



# COURSE OUTLINE

**BUS 211/212/213/214**  
**Course Number**  
    **2**      
**Credits**

**Funeral Service Internship**  
**Course Title**  
    **1/16-20 in funeral home**      
**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 16-20 hours per week. Courses are supervised by the Director of Funeral Service Programs, a field supervisor and the sponsoring funeral director.

**Prerequisites:** 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 or student trainees with the Pennsylvania State Board of Funeral Directors.

**Corequisites:** None

**Required texts/other materials:**

**Texts:**           **Title:**           Handouts from instructor and current funeral service periodicals

**Last revised:**           Spring 2020

**Course coordinator:** Michael T. Daley; 609-570-3472; daleym@mccc.edu

**Information resources:**

MCCC library website for database of holdings:  
[http://www.mccc.edu/student\\_library.shtml](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 Program has copies of Funeral Service magazines and articles for student use in his office collection.

## **Course competencies/goals:**

The student will be able to:

1. Apply basic business skills in the workplace
2. Understand the importance of effective communications in the business setting
3. Recognize the importance of meeting deadlines for successful business practice
4. Identify how specific characteristics of funeral service impact business practices
5. Develop an understanding of the value of teamwork in the business world
6. Improve personal communication skills

## **Course specific General Education goals and core skills:**

**Goal 1: Communication.** Students will communicate effectively in both speech and writing.

**Goal 2: Mathematics.** Students will use appropriate mathematical and statistical concepts and operation it interpret data and to solve problems.

**Goal 3: 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.

**Goal 8: Diversity.** Students will understand the importance of a global perspective and culturally diverse peoples.

**Goal 9: Ethical Reasoning and Action.** Students will understand ethical issues and situations.

## **MCCC Core Skills**

**Goal A. Written and Oral Communication in English.** Students will communicate effectively in speech and writing, and demonstrate proficiency in reading.

**Goal B. Critical Thinking and Problem-solving.** Students will use critical thinking and problem solving skills in analyzing information.

**Goal C. Ethical Decision-Making.** Students will recognize, analyze and assess ethical issues and situations.

**Goal D. 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.

**Goal E. Computer Literacy.** Students will use computers to access, analyze or present information, solve problems, and communicate with others.

**Goal F. Collaboration and Cooperation.** Students will develop the interpersonal skills required for effective performance in group situations.

**Goal G. Intra-Cultural and Inter-Cultural Responsibility.** Students will demonstrate an awareness of the responsibilities of intelligent citizenship in a diverse and pluralistic society, and will demonstrate cultural, global, and environmental awareness.

## **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 LB218 or contact them at 609.570.3422 or [johnsons@mccc.edu](mailto:johnsons@mccc.edu).

## **Academic Integrity**

Students are required to perform all the work specified by the faculty and are responsible for the content and integrity of all academic work submitted, such as papers, reports, and examinations. A student will be guilty of violating the Rule of Academic Integrity if he or she:

- uses or obtains unauthorized assistance in any academic work;
- gives fraudulent assistance to another student;
- knowingly represents the work of others as his or her own or represents previously completed academic work as current;
- fabricates data in support of an academic assignment;
- inappropriately or unethically uses technological means to gain academic advantage

## **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 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.

**Attendance / Class participation:** Students are expected to attend all class sessions and participate in discussions/activities.

### **Classroom decorum.**

-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.

-It is the students' responsibility to attend all classes. If classes are missed for any reason, students are still 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. Students are expected to be on time for classes. If students walk into a class after it has begun they select a seat close to the entrance in order to minimize the disruption.

-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 is not appropriate. **This includes use of cell phones in any manner during class time.** Texting and other forms of electronic communication will not be tolerated during class sessions. Students who engage in such activity will be asked to leave the class by the instructor.