MRTS 1330 – Funeral Service Internship Orientation

Course Syllabus: **Fall 2019**

"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."

Rebecca M. Robidas Gardner, MA, FD/EMB

Office: IA 101A

Phone: 903.434.8314

Email: RGardner@ntcc.edu

Office Hours:



Monday	Tuesday	Wednesday	Thursday	Friday	Online Availability
9:00 AM – 11:00 AM **1:00 PM 4:00 PM**		9:00 AM – 11:00 AM 1:00 PM – 4:00 PM			9:00 AM – 11:00 AM 1:00 PM – 4:00 PM Mon & Wed

*** **Zoom tutoring and office hours available upon request.**

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description (include prerequisites):
Three credit hours. Preparation for a funeral service career facilitated with on-site observation and participation. Instruction in equipment use, procedures, and functions in the daily operation of a funeral home.

3 Credit hours, 2 lecture hours, 4 lab hours.

Direct supervision is provided by the clinical professional in the funeral home. Emphasis is on the development of professional funeral directing skills.

Co-requisite: MRTS 1342

Required Textbook(s):

I. Funeral Directing and Funeral Service Management
II. A Walk Through Time - **Publisher:** Thanos Institute, **ISBN Number:** 978-0-96479675-1 / 978-0-9647967-9-9
III. Embalming Standards of Care Author: Jzyk S. Ennis, Ph.D. ISBN-13: 978-1539464679

Recommended Reading(s):
Additional Readings will be supplied in Blackboard.

Student Learning Outcomes:
Upon the completion of this course, the student shall be able to demonstrate the following competencies with a minimum grad of 80%:

1. To explain OSHA's hazard communication standard, formaldehyde standard, and blood-borne pathogens standard;
2. To define funeral terminology;
3. To recognize needs within the accepted modes of disposition of human remains;
4. To reconcile theoretical instruction with actual industry practice;
5. To discuss issues relating to death and funeralization;
6. To identify procedures in the disposition of human remains;
7. To observe functions of funeral service personnel and their relation to activities in allied areas;
8. To demonstrate psychomotor skills
9. Research the historical foundations of funeral service practices in order to better serve client families.
10. Examine the development of funeral service in order to bring significance to current practices.
11. Recognize enduring values of various cultures as expressed in their funeral practices.
12. Describe the evolution of funeral merchandise, funeral transportation and funeral homes.
13. Outline the progression and necessity of funeral service education.
14. Relate the value of funeral service associations and their purposes.
15. Explain basic principles of the embalming process and its associated chemicals and instruments;
16. To demonstrate an understanding of the restorative art process and its associated instruments;
17. Relate basic embalming treatment needs to the specific requests of client-families;
18. Respond to hypothetical situations involving human remains;
19. Discuss basic effects of trauma, disease and the natural break-down (decomposition) on the embalming and restorative art process;

SCANS Skills:
Basic Skills: reading, writing, arithmetic and mathematical operations, listening, speaking.
Thinking Skills: creative thinking, decision making, problem solving, visualize, knowing how to learn, reasoning.
Personal Qualities: responsibility, self-esteem, sociability, self-management, integrity and honesty.
Resources: time, money, materials and facilities, human resources.
Information: acquires, evaluates, organizes, maintains, interprets, and uses computers.
Interpersonal: participates in teams, teaches others, serves clients, exercises leadership, negotiates, works with diversity.
Systems: understands systems, monitors and corrects performance, improves or designs systems.
Technology: works with a variety of technologies.

Lectures & Discussions:
Didactic: Lecture, Power Point Presentations, Discussion, Videos/DVDs, Worksheets, Presentations, Written Assignments, Computer-based Assignments, Tutorials, and Assessments.

Internship: Clinical conferences, Verbal and Written Feedback, Pre-post Conference Discussion, Written Clinical Assignments, Demonstration, Observations, Evaluation Conferences 1:1 Feedback, Presentations, Role Play, Small Group Activities, Computer-based Assignments, Tutorials, and Assessments.

