



COURSE OUTLINE

BUS211/213
Course Number

FUNERAL SERVICE INTERNSHIP
Course Title

2
Credits

1/2 (FH)
Hours: lecture/laboratory/other (specify)

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 hours each week. Courses are supervised by the Director of Funeral Service Programs, a field supervisor, and the sponsoring funeral director.

Prerequisites: Eligibility determined by the Director of Funeral Service Programs and is limited to students who are registered as interns with the NJ State Board of Mortuary Science or student trainees with the PA State Board of Funeral Directors.

Corequisites: None

Last revised: August 2008

Course coordinator: Robert C. Smith, III; 609-570-3472; smithr@mccc.edu

Reasonable Accommodations for Students with Documented Disabilities

Mercer County Community College is committed to supporting all students in their academic and co-curricular endeavors. Each semester, a significant number of students document disabilities, which may require learning, sight, hearing, manual, speech, or mobility accommodations to ensure access to academic and co-curricular activities. The college provides services and reasonable accommodations to all students who need and have a legal entitlement to such accommodations.

For more information regarding accommodations, you may visit the Office of Academic Support Services in FA129 or contact them at 609.570.3422 or urbanb@mccc.edu.

Information resources:

MCCC library website for database of holdings:

http://www.mccc.edu/student_library.shtml

There are numerous MCCC library holdings for Funeral Service.

The call designations are:

- RA622 Funeral Service science and practice
- HD9999 Funeral Service business and profession
- GT3202 Funeral customs, sociology, and history

Other learning resources:

Director of Funeral Service has copies of Funeral Service magazines and articles for student use in his office collection.

Course goals:

The goal of this course is to provide funeral service prep students with an introduction to the Funeral Service profession via work experience and classroom discussion.

Units of study in detail

Funeral Service Internship is an opportunity for students to earn college credit for work experience. Students are expected to work 16-20 hours/week as an intern or student/trainee in a New Jersey or Pennsylvania funeral home under the supervision of a licensed funeral director.

Representatives of MCCC will visit the funeral home to discuss the program with the student and employer. The purpose of the visit is to clarify the preceptor's role in this work-experience setting and to monitor student's progress.

To earn credit for the courses students must submit monthly reports to MCCC (in addition to any State Board mandated reports). The purpose of the report is to document the students' work experience.

Students are expected to attend a weekly seminar class which will focus on current funeral service topics plus MCCC policies/ procedures. Student questions and comments are necessary to enhance the learning experience.

Students will complete written homework assignments as distributed by the instructor and two written reports regarding funeral service topics. Prescribed format for the reports is attached. Typewritten reports should be two pages. Homework assignments will be submitted on the assignment sheets.

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%)

Excused absence from seminar must be cleared with the Director of Funeral Service Programs. **ALL** absences will require a make-up in the form of an additional report.