

TEXTBOOKS

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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-of-conduct.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>.