SOUTHERN ILLINOIS UNIVERSITY
CARBONDALE

MORTUARY SCIENCE
AND
FUNERAL SERVICE PROGRAM

STUDENT INTERNSHIP MANUAL
MORTUARY SCIENCE AND FUNERAL SERVICE
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.

PURPOSE OF THE MANUAL

This internship manual is designed to serve as an informational guide to upcoming seniors in their internship experience. It serves to inform you about the selection process for your internship, clarify policies and procedures while on internship, and to explain what is expected of you to earn full credit for the courses. Mortuary Science and Funeral Service (MSFS) students are expected to be familiar with the following information.

STUDENT INFORMATION

UNIVERSITY STUDENT CONDUCT CODE
(http://policies.siuc.edu/_common/documents/StudentConductCode.pdf)

SCHOOL CALENDAR
(www.registrar.siuc.edu/calendars/academic.html).

As an SIU student you are permitted to take a week off for spring. You will be given off a week for spring break-this will be decided upon between you and your preceptor. It does not have to be during the scheduled spring break. It can be taken at the end of the semester and you will finish a week early-but this is mutually decided upon. Other time off will depend on your preceptor-expect to work A LOT-this is a learning experience-so the more you work, the more you learn.

All SIUC MSFS students are expected to attend to their internship sites for the full semester (minus a week for Spring break). Any deviation from the full semester may result in a lower grade and/or not graduating on time. If something should go wrong with your preceptor and you HAVE to change sites, contact the faculty Internship Coordinator immediately.

11/2018
Internship Spring 2018 Guidelines

Due to various circumstances the students will have partial say in where they are placed for their internships in Spring 2018. Tentatively the dates of the internship for 2018 are January 15 - April 27, 2018.

These circumstances hinge on the following guidelines:
- You are not choosing where you are placed, you are simply giving suggestions on where best to place you. The ultimate decision falls upon the faculty of the MSFS program- NOT the student.

- You may choose 3 areas/places where you would prefer to be placed. You may receive one of these areas if available. Due to the fact that you are not simply being placed on internship with no say in the decision, YOU are ultimately responsible for housing. If you choose a funeral home without housing it is still your responsibility to have arrangements made to have a place to live for your 14 weeks (one week for break) and transportation to and from the funeral home.

The faculty will try their best to place you near the most convenient location for you and for them. However, sometimes the location you have requested is unavailable various reasons, in which case the faculty will place you at a facility that is available. These forms should be turned in on/before Valenties day (2017- Notice it is an entire year early). Otherwise, the student will be placed somewhere the University has an Affiliation Agreement and the student will have to make their own living arrangements.

- What you CAN NOT pick for an internship sight possibility:
  1. You can’t pick a family member’s funeral home
  2. Out-of-state funeral homes cannot be selected unless state is first approved by instructor
  3. You shouldn’t request a firm with a volume less than 80 annually

- Some more does and dont’s:
  *Do let the faculty know that you may have legitimate extenuating circumstances that need to place you in a certain area (i.e. illness in the family, children, spouse, etc.)
  *The funeral home area should be a reasonable distance from SIU (no more than 400 miles from Carbondale Campus)

I ______________________ have read the preceding guidelines, understand them and will follow them.

_________________________________
Signature

Choice: (Area and possible funeral home within 400 miles of SIUC)
1.________________________________________

2.________________________________________

11/2018
3. ________________________________
Extenuating Circumstances: (continue on the back if you need to)

**INTERNSHIP SITES**

<table>
<thead>
<tr>
<th>FUNERAL HOME NAME</th>
<th>CITY, STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahlgrim Family Funeral Service</td>
<td>Lake Zurich, IL 60047</td>
</tr>
<tr>
<td>Barry Wilson Funeral Home</td>
<td>Maryville, IL 62062</td>
</tr>
<tr>
<td>Baue Funeral Home</td>
<td>St. Charles, MO 63301</td>
</tr>
<tr>
<td>Blue Funeral Home</td>
<td>Marion, IL 62959</td>
</tr>
<tr>
<td>Butler Funeral Homes &amp; Cremation Tribute Center</td>
<td>Springfield, IL 62703</td>
</tr>
<tr>
<td>Calvert &amp; Metzler Memorial Homes</td>
<td>Bloomington, IL 61701</td>
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<tr>
<td>Campbell Funeral Home</td>
<td>Carmi, IL 62821</td>
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<tr>
<td>Crain Funeral Home</td>
<td>Anna, IL 62906</td>
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<td>Crawshaw Funeral Home</td>
<td>Murphysboro, IL 62966</td>
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<td>Dashner-Strauss-Leesman Funeral Home</td>
<td>Dupo, IL 62239</td>
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<td>Davis-Anderson Funeral Home</td>
<td>Carlinville, IL 62626</td>
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<td>Dietrich-Mothershead Funeral Home</td>
<td>DeSoto, MO 63020</td>
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<td>Gatling’s Chapel Inc</td>
<td>Chicago, IL 60628</td>
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<td>Glueckert Funeral Home Ltd.</td>
<td>Arlington Heights, IL 60004</td>
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<td>Graceland Fairlawn Funeral Home</td>
<td>Decatur, IL 62526</td>
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<td>Hobbs Johnson Funeral Home and Crematory</td>
<td>Benton, IL 62812</td>
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<td>House of Branch Funeral Home</td>
<td>Chicago, IL 60612</td>
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<td>Hughey Funeral Home</td>
<td>Mt. Vernon, IL 62864</td>
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<td>Hurd-Hendricks Funeral Home</td>
<td>Knoxville, IL 61448</td>
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<tr>
<td>Irwin Chapel</td>
<td>Granite City, IL 62040</td>
</tr>
<tr>
<td>J.M. Weirauch Funeral Home</td>
<td>Harrisburg, IL 62946</td>
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<td>J. W. Neal Funeral Homes Inc.</td>
<td>Louisville, IL 62858</td>
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<td>Johnson-Hughes Funeral Home</td>
<td>Herrin, IL 62948</td>
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<tr>
<td>Jones Funeral Home</td>
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<td>Knollcrest Funeral Home</td>
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<tr>
<td>Leak &amp; Sons</td>
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<tr>
<td>McMikle Funeral Home</td>
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<tr>
<td>Meredith Funeral Home</td>
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<td>Meredith-Waddell Funeral Home</td>
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<td>Milner and Orr Funeral Home</td>
<td>Paducah, KY 42001</td>
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<tr>
<td>Minor-Morris Funeral Home, Ltd.</td>
<td>Joliet, IL 60433</td>
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<tr>
<td>National Funeral Directors Association</td>
<td>Bethesda, MD 20814</td>
</tr>
<tr>
<td>Officer Funeral Home, PC</td>
<td>East St. Louis, IL 62205</td>
</tr>
</tbody>
</table>

