



MERCER
COUNTY COMMUNITY COLLEGE

COURSE OUTLINE

Course Number	-Course Title	Credits
BUS 214	Funeral Service Internship	2
Hours: Lecture/Lab/Other 2/0/0	Co- or Pre-requisite Eligibility determined by Director of Funeral Service Programs and is limited to students who are registered as Interns with the New Jersey State Board of Mortuary Science, Student Trainees with the Pennsylvania State Board of Funeral Directors, or registered with a licensed Delaware Funeral Home.	Implementation Semester & Year Fall 2023

Catalog description:

These sequential courses in the Funeral Service Preparatory program combine business cooperative education (75 percent) and professional work (25 percent) in a cooperating funeral home, where students work under the direction of a licensed funeral director for 16-20 hours per week. Courses are supervised by the Director of Funeral Service Programs, a field supervisor and the sponsoring funeral director.

General Education Category: **Course coordinator:** Michael T. Daley DaleyM@MCCC.EDU 609-570-3472
Not GenEd

Required texts & Other materials:

Handouts from instructor and current funeral service periodicals

Course Student Learning Outcomes (SLO):

Upon completion the student will be able to:

1. Apply basic business skills in the workplace (ILG: 1; PLO 2.1.1)
2. Understand the importance of effective communications in the business setting. (ILG: 1 & 5; PLO: 2.1.1 & 2.1.2)
3. Recognize the importance of meeting deadlines for successful business practice. (ILG 1, & 10; PLO: 2.1.2, 2.1.2 & 2.1.6).
4. Identify how specific characteristics of funeral service affect business practices. (ILG: 1, 5, 8, & 11; PLO: 2.1.3)
5. Develop an understanding of the value of teamwork in the business world. (ILG: 1 8, & 11; PLO: 2.1.1, 2.1.2, 2.1.6, 2.1.9, & 2.1.10)
6. Improve personal communication skills. (ILG: 1, 8, & 11; PLO: 2.1.1 & 2.1.6)
7. Interpret and synthesize the index of embalming solutions verses the index of embalming fluids. (ILG: 1 & 2; PLO: 2.1.2, 2.1.4, 2.1.5 & 2.1.7).

Course-specific Institutional Learning Goals (ILG):

Institutional Learning Goal 1. Written and Oral Communication in English. Students will communicate effectively in both speech and writing.

Institutional Learning Goal 2. Mathematics. Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

Institutional Learning Goal 5. Social Science. Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.

Institutional Learning Goal 8. Diversity and Global Perspective: Students will understand the importance of a global perspective and culturally diverse peoples

Institutional Learning Goal 10. Information Literacy: Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

Institutional Learning Goal 11. Critical Thinking: Students will use critical thinking skills understand, analyze, or apply information or solve problems.

Program Learning Outcomes for Funeral Service AAS (PLO)

2.1 The central objective of an ABFSE-accredited program must be to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service. In support of this objective, a program must adopt at least the following Learning Outcomes:

- 2.1.1 Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
- 2.1.2 Identify standards of ethical conduct in funeral service practice.
- 2.1.3 Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- 2.1.4 Apply principles of public health and safety in the handling and preparation of human remains.
- 2.1.5 Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- 2.1.6 Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
- 2.1.7 Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
- 2.1.8 Describe methods to address the grief-related needs of the bereaved
- 2.1.9 Explain management skills associated with operating a funeral establishment.
- 2.1.10 Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

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Units of study in detail – Unit Student Learning Outcomes:

Unit I Introduction (SLO 1, 2, 3, 4, 5, & 6)

Learning Objectives

The student will be able to:

- Express a full understanding of their role as an intern.
- Synthesize the responsibilities of the intern in relation to that of a licensee.
- Understand and articulate the laws, rules and regulations required by the state.

Unit II Funeral Traditions (SLO 1, 2, 3, 4, 5, & 6)

Learning Objectives

The student will be able to:

- Demonstrate the requirements of the individual families they serve.
- Display a working understanding of the funeral traditions of multiple cultures, races and creeds.
- Display a working understanding of various fraternal and state organizations.

Unit III Serving Families (SLO 1, 3, 4, 6, & 7)

Learning Objectives

- Demonstrate a working knowledge of the financial obligations for which families are responsible.
- Demonstrate a working knowledge of the options available to fund services and disposition of remains.
- Demonstrate an understanding of the requirements of the individual families they serve.
- Display a working understanding of the difference between the index of an embalming fluid with the index of an embalming solution.

Evaluation of student learning:

-Grading for the course will be based upon:

- 1) letter grade submitted by preceptor evaluating student's progress/success at the funeral home (30%)
- 2) attendance and participation at seminar (30%)
- 3) timely submission of properly completed monthly reports (10%)
- 4) written reports, homework and final exam (30%)