GENERAL INFORMATION ABOUT THE INTERNSHIP

During the spring semester of their senior year each student serves an internship as part of the curriculum to earn their degree. This internship is part of their curriculum and the student earns credit, has assignments and is evaluated by the preceptor. Much like a teacher’s assistant, the funeral service internship job shadows a licensed individual.

AGREEMENT OF UNDERSTANDING

Legal services here at SIU requires us to have an Agreement of Understanding on file prior to placing a student at a funeral home. Basically what it details is the legal ramifications of taking an SIU student. They are NOT to be considered employees, nor are you permitted to financially compensate them for their time and work. They are already getting University credit towards their degree.

Once you commit to taking a student, you will receive an Agreement of Understanding for your funeral home. It will be from our Office Support Associate, Brandie Coleman. If you have any questions regarding the Agreement you should talk to Mrs. Coleman at (618) 453-7211.

It takes about 6-8 months to get them through the system so we ask that you sign and return it as soon as possible. You may scan the signed Agreement and send it via e-mail, you may fax it to (618) 453-7020 or you may drop it in the mail.

INSPECTIONS

Due to accreditation, we are required to come to your funeral home and approve the site for instruction. We are looking primarily for OSHA type of things such as a drench shower, eyewash station, SDS book, working ventilation system, etc. These must be present and functioning.
TRAINING FOR THE PRECEPTORS

Also as part of accreditation, we have to make sure our preceptors are trained regarding the rules of the internship. We call it *Train the Trainer* and the link to view this program is [http://sah.siu.edu/undergraduate/mortuary-science-funeral-service/internship.php](http://sah.siu.edu/undergraduate/mortuary-science-funeral-service/internship.php) This is not a direct link you will have to copy and put the URL in the address. All the other sites are direct links. To prove to our accrediting body that you have been trained, there is a 10 question quiz that is required. The quiz is very easy and should only take about 10 minutes out of your day. The link to the quiz is [https://www.surveymonkey.com/r/FV7MT32](https://www.surveymonkey.com/r/FV7MT32)

STUDENT EVALUATIONS

During the semester that the student is at your facility we will ask you to evaluate the twice and share it with the student. This evaluation is called *Funeral Service Professional Growth* evaluation. This asks things about attendance, dress code, and overall behavior.

We ask you to share the evaluation with the student so they know, during the internship, areas they have excelled at and areas that still need improvement. The link to the *Funeral Service Professional Growth* evaluation is [https://www.surveymonkey.com/r/SIU-MSFS](https://www.surveymonkey.com/r/SIU-MSFS)

FINAL EVALUATION

Towards the conclusion of the 13 weeks we ask that you do an overall evaluation on the student’s performance overall. This evaluation will count as 20% of the student’s grade for each class (MSFS 410 & MSFS 411). The link for that evaluation is [https://www.surveymonkey.com/r/N6RWHD5](https://www.surveymonkey.com/r/N6RWHD5)

Any problems come up during the semester you may reach us on our personal cells at Cydney Griffith at (618) 713-4488 (those south of Springfield, IL) or Abel Salazar (618) 713-6825 (those north of Springfield, IL). We are also available at our offices at Cydney (618) 453-7214 and Abel (618) 453-8873.