11/2018
<table>
<thead>
<tr>
<th>Funeral Home Name</th>
<th>Location</th>
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<tbody>
<tr>
<td>Professional Funeral Director Services &amp; Crematory, Inc.</td>
<td>St. Louis, MO  63136</td>
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<tr>
<td>Rendleman &amp; Hileman Funeral Homes</td>
<td>Anna, IL  62906</td>
</tr>
<tr>
<td>Riggin-Pillatsch &amp; Burke Funeral Home</td>
<td>Carterville, IL  62918</td>
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<tr>
<td>Schrader Funeral Homes &amp; Crematory</td>
<td>Ballwin, MO  63011</td>
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<tr>
<td>Searby Funeral Home</td>
<td>DuQuoin, IL 62832</td>
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<tr>
<td>Segur Knapp Funeral Home</td>
<td>Watseka, IL 60970</td>
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<tr>
<td>Short Cunningham Funeral Home</td>
<td>Mount Carmel, IL 62863</td>
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<tr>
<td>Staab Funeral Home</td>
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<tr>
<td>Staab-Polk Memorial Home</td>
<td>Chatham, IL 62629</td>
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<tr>
<td>Sunset Funeral Home</td>
<td>Danville, IL 61834</td>
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<tr>
<td>Walker Funeral Home</td>
<td>Carbondale, IL  62901</td>
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<tr>
<td>Wojstrom Funeral Home</td>
<td>Granite City, IL 62040</td>
</tr>
<tr>
<td>Wolfe-Blurton Funeral Home</td>
<td>Potomac, IL  61865</td>
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</tbody>
</table>
COURSE NO., HOURS AND TITLE: MSFS 410 Funeral Service Internship-Management

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.

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.

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:

   Morticians Assessment Testing Simulator (MATS) computer download.
   www.morticianstudy.com

   Professional Training Schools (2001). Funeral service compend, Dallas, TX: Professional Training Schools, Inc.
COURSE CONTENT

1. Be able to assist in taking "first calls" and participate in making removals from the place of death.
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. 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.

Discipline: Internship is a course that students pay tuition for the Spring semester. Therefore, the student is required to abide by the Student Conduct Code established by the office of the Student Rights and Responsibility. It can be located at https://srr.siu.edu/student-conduct-code/. Any violation of the “Code” will result in an “F”, removal from the internship site, and/or permanent removal from the Program. If you receive a “F” you will not be allowed to retake the course.

If you are removed from a funeral home by faculty or preceptor you will not be permitted to retake the course and you will also receive a “F”.

In order to get credit for the courses, the student must complete all 13 weeks, no
Throughout the semester you will be responsible to complete quizzes on-line using D2L. The order of quizzes is as follows:

Week One - Accounting & Sociology
Week Two - Chemistry
Week Three - Chemistry

**QUIZ 1**

Week Four - Restorative Art
Week Five - Law
Week Six - Psychology

**QUIZ 2**

Week Seven - Microbiology
Week Eight - Mortuary Administration

**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:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct completion of funeral directing case reports</td>
<td>25%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>45%</td>
</tr>
<tr>
<td>Preceptors evaluation</td>
<td>20%</td>
</tr>
<tr>
<td>Assessment Exam</td>
<td>5%</td>
</tr>
<tr>
<td>Personal/Professional Growth Assessment</td>
<td>5%</td>
</tr>
</tbody>
</table>

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.

11/2018
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.

SOUTHERN ILLINOIS UNIVERSITY
MORTUARY SCIENCE AND FUNERAL SERVICE
MASTER SYLLABUS

COURSE NO., HOURS AND TITLE: MSFS 411 Funeral Service Internship - Embalming

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.

