

# MRTS 1301 – Contemporary Funeral Service Practices

Course Syllabus: Spring 2018



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

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9:00 AM – 11:00 AM	9:00 AM – 11:00 AM	9:00 AM – 11:00 AM	9:00 AM – 11:00 AM		9:00 AM – 11:00 AM Mon - Thurs
	1:00 PM 3:00 PM					

*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):** Survey of general principles related to customs, religions, human relations, and social behavior. Presentation of the requirements for burial, cremation, donation, and burial at-sea. An introduction to funeral counseling as a basis for fulfillment of responsibilities as a funeral director.

3 hours lecture. Co-requisite MRTS 1330 & MRTS 1342, or with permission from department chair.

**Required Textbook(s):**

Funeral Rites & Customs

Sociology for Funeral Service

**Publisher:** Professional Training Schools, Inc.

**ISBN Number:** None

**Additional Requirements:** Respondus Web Monitor (\$10.00). You will register for Respondus Monitor in the “Start Course Here” folder.

**Recommended Reading(s):** Appropriate readings will be supplied in Blackboard and through independent research.

**Student Learning Outcomes:**

Upon the completion of the Contemporary Funeral Service Practices course, the student shall be able to demonstrate the following competencies with a minimum grad of 80%:

1. To define the role of the modern funeral director.
2. To recognize the personal, ethical, and legal requirements for licensure.
3. To relate the historical bases of funerary customs to contemporary funeral service practices.

4. To identify the practitioner's duties related to the various modes of disposal of human remains. To perform rudimentary skills expected by prospective employers.
5. To discuss the purpose and value of the funeral.
6. To recognize the elements of grief and bereavement with emphasis on findings of select research.
7. To define terminology applicable to funeralization, memorialization, and disposal of the dead.
8. To assess the needs of various religions, humanists, fraternal organizations, and the military when arranging for disposal of the dead.
9. To recognize the legal parameters to be observed in arranging for disposal of human remains.

**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, Case Studies, Videos/DVDs, Worksheets, Small Group Activities, Presentations, Written Assignments, Computer-based Assignments, Tutorials, and Assessments. 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	920-1000
B	850-919
C	800-849
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 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 #1 @ 100 points  
Exam #2 @ 100 points  
Exam #3 @ 100 points  
Exam #4 @ 100 Points  
Final Exam @ 200 points  
Total Exam Points = 600

**Assignments:**

Project#1 @ 100 points  
Project # 2 @ 100 points  
Discussion Boards 2 @ 25 = 50 points  
Quizzes 5 @ 10 points = 50 points  
Misc. Assignments 5 @ 20 points = 100 points  
Total Assignment Points = 400

**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.

**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](mailto:rbowden@ntcc.edu).

The library's website, [www.ntcc.edu/library](http://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>.

**Student Responsibilities/Expectations:**

Students are expected to attend class. Please refer to the 2016-17 NTCC Associate Degree Funeral Service Student Handbook for specific policies.

**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.

**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.