This course uses NTCC Student and Faculty email as the official form of communication. BlackBoard Learning System on the NTCC website may also be used in this course.

Evaluation/Grading Policy:

Percent

A	92 – 100
B	85 – 91
C	80 – 84
D	75 -- 79
F	74 & below

Points

A	1380-1500
B	1275-1379
C	1200-1274
D	1125-1199
F	< 1124

*A grade of C or better constitutes a passing grade in the Funeral Service Education program.

Tests/Exams:
There will be five exams, including the final. Per Funeral Service Program guidelines, you must make an 80% or better on final exams to successfully complete the course.

Exam I @100 points
Exam II @ 100 points
Exam III @ 100 points
Exam IV @ 100 points
Final Exam @200 points
Total Exam Points = 600

Assignments:
Dismissal Project @ 100 = 100 points
Research project @ 100 = 100 points
Synchronous class 2 @ 30 = 60 points
Discussion Boards 4 @ 10 = 40 points
Quiz 6 @ 20 = 120 points
Assignments 4 @ 20 = 80 points
History Journals 2 @ 10 = 20 points
Total Assignment Points = 540

Internship:
Clinical Journals 6 @ 10 = 60 points
Internship Observations 6 @ 25 = 150 points
Documentation 6 @ 25 = 150 points
Total Internship Points = 360 Points
*Some students may be exempt from Internship and Internship points. Exemptions depend on work history and submission of proper documents.

Total Course Points Available = 1500

Other Course Requirements:
Computer access is required in this course. Students must be comfortable using Word, opening and reading Excel documents, Power Point viewing, attaching documents in .DOC and .DOCX format, access and use online programs, use an internet browser, performing database searches for articles, Blackboard, and textbook support websites. In addition to this student will be required to have a recording device for video presentations and have the necessary software for uploading the videos to the course website.

Late Work
Late work will not be accepted in any Funeral Service course, unless discusses with the instructor of record, prior to submission. If an assignment is turned in late, with the permission of the instructor, 10% of the total possible points will be deducted for each day the assignment is late. Students will have five days to submit late work, on the fifth day the paper will be docked 50% of the grade, following the 10% per day policy. After the fifth day, late work will no longer be accepted.

Course Communication Policy
Student emails and phone calls will be answered within 48 hours. Messages sent on Saturday or Sunday may not be answered until Monday. It is recommended that you post course related questions in the discussion area. If you need info related to a test or assignment, plan ahead and submit your questions well ahead of the due date. Your instructor is not online 24 hours per day, so please allow time for response. Emails must be sent from a NTCC student email account or Blackboard, or they will not be answered. Assignments will not be accepted via email. All assignments should be submitted through Blackboard.

Blackboard collaborate, virtual sessions, and the discussion boards are areas that should be used for open questions and conversation. Use private email for information you do not wish to share with everyone. Check in frequently and respond to general conversations. Private e-mail should be used only when you want to converse with someone privately. Group e-mail is seen by all and you will be asked to post information, ideas, opinions, and questions publicly. You may also use Blackboard Collaborate (found on the left-hand navigation bar) for study groups. Just post in the discussion board that you want to have a study group with your classmates. Arrange a day and time for you to all meet there and discuss the material.

Assignment feedback
It is the goal of the funeral service faculty to have all grades and feedback returned to students within one week of the assignment due date. On occasion, certain types of assignments (i.e. projects and essays) may take longer to grade and return. Your instructor will inform you when to expect a delay in returned grades.

Virtual Class Recordings
Where and when available, automated classroom recording technology will be used to record virtual (Synchronous) activities. Such recordings will only be used to supplement the course(es) in which the recording took place. Please be sure to express concerns regarding synchronous activity recordings to the program director, prior to a virtual activity.

Student Responsibilities/Expectations:
Attendance is crucial due to the nature of this course. Success in this course is dependent on your active participation and engagement throughout the course. As such, students are required to complete all assignments by the due date, and to actively participate in class discussions.