COURSE DESCRIPTION

Students will be assigned to a University approved funeral home to be given the opportunity to learn embalming techniques by active participation in the preparation room under the direct supervision of a licensed embalmer. The student will perform or assist in the performance of those other duties required for the successful operation of a funeral facility. The course is 13 weeks in length beginning January 17, 2017 and ending April 14, 2017.

COURSE OBJECTIVE

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

1. Select, locate and raise arteries and veins for the embalming operation;
2. Select the proper embalming chemicals and techniques for different types of embalming;
3. Function in the embalming room in a safe manner;
4. Embalm a dead human body; and
5. Complete appropriate reports and records.

TOPICAL OUTLINE:

The student shall actually participate in all embalming procedures under the direction of a licensed embalmer. During the course, the preceptor will provide the student with the opportunity for “hands-on” experience in the total embalming procedure. The student must demonstrate a proficiency of anatomy by locating and raising vessels at the sites normally used for injection and drainage during the arterial embalming procedure. Also, trocar guides must be demonstrated for proper cavity embalming. Procedures for proper posing of the features and restoration techniques must be demonstrated by the student. Proper attire must be worn at all times during the embalming procedures.
TEXTBOOK

Required:

Morticians Assessment Testing Simulator (MATS) computer download. www.morticianstudy.com

Professional Training Schools (most current edition). Funeral service compend. Dallas, TX: Professional Training Schools, Inc.


COURSE CONTENT

1. Perform case analysis prior to the actual procedures in order to ascertain any problems that may occur and to determine specific procedures to be used.
2. Participate with appropriate safeguards.
3. Know and utilize the sites of possible arterial injection and drainage as per analysis of the individual case.
4. Be familiar with and use the appropriate instruments for the proper embalming procedures.
5. Be familiar with and use the appropriate chemical formulation for each deceased as determined by case analysis.
6. Raise appropriate vessels for injection and drainage and determine when the embalming procedure is successful.
7. Demonstrate special treatments for problems arising during the embalming operation.
8. Demonstrate appropriate concern for not only sanitation of the deceased, but for the embalmer and the physical facilities exposed to contamination during the embalming process.
9. Be able to demonstrate minimal skills learned to completely embalm a “normal” case and an autopsy case under the direct supervision of the preceptor.
10. Assist in cosmetizing, dressing, and casketing the deceased.
11. Be able to perform correct procedures related to cavity treatment during the embalming operation.

POLICIES:

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

Studying: Students are expected to read the Compend and study for the National Board Examination during the thirteen week internship.
Dress Code: All students while participating in the laboratory will don personal protective equipment. In addition, all students are expected to abide by the funeral home dress code as established by the preceptor.

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 11-19th, 2017). 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.

Discipline: Internship is a course that students pay tuition for the Spring semester. Therefore, the student is required to abide by the Student Conduct Code established by the office of the Student Rights and Responsiblity. It can be located at https://srr.siu.edu/student-conduct-code/ Any violation of the “Code” will result in an “F”, removal from the internship site, and/or permanent removal from the Program. If you receive a “F” you will not be allowed to retake the course.

If you are removed from a funeral home by faculty or preceptor you will not be permitted to retake the course and you will also receive a “F”.

In order to get credit for the courses, the student must complete all 13 weeks, no exceptions.

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

- Week One: Accounting & Sociology
- Week Two: Chemistry
- Week Three: Chemistry

**QUIZ 1**

- Week Four: Restorative Art
- Week Five: Law
- Week Six: Psychology

**QUIZ 2**

- Week Seven: Microbiology
- Week Eight: Mortuary Administration

**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**

11/2018
Each student must correctly complete no less than 12 case reports on actual embalming 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%

The grading scale will be:

- 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.

**INTERNSHIP ORIENTATION**

Each funeral home is different and has different standards to abide by. Thus, they may ask you for proof of Hepatitis vaccine, OSHA training, and/or drug testing. In the event that a funeral home does request drug testing, it is up to the student to cover the expense of said testing. Proof of Hepatitis vaccine can be obtained by the physician that you received it from. Proof of OSHA training may be obtained from the Embalming Instructor.

Once you have been assigned to a funeral home for the internship courses, it is recommended that you visit the funeral home to discuss dress code, behavior, tattoos, cell phone usage, hours, living arrangements if applicable, etc. It is also recommended that you dress professionally during that session. Tattoos, multiple piercings, long hair, beard, etc. should be covered or put up when asked to do so. This is a traditional profession for the most part and many funeral directors frown on those types of outward displays.
**INTERNSHIP EXPECTATIONS**

1. You are representing Southern Illinois University Carbondale and the Mortuary Science program. You will also be representing yourself. Do not do anything to jeopardize the school or your own reputation and your future.

2. You are expected to act like adults and conduct yourself in a mature manner.

3. Emphasis will be placed on learning (you are NOT an employee of the funeral home). You are a student enrolled at SIU taking a college credit course. This is a similar experience to student teaching-you are there to learn hands-on experiences in a safe, supervised environment.

