td>
<td>Accounting &amp; Sociology</td>
</tr>
<tr>
<td>Week Two</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Week Three</td>
<td>Chemistry</td>
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</tbody>
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**QUIZ 1**

<table>
<thead>
<tr>
<th>Week</th>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Week Four</td>
<td>Restorative Art</td>
</tr>
<tr>
<td>Week Five</td>
<td>Law</td>
</tr>
<tr>
<td>Week Six</td>
<td>Psychology</td>
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</tbody>
</table>

**QUIZ 2**

<table>
<thead>
<tr>
<th>Week</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week Seven</td>
<td>Microbiology</td>
</tr>
<tr>
<td>Week Eight</td>
<td>Mortuary Administration</td>
</tr>
</tbody>
</table>

**QUIZ 3**
Week Nine - Pathology
Week Ten - Pathology
Week Eleven - Anatomy

QUIZ 4
Week Twelve - Embalming
Week Thirteen - Embalming

There will also be a quiz given during the on-site visit.

EVALUATION
Each student must correctly complete no less than 12 case reports on actual funeral directing experiences. Each report submitted for credit must be signed by the licensed person that supervised the funeral. The funeral director/embalmer license number must appear next to his/her signature. At the end of the thirteen weeks, the preceptor will evaluate the student on the internship experience on the Preceptor Evaluation Form.

The course grade is determined as follows:
Correct completion of funeral directing case reports 25%
Quizzes 45%
Preceptors evaluation 20%
Assessment Exam 5%
Personal/Professional Growth Assessment 5%

100-92 earns you an A
91-83 earns you a B
82-75 earns you a C
74 and below earns you an F

If a student does not correctly complete at least 12 case reports he/she will receive an INC for the course.

NOTE:
When necessary the preceptor may appoint a licensed person from the funeral home to work with, approve, and sign case reports and assignments completed by the student during the internship.