COURSE OUTLINE

FSAD 308 Introduction to Internship

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

Revised May 11, 2015
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:

<table>
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<tr>
<th>Course Objectives</th>
<th>Institution SLO</th>
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| 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 |
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