

MRTS 1272 – Funeral Service Board Prep - Arts

Course Syllabus: Spring 2019

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



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Office Hours:



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

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9:00 AM – 11:00 AM; 1:00 PM – 4:00 PM	9:00 AM – 11:00 AM	9:00 AM – 11:00 AM	9:00 AM – 11:00 AM	By appointment	9:00 AM – 11:00 AM Mon - Thurs

Zoom tutoring and extended office hours are 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):

This is an intensive review of the curriculum in the funeral service arts sections in preparation for the State Board Exam.

2 credit hours. 2 lecture hours.

Required Textbook(s):

Funeral Service Compend

National Board Exam Study Guide

Recommended Reading(s):

None.

Student Learning Outcomes:

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

1. Determine and discuss purpose of funeral service rites and customs. Determine diversity of family and society. Understand family, social, and cultural structures.
2. Discuss funeral's emotional, psychological benefits, facilitate grief process, and discuss effects of death on special populations and importance of viewing deceased. Identify needs for counseling.
3. Determine and discuss all aspects of funeral directing. Obtain and complete all documents and paperwork necessary for funeral arrangements. Have knowledge and ability to explain all aspects of funeral directing.
4. Prepare, evaluate, explain, and/or execute the following: wills, deeds, bonds, credit agreements, contracts, insurance, estate claims, disclosures, funeral home contract, and payment policy.
5. Discuss, define, and explain the following: products, services, merchandise, funeral home operations, and cemetery operations. Define and comply with Federal and State regulations regarding funeral service.
6. Determine, discuss, maintain and execute merchandise needs of the funeral home. Understand and implement merchandising applications in funeral service.
7. Process and apply an understanding of the use of computers. Understand and be able to apply principles of business accounting.

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>.

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, Videos/DVDs, 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
<u>C</u>	<u>80 – 84</u>
D	75 -- 79
F	74 & below

Points

A	920-1000
B	850-919
<u>C</u>	<u>800-849</u>
D	750-799
F	< 749

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

Tests/Exams:

There will be nine exams, including the final. **Per Funeral Service Program guidelines, you must make an 80% or better on final exams to successfully complete the course.**

Respondus Exam 1 @ 100 points

Exam #2 @ 75 points

Exam #3 @ 75 points

Exam #4 @ 75 points

Exam #5 @ 75 points

Exam #6 @ 75 points

Exam #7 @ 75 points

Exam #8 @ 75 points

Final Exam @ 200 points

Total Exam Points = 825 points (82.5 % of total points)

Assignments:

Assignments 7 @ 25 points each = 175 points

Total Assignment Points = 175 points (17.5% of total points)

Total Course Points = 1000 points

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.

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.

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. Make sure to log in at least three times a week to check for new materials and announcements.