4. **Personal appearance**
   
a. **Clothing**—you should have the necessary clothes that a licensed funeral director/embalmer would have. You should check with your preceptor as to the type of clothing to be worn. Find out before you arrive at your internship site what is expected for daily work, visitations, funerals, embalmings, etc. If you aren’t sure what to wear on a certain occasion-ask someone first. Every funeral home has some sort of required dress-find out what it is and follow it.

   b. **Cleanliness**—you are going to be in a position at the funeral home where you will be observed constantly. Make sure your personal hygiene is excellent. You will need proper clothing, shoes, boots, coat, umbrella etc. Clothing should also be clean and neat at all times. I should not look slept in or your shoes look like you just crossed a muddy field. Above all else maintain your personal appearance at or above your preceptor’s standard.

   c. **Haircuts, beards, mustache**—the length of your hair can usually be determined by that of the owner/preceptor. If you are informed that your hair is too long—consider cutting it or maintained in a way that it doesn’t interfere with your work. If you have a mustache or beard, and you want to keep it, then it should be kept neatly trimmed at all times. Your hair, beard, and/or mustache will be kept clean at all times. Males should shave before all removals if at night and daily thereafter.

   d. **Earrings, gauges, piercings, implants and tattoos**—no more than two earrings total can be worn when greeting the public; if your preceptor does not want piercings jewelry and gauges during visitations/funerals you can not wear them. Eyebrow, lip, nose, tongue and other piercings will not be visible when greeting the public. Implants must be removed if preceptor does not approve. **Tattoos should be kept covered when working with the public.** Those things can portray an image that is derogatory to a funeral home, SIU and yourself.

   e. **Tabacco Use**—no tabacco will be allowed for any reason!

5. **Behavior in the funeral home**

11/2018
a. Always remember that your preceptor has a large sum of money invested in the funeral home and WILL NOT allow a student to jeopardize that.

b. Don’t sit on the owners desk or put your feet on any furniture while working at the funeral home phones will not be allowed except for business related phone calls only. Social media, e-mail, text, snapchat, instagram etc. will not be allowed.

c. Stand for ladies when introduced or when a lady enters the room

d. General manners and mannerisms should be observed at all times

e. Leave the office when a visitor, family or anyone else enters (the funeral director will inform you if you should stay)

f. Be EARLY, don’t just be on time – Be EARLY to everything. It makes you and your boss look good (and funerals don’t wait on you-they start on time).

g. Do not bring anyone with you to your internship site. Not a boyfriend, girlfriend, family member, animal etc.; you are there to learn and participate.

h. NO drinking or partying during your internship—you are representing a business so act accordingly

i. **DO NOT USE YOUR CELL PHONE DURING VISITATION AND/OR FUNERAL SERVICE!!!!!!**

6. **Time off** If you receive any time off, remember that what you do is a reflection on yourself and the funeral home. Be very careful as to your actions and what you do—especially in the community you are serving.

7. **Recommendations from the firm** You may be needing a recommendation for future employment and your preceptor will be an excellent person to provide one. You need to make sure that you provide the preceptor the opportunity to write a good recommendation. Some of the firms will be looking for an apprentice-don’t mess up an opportunity. Think of this as a 13 week job interview. You may not get a job at the firm, but you can get a referral to another place or a really good letter of recommendation (or possibly blackballed forever in the profession because you acted inappropriately).

8. **Housing and transportation** You are responsible for your own housing and transportation during the internship courses. You need to have a valid driver’s license and car or some means to get back and forth to the funeral home ON TIME (even on night calls).

**MISCELLANEOUS**

REMEMBER the preceptor of the funeral home is serving as your faculty while you are off campus. Their evaluation is part of your grade so be sure that you are on your most professional 11/2018
behavior. They may/or may not be a good resource of a recommendation for future employment. Realize the facility owner has invested a lot of money and time to make the funeral home successful.

Apply for graduation before you leave for spring semester-even if you are not going through the graduation ceremonies-you still have to apply to graduate. Make sure you are registered with the academic advisor for MSFS 410, 411, and 412. Cap and gowns can be rented or purchased in spring. The deadline to get measured and rent is around the middle of the semester-so plan accordingly.

Don’t do anything beyond your capabilities. Ask for HELP when you need it. Don’t try to lift a 350 person by yourself or move a manual transmission car if you have never driven one. Ask before you screw something up-you won’t look as stupid as you would if you break something or hurt someone. When in doubt, ask-don’t make a fool of yourself-simply be well informed.

**VERY IMPORTANT**: You will be turning in the acceptable format 12 of each case report (12 embalming’s and 12 funeral directing) from the computer forms on D2L. **Hand written reports will not be accepted**, nor will reports that have white out/corrections or colored ink. Blue ink is accepted for signatures only. When you are done with these reports you no longer have to complete case reports-but your internship is **NOT OVER**!!! You still will embalm, conduct funerals and do as your preceptor asks until the 13 weeks are over. **Do not tell your preceptor different and don’t call asking if you are done after 12 cases**.

You shouldn’t be making removals or embalming bodies alone-this is ILLEGAL and can get you and your preceptor in lots of trouble. If you do something, or are asked to do something, that you do not think you should have to do, talk to your preceptor about it first. If a problem remains, contact the internship coordinator.

Don’t worry about other students and their experiences. Internship experiences vary greatly-don’t get jealous if your classmate is doing more than you, less than you, getting more time off, less time off, it doesn’t matter. Just get through your semester, study hard, work hard and don’t worry about anyone but yourself and how you are going to pass your boards and graduate.

