# **COURSE SYLLABUS**

LAST REVIEW	Spring 2021	
COURSE TITLE	Funeral Rites Practicum I	
COURSE NUMBER	MTSC 0239	
DIVISION	Health Professions	
DEPARTMENT	Mortuary Science	
CIP CODE	12.0301	
CREDIT HOURS	4	
CONTACT HOURS/WEEK	Class: 2	Clinical: 150 total
PREREQUISITES	None	
COURSE PLACEMENT	This course is part of a selective admission program. Students must be admitted to the Mortuary Science program to enroll in this course.	

### **COURSE DESCRIPTION**

Students work in a local funeral home under the direct supervision of a licensed funeral director. Combines (8-9 hours) per week in an approved funeral home to learn procedures and perform duties directly relating to the practice of funeral service, as assigned by the preceptor, licensed funeral home staff and faculty members.

#### **PROGRAM LEARNING OUTCOMES**

- 1. Explain the importance of funeral service professionals in developing relationships with families and communities they serve.
- 2. Identify standards of ethical conduct in funeral service practice.
- 3. Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- 4. Apply principals of public health and safety in handling and preparation of human remains.
- 5. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- 6. Demonstrate skills required for conducting arrangements conferences, visitations, services, and ceremonies.
- 7. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
- 8. Describe methods to address the grief-related needs of the bereaved.
- 9. Explain management skills associated with operating a funeral establishment.
- 10. Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

## TEXTBOOKS

http://kckccbookstore.com/

#### METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

#### **COURSE OUTLINE**

- I. Orientation
  - A. Review Practicum I Guidelines
  - B. Fill-out State Registration Forms
  - C. Complete Funeral Establishment Affiliation Agreement form
  - D. Review Practicum Time Sheets/requirements
- II. Receive and review assigned case reports
  - A. Funeral Service Report
  - B. Visitation Report
  - C. Committal Service Report
  - D. Graveside Service Report
  - E. Memorial Service Report
  - F. Removal Report
- III. Utilize the following forms
  - A. First call sheet
  - B. Arrangement worksheet
  - C. FTC compliant General Price List
  - D. FTC compliant Casket Price List
  - E. FTC compliant Outer Burial Container Price List
  - F. Embalming Authorization form
  - G. Cremation Authorization form
- IV. Demonstrate required processes
  - A. Receiving first calls (minimum of 5)
  - B. Transfer of remains
  - C. Arrangement conference calls (minimum of 5)
- V. Funeral Observation
  - A. Observe funeral related services (minimum of 5)
  - B. Documentation of attendance and participation

- VI. Arrangement conference participation (minimum 1 of each type)
  - A. Death Certificate
  - B. Burial Transit permit
  - C. Social Security form
  - D. Death Notice
  - E. Obituary
  - F. FTC compliant Statement of Funeral Good and Services Selected
  - G. Veterans flag application, burial benefits forms, and headstone/marker forms

## COURSE LEARNING OUTCOMES

Upon successful completion of this course, the student will:

- A. Identify the various types of funeral services choices available.
- B. Document the activities performed during participation of the various types of funeral related activities.
- C. Document the FTC guidelines required by law.
- D. Identify the VA applications forms.
- E. Complete vital statistics forms.
- F. Explain the General Price list.
- G. Explain the Casket Price list.
- H. Explain the Outer Burial Container Price list.
- I. Apply the laws and regulations that govern funeral service.

## ASSESSMENT OF COURSE LEARNING OUTCOMES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

## COLLEGE POLICIES AND PROCEDURES

Student Handbook

https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-ofconduct.pdf

College Catalog https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.