



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

<u>TEXT:</u>	<u>TITLE:</u>	<u>Days of Death – Nights of Service</u>
	<u>AUTHOR:</u>	Mac McCormick
	<u>PUBLISHER:</u>	Jarmac
	<u>EDITION:</u>	First

Last revised: August 2007

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

FUNERAL SERVICE INTERNSHIP SEMINAR
TOPICAL COURSE OUTLINE/CALENDAR OF IMPORTANT DATES
FALL 2007

Aug. 31	Introduction - MCCC policies and paperwork
Sept. 7	Career in Funeral Service / Licensure and Academics Mac: "Shh, Help a FD, p. 63; "She was Always There" p. 53
Sept. 14	Funeral Service Terminology / Alphabet Soup Mac: "You Never Get Used to It" p. 27
Sept. 17-20	NJSFDA Convention <i>Students welcome. Registration \$60 in advance</i>
Sept. 21	Convention summary "What's in a Name?" (Handout from Instructor)
Sept. 28	Intern Rules and Regulations Mac: "When the Bells Toll" p.1; "The Undertaker" p. 3; "A Matter of Licensure" p. 79
Oct. 5	September monthly report due. Library
Oct. 12	First written report & discussion
Oct. 19	Discuss reports
Oct. 26	Mac: "Value of the Funeral: p. 143; "We Can Get Along Without You" p. 57
Nov. 2	October monthly report due. Mac: The Grandest Procession p. 95; A Coach to Remember p. 67
Nov. 5	<i>Deadline for withdrawal from course without grade penalty</i>
Nov. 9	Submit internet article & and discussion.
Nov. 16	Discuss internet articles
Nov. 21	Wed. follows Fri. schedule Innovations in Funeral Service
Nov. 22-25	<i>Thanksgiving Break</i>
Dec. 1	"Endings"
Nov. 30	Nov./Dec. Monthly Reports Due Last class meeting. "Where is Funeral Service Going?" Mac: Yesterday, Today & Tomorrow p. 71
Dec. 14-19	<i>Final Exams</i>

REPORT FORMAT

TITLE OF ARTICLE:

AUTHOR:

SOURCE/NAME OF PUBLICATION:

SUMMARY: Summarize the highlights of the article in paragraph form.

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COMMENTS: Discuss the impact of this information on you personally, your firm, and the entire funeral service industry.

Reports will differ in these respects based on how much you know about funeral service and your firm.

Assignment #1 Find an article in a **current Funeral Service periodical** that contains funeral (business, *not* embalming) related subject matter.

Follow the format above.

Include a copy of the article with your report.

Assignment #2 Find an *item* of interest about funeral service **on the internet**.

Discuss the impact of the *item* as above, plus the validity of the info and what background, if any, is provided about the author of the 'article'.

Include a copy of the *item* with your report.