11/2018
**DISCIPLINE SECTION**
While on internship the preceptor is the primary disciplinarian. If s/he has a problem with a student s/he should address them directly. However, if the situation is not resolved s/he may contact the Internship Coordinator. The Internship Coordinator, or other faculty, will contact the student and the student may be removed from that location. If that is the case, the student will receive a failing grade and will not be allowed to retake the course(s). Again, you are responsible for housing and transportation.

Likewise, if the student has an issue with the preceptor s/he should take it up with that individual. If it cannot be resolved then the student should contact the Internship Coordinator and s/he will address the preceptor and try to get it resolved. If it cannot be resolved the student will be asked to leave the site and the student will receive a failing grade.

**FORMS**
**THESE TWO LISTING SHOULD BE PRINTED ON SEPARATE PAGES.**
For example, One should be Embalmings and one should be Funeral Directing.

*NOTE: This is the ONLY form that shows the decedent’s name.*

<table>
<thead>
<tr>
<th>Embalming Case List</th>
<th>Service Case List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>DOD</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**FUNERAL DIRECTING REPORT**

**Southern Illinois University**  
Mortuary Science and Funeral Service  
Internship Funeral Service Participation Report

<table>
<thead>
<tr>
<th>Student</th>
<th>Funeral Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Number</td>
<td>City &amp; State</td>
</tr>
<tr>
<td>Date Of Service</td>
<td>Type of Religious Service</td>
</tr>
</tbody>
</table>

**Type of Service**  
- ___ Anatomical Donation  
- ___ Direct Cremation*  
- ___ Graveside*  
- ___ Liturgical*  
- ___ Secular*  
- ___ Non-Liturgical*  
- ___ Military*  
- ___ Memorial Service  
- ___ Other (Please describe)______________________________

**Place of Service**  
- ___ Church*  
- ___ Funeral Home  
- ___ Cemetery  
- ___ Civic Center  
- ___ Other (Please describe)______________________________

* = You must have a minimum of 3 of these type services for credit.

| ___ Receive first call * | ___ Arrange for shipment |
| ___ Assisted with removal | ___ Arrange flowers |

11/2018
**Observe Arrangements***  
**Prepared Death Certificate***

**Assisted with visitation***  
**Completed Burial Transit Permit***

**Social Security Form***  
**Death Notice***

**Prepared Memorial Video***  
**Drove funeral coach***

**Prepared obituary***  
**Assisted with funeral service***

**Notified news media***  
**Arranged for casket bearers***

**Open /close casket***  
**Lined up funeral procession***

**Arranged for clergy***  
**Drove flower car***

**Arranged music***  
**Drove funeral coach***

**Interment arrangements***  
**Prepared Memorial Cards***

**FTC Compliant Statement of Funeral Good and Services Selected Completed***

**Veterans Flag Application, Burial Benefits Form, and Headstone/Marker Form Completed***

**Other**

* At least one is required for credit

**YOU MUST HAVE A MINIMUM OF 5 OBSERVATIONS OF ARRANGEMENTS AND RECEIVE 5 FIRST CALLS FOR CREDIT!**

TO RECEIVE CREDIT THE STUDENT WILL BE REQUIRED TO PROVIDE DOCUMENTATION OF THE SERVICE BY EITHER SERVICE FOLDER, OBITUARY, PRAYER CARD, OR OTHER ARTIFACT FROM THE SERVICE.

Student Signature: ____________________________  
Print Student’s Name: ____________________________

Preceptor’s Signature: ____________________________  
Print Preceptor’s Name: ____________________________

Funeral Director’s License Number: ____________________________

What was your level of participation? Explain in detail.

---

Receive first call ________________________________________________________________

Arrange for shipment ________________________________________________________________

Assisted with removal ________________________________________________________________

Arrange flowers ________________________________________________________________

Observe arrangements (a total of 5 needed for credit) *____________________________________

Prepared Death Certificate*_________________________________________________________________

Assisted with visitation ________________________________________________________________

Completed Burial Transit Permit* ___________________________________________________________________

Social Security Form* ___________________________________________________________________
<table>
<thead>
<tr>
<th>Task</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Death Notice*</td>
<td></td>
</tr>
<tr>
<td>Prepared Memorial Video</td>
<td></td>
</tr>
<tr>
<td>Drove funeral coach/flower car/funeral coach</td>
<td></td>
</tr>
<tr>
<td>Prepared obituary*</td>
<td></td>
</tr>
<tr>
<td>Assisted with funeral service</td>
<td></td>
</tr>
<tr>
<td>Notified news media</td>
<td></td>
</tr>
<tr>
<td>Arranged for casket bearers</td>
<td></td>
</tr>
<tr>
<td>Open and close casket</td>
<td></td>
</tr>
<tr>
<td>Lined up funeral procession</td>
<td></td>
</tr>
<tr>
<td>Arranged for clergy</td>
<td></td>
</tr>
<tr>
<td>Arranged music</td>
<td></td>
</tr>
<tr>
<td>Interment arrangements</td>
<td></td>
</tr>
<tr>
<td>Prepared Memorial Cards</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**FUNERAL DIRECTING FORM RUBRIC**

**Funeral Directing Checklist**

<table>
<thead>
<tr>
<th>3 OF EACH OF THESE</th>
<th>TOTAL</th>
<th>PROOF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liturgical Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Liturgical Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Cremation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graveside</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secular</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Military</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Church</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**5 OF THIS**

11/2018
Observe Arrangements
First Calls

**1 OF EACH OF THESE**
Social Security Form
Prepared Obit
FTC Compliant Statement Goods & Services
Veteran Flag App, Burial Benefit Form, and
  Headstone/Marker Form Completed
Prepared DC
Completed Burial Transit Permit
Death Notice

**STUDENT EXPENSES**

  **Books:** MSFS 410 and 411 use the same books. However, the expense of those books are up to the student. The MATS program is approximately $180, Practice Board for the National Board Exam (NBE) located on the Conference site is approximately $130 and the NBE is approximately $580.