Additionally, students are expected to:

- Log on at least three times a week – on different days in order to completely weekly assignments, assessments, discussions and/or other weekly deliverables as directed by the instructor and outlined in the syllabus;
- Participate in the weekly threaded discussions, this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and comment and questions from the instructor and/or other students;
- Check NTCC's student email regularly, as this is the primary method of communication in the Funeral Service program.

If you find that you cannot meet the class' minimum discussion requirements due to such a circumstance, please contact your instructor as soon as possible.

Please refer to the 2018-19 NTCC Associate Degree Funeral Service Student Handbook for specific policies.

** Students enrolled in Funeral Service courses which include external learning experiences (Internships) are required to comply with the program dress code. A copy of this dress code can be found in the documents section in your BlackBoard portal. It is suggested (and in some cases required) by the Funeral Service program that students purchase personal protective equipment for courses in which exposure to biohazards exists.

Email Etiquette:
As part of an effort to help you develop your professional communication skills, I am instituting a (somewhat) formal email etiquette policy. While in the past I have had a certain amount of patience for email messages that are written in an informal style—that is, without much attention to structure, grammar, spelling, and style—I am quite concerned that your future employer(s) and other professional colleagues will be less tolerant. They may think that if you are that inattentive in your writing, you might be just as careless when you are interacting with families as well. (For example, please see http://goo.gl/kB9D6)

Therefore, when you send me an email, please make every attempt to follow my recommended guidelines for acceptable email etiquette:

- Use a properly descriptive subject line that consists of the course number ("MRTS 1171") followed by a very brief phrase that summarizes the subject of your message, such as

"Homework 1, Problem 2" or "Appointment request." Please refrain from using short, nonspecific subject lines that have little to do with the actual message (like "hi," "class," "Comp Bio," "python," "question," "help," or just leaving the subject line blank.)

- Start the body of your email off with a proper greeting, such as "Hello Ms. G," or something similar. (As a side benefit, this prevents you from accidentally addressing me as "Rebecca.")

- Please make sure you know the difference between they're, their, and there. Similarly, make sure you know when to use it's versus its, your versus you're, and to, two, and too. (There are people who write entire books to convey the wrath and fury they feel when they see examples of such abominations of punctuation and spelling.)

- Please capitalize the first letter in each sentence, not the entire sentence.

To encourage you to get in the habit of better email etiquette, my plan is as follows: If I receive an email message from you that does not make a sincere attempt to follow the recommendations outlined above, I may respond with a "canned" (pre-written) message that will politely ask you to rewrite your email and send again. It doesn't have to be perfect (even I screw up sometimes), but assuming you made a decent attempt to do the right thing, then I will much more likely to provide an actual, personal, and timely response.

Research and Library Support:

Need library resources but don't know where to start? Searching for a book, article, or data for research? Not sure how to cite a source in your bibliography? Ask a librarian!

Research help is available in person at the Charlie and Helen Hampton Library Reference Desk, by phone at 903-434-8151, or by emailing the Director of Library Services, Ron Bowden at rbowden@ntcc.edu.

The library's website, www.ntcc.edu/library, offers access to over 80 databases (including an eBook collection and a streaming video collection), a citation style guide, tutorials, and a link to their online catalog. The Funeral Service Education's library guide can be accessed by going to http://libguides.ntcc.edu/c.php?g=634483.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

Licensure:

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

ADA Statement:
It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with Shannin Garrett, Academic Advisor/Coordinator of Special Populations located in the College Connection. She can be reached at 903-434-8218. For more information and to obtain a copy of the Request for Accommodations, please refer to the NTCC website - Special Populations.

Family Educational Rights And Privacy Act (FERPA):
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Other Course Policies:
Strong attendance is imperative to successful learning. Being that this is an online course, attendance is counted through exams, assignments, discussion boards and quizzes. Make sure to log in at least three times a week to check for new materials and announcements.