



COURSE OUTLINE

FUN 320
Course Number

Funeral Service Laws, Rules & Regulations
Course Title

1
Credits

1/0
Hours: lecture/laboratory/other (specify)

Catalog description:

This course will focus on the laws, rules and regulations that specifically influence funeral service practice in New Jersey. This includes Mortuary Science Act (NJSA 45:7) and Administrative Code of the NJ State Board of Mortuary Science (NJAC 13:36-1), Vital Statistics rules (NJSA 26:6-8 and NJAC 8:9) and Uniform Enforcement Act (NJSA 45:1). Topics include general licensure and intern requirements, rules for operation of a funeral home, basic embalming procedures, general and special rules of practice, advertising and continuing education.

Students with interest in Pennsylvania will compare and contrast the practices of both states.

Prerequisites: FUN 315

Corequisites:

Required texts/other materials:

Rules and Regulations booklet provided by NJ State Board of Mortuary Science

Last revised: March 2006

Course coordinator: Robert C. Smith, III, tel. 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 goals of this course are: first, to give the funeral service student the necessary principles and theories to be successful as a funeral director, and second, to prepare the student for the National Board examination and State Jurisprudence Exam.

Units of study in detail.

Course objectives:

- Statutes (NJSA) v. Rules and regulations (NJAC)
 - Definitions
 - License and intern regulations
 - Uniform Enforcement
- Continuing Education
- FD role in vital statistics

- Removal of deceased
 - Embalming procedures
- Disposal of dead bodies
 - Pronouncement of death
 - Preparation and transportation of dead bodies

- Funeral home (mortuary) requirements
 - New installation
 - Corporation-proprietorship-partnership-LLC
 - Manager
 - Trade names
 - Change of ownership

- General Rules of Practice
 - Recordkeeping
 - Presence of licensee required
 - Note:** Pre-need and FTC rules and regulations are covered in other courses in the funeral service curriculum. NJ specifics will be reviewed.

- Special Rules of practice
 - Multiple burial
 - Disposition of cremated remains
 - Use of mortuary by another
- Advertising

These topics covered in FUN395 will be reviewed if time permits

- Disinterment

- Public Assistance funerals

- Medical Examiner and FDs
- Victims of Crime Compensation Act

Evaluation of student learning:

Students will be evaluated on the following basis:

40%	Mid-term exam
50%	Final exam
10%	Attendance and written projects

Exams will rely heavily on the multiple choice format utilized on national and state licensing exams. Fill-in and short answer questions will also be utilized.

NOTE: Minimum “C” grade in Funeral Service courses is **75**

100-94	A
93-90	A-
89-87	B+
86-83	B
82-80	B-
79-78	C+
77-75	C
74-60	D
>60	F

Academic Integrity Statement:

It is the students’ responsibility to attend all of their classes. If they miss a class meeting for any reason, students are responsible for all content that is covered, for announcements made in their absence, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all their classes. If students walk into a class after it has begun, it is expected that they choose a seat close to where they entered the room so that they do not disrupt the class meeting.

Students are expected to follow ordinary rules of courtesy during class sessions. Engaging in private, side conversations during class time is distracting to other students and to the instructor. Leaving class early without having informed the instructor prior to class is not appropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior. Disruptive behavior of any type, including sharpening pencils during class while someone is speaking, is not appropriate.

The college welcomes all students into an environment that creates a sense of community of pride and respect; we are all here to work cooperatively and to learn together.