  **Housing:** Students are responsible for securing their own housing for the courses. The Mortuary Science and Funeral Service program faculty does not accept responsibility for the nature, condition, or location of the housing facilities. None of the facilities have been examined nor approved by Program/University personnel for living arrangements. Neither Southern Illinois University Carbondale, nor any of its faculty, agents, or employees assume responsibility for any lease or rental agreements and cannot be held liable for nonpayment or damage.

  **Transportation:** Students are responsible for their own transportation to and from the internship site. You must have a valid drivers license and car or other means of getting to and from the funeral home even on night calls.

  **Uniforms:** Students are required to dress appropriately according to the funeral home policy and/or preceptor. During embalming’s, students should have access to and utilize, Universal Precautions.
**Computer Camera:** Students are required to have a webcam and a computer capable of using respondus. **NO EXCEPTIONS!** The only way around this is to pay and go to a proctor facility.

**Mortraqr.com:** Mortraqr is a computer program that you have to enter all your services. It keeps track of how many you have done for each type of service. See checklist under Funeral Directing Form Rubric. A student subscription for 6 months is $29.99. Mortraqr is **REQUIRED** for MSFS 410.

**NATIONAL BOARD EXAMINATION (NBE) EXAM**

Students must have completed and passed all required courses in the Mortuary Science and Funeral Service curriculum. There are 150 questions for each section: Arts and Sciences. As of today, the fees for the NBE is totals $570 ($285 for each section). Before you are allowed to register you must watch a video from the The Conference. This video may be located at www.theconferenceonline.org/securityverify.shtml

The school code for SIU is 31. You will need this code on the application. The NBE Study Guide is $50 dollars and may be obtained on The Conferences website (www.theconferenceonline.org).

**EVALUATIONS**

**Preceptor**

The Precptors evaluation is available on Survey Monkey at the following address:

https://www.surveymonkey.com/s/N6RWHD5

Each Preceptor will evaluate your work at the end of the 13 weeks. Some may choose to share their comments with you and some may not. This is important because it makes up 20% of your grade for EACH course.

In addition to the evaluation being 20% of your final grade, you will be assessed on your Personal and Professional Growth. You will be evaluated every three weeks by your preceptor. S/he will go over it with you and you will sign it and so will your preceptor. This evaluation makes up 5% of each grade for the two courses. The evaluation may be located on survey monkey at https://www.surveymonkey.com/r/SIU-MSFS. The evaluation is on the next page.
<table>
<thead>
<tr>
<th>Statement</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Demonstrates good rapport/communication skills with:</td>
<td></td>
</tr>
<tr>
<td>- On the phone</td>
<td></td>
</tr>
<tr>
<td>- Funeral Home Personnel</td>
<td></td>
</tr>
<tr>
<td>- Embalmer and/or Funeral Director</td>
<td></td>
</tr>
<tr>
<td>II. Demonstrates continual improvement of skills</td>
<td></td>
</tr>
<tr>
<td>III. Demonstrates a positive professional attitude</td>
<td></td>
</tr>
<tr>
<td>IV. Demonstrates ability to accept constructive criticism</td>
<td></td>
</tr>
<tr>
<td>V. Demonstrates flexibility (Willing to help out where needed)</td>
<td></td>
</tr>
<tr>
<td>VI. Demonstrates initiative to assist in or perform all funeral director/embalmer duties and shows a desire to learn</td>
<td></td>
</tr>
<tr>
<td>VII. Demonstrates good professional appearance</td>
<td></td>
</tr>
<tr>
<td>VIII. Demonstrates good attendance and punctuality</td>
<td></td>
</tr>
<tr>
<td>IX. Demonstrates responsible work ethics</td>
<td></td>
</tr>
<tr>
<td>X. Exercises good judgment</td>
<td></td>
</tr>
<tr>
<td>XI Exercises appropriate confidentiality</td>
<td></td>
</tr>
<tr>
<td>Total Points:</td>
<td>55</td>
</tr>
<tr>
<td>Evaluator’s Comments:</td>
<td></td>
</tr>
<tr>
<td>Clinical Instructor’s Signature Date</td>
<td></td>
</tr>
<tr>
<td>Intern’s Comments:</td>
<td></td>
</tr>
<tr>
<td>Intern’s Signature Date</td>
<td></td>
</tr>
</tbody>
</table>
**Student Evaluation of Funeral Facility**

**STUDENT FUNERAL HOME EVALUATION**  
**MORTUARY SCIENCE AND FUNERAL SERVICE**  
**SPRING INTERNSHIP**

**Internship Site:**  __________________________________________________________

Rate the experiences you received in the following areas:

<table>
<thead>
<tr>
<th>Experience</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Embalming-General</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Posing Features</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Raising Vessels</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Cosmetology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Observing Arrangements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participating in the Funeral Service</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Participating in the Committal Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explanation of Merchandising</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Autopsy treatment</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Dressing</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Casketing</td>
<td></td>
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</tr>
</tbody>
</table>

If any experience were poor, indicate why.

