

**STATE UNIVERSITY OF NEW YORK  
COLLEGE OF TECHNOLOGY  
CANTON, NEW YORK**



**COURSE OUTLINE**

**FSAD 308 Introduction to Internship**

**Prepared By: David R. Penepent**

**SCHOOL OF SCIENCE, HEALTH & CRIMINAL JUSTICE  
Funeral Services Administration Program**

Revised May 11, 2015

## FSAD 308 Introduction to Internship

- A. **TITLE:** Introduction to Internship
- B. **COURSE NUMBER:** FSAD 308
- C. **CREDIT HOURS:** 1 credit
- D. **WRITING INTENSIVE COURSE:** NO
- E. **COURSE LENGTH:** 8 Weeks
- F. **SEMESTER(S) OFFERED:** Fall
- G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:**  
Two hour lecture per week
- H. **CATALOG DESCRIPTION:** An internship is required to complete degree requirements in Funeral Services Administration. This course is taken in a semester prior to the Internship. Students locate a suitable site, construct a memorandum of understanding with a preceptor at that site, and create a learning contract. A liability insurance binder through the college must be established. Goals and objectives, a grading rubric, and communication methods for the experience are determined cooperatively by student, preceptor, and faculty supervisor.
- I. **PRE-REQUISITE:** Completion of 75 credit hours toward graduation including FSAD 129 Clinical Practicum
- J. **GOALS (STUDENT LEARNING OUTCOMES):**  
By the end of this course, the student will have:

Course Objectives	Institution SLO
1.Utilized a resume to secure a position	1. Communications skills 3. Interpersonal skills 4. Professional Competence
2.Created a format for the journal and the portfolio	4. Professional Competence
3. Performed a successful search for an internship opportunity	2. Critical Thinking 4. Professional Competence
4. Developed working relationships with potential site	1. Communications Skills 3. Interpersonal skills 4. Professional Competence
5. Executed a contract between intern, preceptor, and the college with established guidelines included as per SUNY Canton Internship/Culminating Experience Policy	1. Communication skills 4. Professional Competence

- K. TEXTS:** None
- L. REFERENCES:** None
- M. EQUIPMENT:** None
- N. GRADING METHOD:** P/F
- O. MEASUREMENT CRITERIA/METHODS:** Passing requires the existence, at a quality satisfactory to the instructor, of a contract with the site regarding specific work expectations. A written agreement must be established with the preceptor regarding performance expectations and the goals and objectives to be met during the internship. A learning contract which addresses communication, cognitive, and professional skills, and a plan for a portfolio of documents evaluating the experience is created utilizing the topics listed below:
1. Communication Skills
    - a. quality of communication, written and verbal, with faculty supervisor
    - b. clarity of descriptions of activities engaged in during the week as reported in the weekly summary report.
    - c. submission of an extensive summary of a counseling session regarding selection of funeral services and/or merchandise
    - d. evaluation by site preceptor and other staff as appropriate regarding the ability to communicate with coworkers
    - e. submission of copies of written material used during the course of the internship for funeral purposes such as obituaries, death notices, and memorial tributes
  2. Cognitive skills
    - a. proper use of industry-specific terminology
    - b. in-depth written accounts of different types of funeral services in which the student participated
    - c. evaluation by site preceptor of embalming skills as recorded on embalming report forms
    - d. appropriate discussions with the faculty regarding ethical situations that occur during the internship
    - e. demonstration of knowledge of legal requirements applicable to situations that occur during the internship
  3. Professional skills
    - a. fulfillment of employee performance expectations in appearance, timeliness, and assigned duties as noted by timesheet and preceptor assessment
    - b. demonstration of ability to direct groups of people during funeral activities
    - c. apparent knowledge of, and ability to counsel about, funeral purchases
    - d. awareness of personal behavior under stressful conditions
    - e. submission of all written and verbal assignments on time and in complete form
- P. DETAILED TOPICAL OUTLINE:**
- I. Creation of a resume
    - A. cover letter
      1. personal goals
      2. summary of personal attributes
    - B. education experience
    - C. work experience
    - D. references
  - II. Search for Internship opportunities

- A. geographic work areas
- B. facility type, especially case volume
- C. suitability to meet objectives established in MOU
- III. Establishing a logistical agreement
  - A. statement of goals
  - B. time schedule of planned work hours
  - C. preceptor responsibilities
  - D. format of funeral and embalming reports
- IV. Planning a Journal
  - A. daily Entries
    - 1. date and time of work
    - 2. activity pursued
    - 3. personal goal correlated with specific activity
    - 4. institutional goals achieved
  - B. weekly summary
- V. Creation of a Learning Contract (correlates to Measurement Criteria above)
  - A. Communication Skills
  - B. Cognitive Skills
  - C. Professional skills
- VI. Materials submitted by conclusion of orientation
  - A. letter of acceptance by clinical site
  - B. format of daily journal
  - C. learning contract
  - D. schedule of official communications between faculty and student
  - E. appointment letter of preceptor as adjunct faculty
  - F. embalming and funeral report forms
  - G. specific project topic which will require planning and implementation by the student at the site

**Q. LABORATORY OUTLINE: N/A**