SOUTHERN ILLINOIS UNIVERSITY
MORTUARY SCIENCE AND FUNERAL SERVICE
SPRING 2016

COURSE NO., HOURS AND TITLE: MSFS 412-2 Funeral Service Seminar

LECTURE: April 18 – April 29

COURSE DESCRIPTION: Formal discussions are held to evaluate the experiences and progress of the participants in the internship program. Mock arrangements will be videotaped and reviewed by faculty and students. The second part of the seminar is a review for the National Board Examination. Mandatory Pass/Fail.

PROGRAM MISSION STATEMENT:

The mission of the Mortuary Science and Funeral Service program is to challenge students to achieve academic and professional excellence; prepare students to acquire entry level positions in the funeral service profession; provide quality instruction and stay current with trends of the profession; cultivate and maintain excellent relations with local, state, and national organizations; enhance university and community relations; and work toward the continued improvement of the Mortuary Science and Funeral Service program as an ongoing process.

PREREQUISITE: Concurrent enrollment in MSFS 410 and MSFS 411

COURSE OBJECTIVE

Upon satisfactory completion of this course, the student shall be able to:

1. successfully complete the National Board Examination;

2. demonstrate comprehensive knowledge over the mortuary science curriculum;

3. demonstrate evidence of professional development; and

4. comprehend the multiple facets of the funeral service profession.

TOPICAL OUTLINE:

I. Sociology/Funeral Service History
II. Psychology
III. Funeral Directing
IV. Business Law
V. Funeral Service Law
VI. Funeral Service Merchandising
VII. Accounting/Computers
VIII. Embalming
IX. Restorative Art
X. Microbiology
XI. Pathology
XII. Chemistry
XIII. Anatomy
XIV. Orientation
XV. Assessment exam

TEXTBOOK

Required:

The handouts I gave you in MSFS 360
POLICIES:

1. Attendance is mandatory. Experience has shown that attendance is necessary for a successful completion of the course requirements. If you miss a day you will not pass this class.

All assignments are to be turned in on or before the due date. All assignments must be typed; double space, with 1 inch margins, and have a cover page unless other parameters are given.

CHEATING:

Cheating is NOT tolerated in any way shape or form. Even the appearance of cheating will not be tolerated. If suspected of cheating you will receive a zero. I will review the situation with some faculty to discuss the situation and how to proceed. Most likely you will be sent before the disciplinary review board, even if it is your first offense.

CLASSROOM BEHAVIOR:

The classroom is a “safe” environment for students. The focus will be on learning. Causing disruptions, harassment of other students, foul language, disrespect towards others, or entertaining at someone else’s expense will not be tolerated. For a detailed explanation of the Student Code, consult “Student Conduct Code” found in Important information for SIUC students, faculty, and staff pp. 22-32. All other rules of the Code must be followed in the classroom. The Student Conduct Code is available at: http://www.siuc.edu/~policies/policies/conduct.html

There is to be no eating in the classroom during class session unless previously approved by the teacher. You may drink coffee or soda in class so long as empty cups/cans are appropriately discarded.

Computer games/video games, cell phones, social media, being on the internet, studying for or working on a different class, disruptive clothing or behavior, and/or not taking your own notes (exg. Google share) will not be permitted during class.

CELL PHONES WILL BE TURNED TO VIBRATE OR OFF.

YOU ARE NOT ALLOWED TO AUDIO OR VIDEO RECORD MY CLASS OR LECTURES. NO PHOTOGRAPHY IS ALLOWED UNLESS APPROVED BY THE INSTRUCTOR.

The smelling of alcohol or any other drug, eating, attending class intoxicated or under the influence, usage of cell phones, sleeping, reading other materials/studying, being on the internet unless prior approval by the instructor or practicing personal hygiene during class time will not be tolerated. If a student partakes in the aforementioned activities, s/he will be disciplined according to the University’s Student Conduct Code and the Office of Judicial Affairs, and that day will be counted as an unexcused absence and you will be dismissed from class.

Class behavior will be strictly enforced in accordance with the University’s Student Conduct Code and the Office of Judicial Affairs.

You will have to pass a mock national board exam to pass this class.

GRADING:
This is a Pass/Fail Course
75 or greater = Pass
74 or less = Fail
UNIVERSITY’S EMERGENCY PROCEDURE:

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Public Safety’s website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

INSTRUCTOR:

Abel G. Salazar
salazar@siu.edu
Office: ASA 126A
Cell phone # 618- 713-6825
Office Hours: M, W, and F 10:00 AM to 11:00 AM or by Appointment