______________________________________________________________________________  
______________________________________________________________________________  
______________________________________________________________________________  

Your overall evaluation of the internship.

______________________________________________________________________________  
______________________________________________________________________________  
______________________________________________________________________________  

11/2018
UNIVERSITY POLICY CONCERNING SEXUAL HARASSMENT

Mortuary Science and Funeral Services Program Policy On Harassment

Southern Illinois University at Carbondale is committed to creating and maintaining a community in which students, faculty, and preceptors can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Sexual harassment, like harassment based on race or religion, is a form of discrimination expressly prohibited by law. It is a violation of Title VII of the Federal 1964 Civil Rights Act and Title IX of the Educational Amendments of 1972 and a civil rights violation of the Illinois Human Rights Act 1992.

In addition to being illegal, sexual harassment runs counter to the objectives of the Mortuary Science and Funeral Service Program. When people feel coerced, threatened, intimidated, or otherwise pressured by others into granting sexual favors, or are singled out for ridicule or abuse because of their gender, their academic and internship performance is likely to suffer. Such actions violate the dignity of the individual and the integrity of the University as an institution of higher learning.

In particular, the Mortuary Science and Funeral Service program will not tolerate the sexual harassment or abuse of any of our students, whether the initiator is the student intern, another student, or internship site employee. Any student violating this policy will be subject to disciplinary actions up to and including suspension from the program.

Further information on sexual harassment is located on-line at http://policies.siu.edu/personnel_policies/chapter4/ch4-all/sexual.html and http://srr.siu.edu/_common/documents/SCC
OSHA REFRESHER

OSHA Standards

Section 5(a)(1) of the Occupational Safety and Health Act of 1970 (OSHA Act), the General Duty Clause, requires that employers “shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees.” Therefore, even if an OSHA standard has not been promulgated that deals with a specific hazard or hazardous operation, protection of workers from all hazards or hazardous operations may be enforceable under section 5(a)(1) of the OSH Act. For example, best practices that are issued by non-regulatory organizations such as the National Institute for Occupational Safety and Health (NIOSH), the Centers for Disease Control and Prevention (CDC), the National Research Council (NRC), and the National Institutes of Health (NIH), can be enforceable under section 5(a)(1). The principal OSHA standards that apply to all nonproduction laboratories are listed below. Although this is not a comprehensive list, it includes standards that cover the major hazards that workers are most likely to encounter in their daily tasks. Employers must be fully aware of these standards and implement all aspects of the standards that apply to specific laboratory work conditions in their facilities.

The Occupational Exposure to Hazardous Chemicals in Laboratories standard (29 CFR 1910.1450), commonly referred to as the Laboratory standard, requires that the employer designate a Chemical Hygiene Officer and have a written Chemical Hygiene Plan (CHP), and actively verify that it remains effective. The CHP must include provisions for worker training, chemical exposure monitoring where appropriate, medical consultation when exposure occurs, criteria for the use of personal protective equipment (PPE) and engineering controls, special precautions for particularly hazardous substances, and a requirement for a Chemical Hygiene Officer responsible for implementation of the CHP the CHP must be tailored to reflect the specific chemical hazards present in the laboratory where it is to be used. Laboratory personnel must receive training regarding the Laboratory standard, the CHB and other laboratory safety practices, including exposure detection, physical and health hazards associated with chemicals, and protective measures.

The Hazard Communication standard (29 CFR 1910.1200), sometimes called the HazCom standard, is a set of requirements first issued in 1983 by OSHA. The standard requires evaluating the potential hazards of chemicals, and communicating information concerning those hazards and appropriate protective measures to employees. The standard includes provisions for: developing and maintaining a written hazard communication program for the workplace, including lists of hazardous chemicals present; labeling of containers of chemicals in the workplace, as well as of containers of chemicals being shipped to other workplaces; preparation and distribution of material safety data sheets (MSDSs) to workers and downstream employers; and development and implementation of worker training programs regarding hazards of chemicals and protective measures. This OSHA standard requires manufacturers and importers of hazardous chemicals to provide material safety data sheets to users of the chemicals describing potential hazards and other information. They must also attach hazard warning labels to containers of the chemicals. Employers must make MSDSs available to workers. They must also train their workers in the hazards caused by the chemicals workers are exposed to and the appropriate protective measures that must be used when handling the chemicals.

