



COURSE OUTLINE

FUN 295
Course Number

FUNERAL SERVICE FIELD EXPERIENCE
Course Title

3
Credits

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

Catalog description:

Course combines work in a funeral home setting and discussion of funeral service topics. Successful completion of Funeral Service Field Experience is necessary in order to graduate. Students are expected to work 16-20 hours /week in a funeral home and submit monthly reports summarizing the work plus detailed case reports. Job placement is students' responsibility, but must be approved by the Director of Funeral Service Programs. Students will be registered with the appropriate state licensing agency. Weekly seminar topics include death certificates, permits, and compliance with vital statistic requirements, Social Security & VA paperwork, casket construction, cremation, government compliance and other current issues. Computer applications for funeral service will be introduced. Guest speakers and field trips will be utilized as available.

Prerequisites: Students must be enrolled in the Funeral Service Education Curriculum.

Corequisites: FUN 247 or 249

TEXT: **TITLE:** **FUNERAL SERVICE SUPPLEMENT**
PUBLISHER: MCCC
EDITION: Current

Last revised: January 2009

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:

Copies of Funeral Service magazines and articles for student use are available in the Funeral Service Office collection.

MIMS – Funeral Service Software

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.

Via combination of work experience and classroom discussion, the student will be able to:

- Identify and explain the tasks necessary to provide Funeral Service to the public
- Demonstrate proficiency in embalming
- Complete vital statistics forms and other paperwork associated with Funeral Service
- Explain computer applications for Funeral Service
- Create obituaries and death notices
- Demonstrate familiarity with Federal and State Regulations that impact Funeral Service

Units of study in detail

Discussion Topics

- Death Certificates
- Fetal Death Certificates
- Death Certificate Correction
- Burial Permit
- Burial Permit Notice
- Methods of Disposition
- Obituary
- Death Notice
- Disinterment
- Social Security
- Railroad Retirement
- FTC documents
- Welfare
- Computer applications for FS
- EDRS

VA Issues

- Flag
- Headstone/Marker
- Burial in VA Cemetery
- Arlington National Cemetery
- Military Honors
- Presidential Memorial Certificate
- Insurance Assignment
- Transfer cases – shipment of HR
- Medical Waste
- How to pay?

IF TIME PERMITS:

- Organ donor preparation
- Embalming fluids / products
- Cremation
- Review casket & vault construction

Student Evaluation is based upon:

- Attendance at seminar sessions
- Timely submission of monthly reports (totaling 224 hours - green)
- Timely submission of 8 case reports (yellow)
- 50% Timely submission of assignments, handouts and sample documents discussed in seminar

- Grade from preceptor for hours worked in funeral home
- 25% Successful completion of embalming observation

- Mid-term
- 25% Final exam

ALL FUNERAL SERVICE COURSES MUST BE COMPLETED WITH A GRADE OF ‘C’ OR BETTER

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.

To fulfill course requirements for **FUN 295** students must submit:

Obituary

- _____ Traditional funeral
- _____ Direct cremation

Death Notice

- _____ Traditional funeral
- _____ Direct cremation

- _____ Death Certificates
- _____ Abernathy

- _____ Burial Permit
- _____ Burial Permit Notice
- _____ Death Certificate Correction
- _____ Fetal Death Certificate
- _____ Disinterment

- _____ FTC Project w/SFG & S selected
- _____ Complete Funeral
- _____ Direct Cremation

VA

- _____ Assignment
- _____ 21-530
- _____ Headstone/marker application
- _____ Presidential Mem. Cert.

- _____ Welfare Application
- _____ Insurance Assignment

- _____ Social Security/SSA-721
- _____ Computer terms
- _____ Music licenses

MIMS Assignments

- _____
- _____
- _____
- _____

- _____ Intern
- _____ Shipment of human remains

- _____ How to pay?
- _____ Claimant
- _____ Medical Waste

Green monthly reports (totaling 224 hours)

- _____
- _____
- _____
- _____

- _____ 8 (yellow) case reports
- _____ Embalming Observation Report from Field Supervisor
- _____ Yellow case report for the embalming observation