The Bloodborne Pathogens standard (29 CFR 1910.1030), including changes mandated by the Needlestick Safety and Prevention Act of 2001, requires employers to protect workers from infection with human bloodborne pathogens in the workplace. The standard covers all workers with “reasonably anticipated” exposure to blood or other potentially infectious materials (OPIM). It requires that information and training be provided before the worker begins work that may involve occupational exposure to bloodborne pathogens, annually thereafter, and before a worker is offered hepatitis B vaccination. The Bloodborne Pathogens standard also requires advance information and training for all workers in research laboratories who handle human immunodeficiency virus (HIV) or hepatitis B virus (HBV). The standard was issued as a performance standard, which means that the employer must develop a written exposure control plan (ECP) to provide a safe and healthy work environment, but is allowed some flexibility in accomplishing this goal. Among other things, the ECP requires employers to make an exposure determination, establish procedures for evaluating incidents, and determine a schedule for implementing the standard’s requirements, including engineering and work practice controls. The standard also requires employers to provide and pay for appropriate PPE for workers with occupational exposures. Although this standard only applies to bloodborne pathogens, the protective measures in this standard (e.g., ECP, engineering and work practice controls, administrative controls, PPE, housekeeping, training, post-exposure medical follow-up) are the same measures for effectively controlling exposure to other biological agents.
The Personal Protective Equipment (PPE) standard (29 CFR 1910.132) requires that employers provide and pay for PPE and ensure that it is used wherever "hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants are encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact." 29 CFR 1910.132(a) and 1910.132(b).

In order to determine whether and what PPE is needed, the employer must "assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of [PPE]." 29 CFR 1910.132(d)(1). Based on that assessment, the employer must select appropriate PPE (e.g., protection for eyes, face, head, extremities; protective clothing; respiratory protection; shields and barriers) that will protect the affected worker from the hazard, 29 CFR 1910.132(d)(1)(ii), communicate selection decisions to each affected worker, 29 CFR 1910.132(d)(1)(ii), and select PPE that properly fits each affected employee, 29 CFR 1910.132(d)(1)(iii). Employers must provide training for workers who are required to use PPE that addresses when and what PPE is necessary how to wear and care for PPE properly, and the limitations of PPE, 29 CFR 1910.132(f).

The Eye and Face Protection standard (29 CFR 1910.133) requires employers to ensure that each affected worker uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation, 29 CFR 1910.133(a).

The Respiratory Protection standard (29 CFR 1910.134) requires that a respirator be provided to each worker when such equipment is necessary to protect the health of such individual. The employer must provide respirators that are appropriate and suitable for the purpose intended, as described in 29 CFR 1910.134(d)(1). The employer is responsible for establishing and maintaining a respiratory protection program, as required by 29 CFR 1910.134(c), that includes, but is not limited to, the following: selection of respirators for use in the workplace; medical evaluations of workers required to use respirators; fit testing for tight-fitting respirators; proper use of respirators during routine and emergency situations; procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing and discarding of respirators; procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators; training of workers in respiratory hazards that they may be exposed to during routine and emergency situations; training of workers in the proper donning and doffing of respirators, and any limitations on their use and maintenance; and regular evaluation of the effectiveness of the program.

The Hand Protection standard (29 CFR 1910.138) requires employers to select and ensure that workers use appropriate hand protection when their hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes, 29 CFR 1910.138(a).

Further, employers must base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be informed, conditions present, duration of use, and the hazards and potential hazards identified, 29 CFR 1910.138(b).

The Control of Hazardous Energy standard (29 CFR 1910.147), often called the "Lockout/Tagout" standard, establishes basic requirements for locking and/or tagging out equipment while installation, maintenance, testing, repair, or construction operations are in progress. The primary purpose of the standard is to protect workers from the unexpected energization or startup of machines or equipment, or release of stored energy. The procedures apply to the shutdown of all potential energy sources associated with machines or equipment, including pressures, flows of fluids and gases, electrical power, and radiation.

In addition to the standards listed above, other OSHA standards that pertain to electrical safety (29 CFR 1910 Subpart S-Electrical); fire safety (Portable Fire Extinguishers standard, 29 CFR1910.157); and slips, trips and falls (29 CFR 1910 Subpart D - Working-Walking Surfaces, Subpart E Means of Egress, and Subpart. These standards pertain to general industry as well as laboratories. When laboratory workers are using large analyzers and other equipment their potential exposure to electrical hazards associated with this equipment must be assessed by employers and appropriate precautions taken. Similarly, worker exposure to wet floors or spills and clutter can lead to slips/trips/falls and other possible injuries and employers must assure that these hazards are minimized. While large laboratory fires are rare, there is the potential for small bench-top fires, especially in laboratories using flammable solvents. It is the responsibility of employers to implement appropriate protective measures to assure the safety of workers.

The Formaldehyde Standard (29 CFR 1910.1048) Formaldehyde is a gas; it's commonly used as a water-based solution called formalin. It acts as a tissue fixative and preservative in embalming and in laboratories. Formaldehyde usually has a rather strong characteristic odor, and it is considered to be a human carcinogen. Symptoms of formaldehyde exposure can include irritation of eyes, skin, nose, throat, and lungs; coughing; tearing eyes; wheezing; and dermatitis. Employers must ensure that no worker is exposed to an airborne concentration of formaldehyde which exceeds 0.75 parts per million in any 8-hour shift, and no more than 2 parts per million in any 15-minute exposure. Employers must maintain a safety data sheet, or SDS, for formaldehyde, and make the safety data sheet accessible to employees. Any work areas which may contain levels of formaldehyde in exceedance of the limits
must post specific warning signs. Employees who work with formaldehyde must have annual training to comply with the law.

*If a student needs to contact the Internship Coordinator they may do so at (618) 713-4488 or (618) 453-7214.*