

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



MASTER SYLLABUS

FSAD 129 – Clinical Practicum

**Created by: David R. Penepent, PhD
Updated by: David R. Penepent, PhD
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**SCHOOL of Science, Health and Criminal Justice
DEPARTMENT: Funeral Services Administration
SEMESTER YEAR Spring 2020**

A. **TITLE:** Clinical Practicum

B. **COURSE NUMBER:** FSAD 129

C. **CREDIT HOURS:** 2

D. **WRITING INTENSIVE COURSE:** No

E. **GER CATEGORY:** No

F. **SEMESTER(S) OFFERED:** Spring

G. **COURSE DESCRIPTION:**

Students are required to work in an assigned funeral home for a minimum period of five weeks. During this period, the students are expected to relate the theoretical background they have acquired to the practical functions of a funeral director. The faculty will contact the student and the funeral director periodically during the practicum. This will be by personal visits and/or phone conversations. The students are expected to serve this practicum without pay.

H. **PRE-REQUISITES/CO-REQUISITES:**

- a. Pre-requisite(s): The student must have successfully completion of FSAD 121 Analytical Embalming (with laboratory experience) with a grade of C or better. Must possess a Blue Card through the NYS Dept of Health, Bureau of Funeral Directing or comply with specific state regulations governing Internship/Practicum experiences. Clinical Practicum site must be approved and indemnified by SUNY Canton prior to beginning Practicum experience.
- b. Co-requisite(s): None
- c. Pre- or co-requisite(s): None

I. **STUDENT LEARNING OUTCOMES:**

<u>Course Student Learning Outcome [SLO]</u>	<u>PSLO</u>	<u>GER</u>	<u>ISLO</u>
a. Perform tasks related to funeral home operations and embalming techniques.	See Key 1, 2, 4 and 5		See Key 1 [O & W], 3[IM],4 [ER, IK, T] and 5
b. Demonstrate professionalism conducive to proper funeral etiquette and practice	See Key 1, 2, 4 and 5		See Key 1 [O & W], 3[IM],4 [ER, IK, T] and 5
c. Create a portfolio based on Clinical Practicum experience that reports embalmings performed and funerals services worked.	See Key 1, 2, 4 and 5		See Key 1 [O & W], 3[IM],4 [ER, IK, T] and 5

KEY	Institutional Student Learning Outcomes [ISLO 1 – 5]
ISLO #	ISLO & Subsets
1	Communication Skills Oral [O], Written [W]
2	Critical Thinking <i>Critical Analysis [CA] , Inquiry & Analysis [IA] , Problem Solving [PS]</i>
3	Foundational Skills <i>Information Management [IM], Quantitative Lit,/Reasoning [QTR]</i>
4	Social Responsibility <i>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</i>
5	Industry, Professional, Discipline Specific Knowledge and Skills

Program Learning Outcomes for Funeral Services Administration:

Key: Upon completion of the Funeral Services Administration degree program students will:

1. Be proficient in technical aspects of embalming and restoration.
2. Be able to complete funeral documents accurately in compliance with state and federal regulations.
3. Utilize critical thinking skills to address the complexities of funeral arrangements and management of a small business.
4. Distinguish between ethical and unethical performance in the funeral service setting.
5. Be aware of specific cultural and religious aspects of funeral customs and ceremonies.
6. Identify contemporary trends in funeral service in order to remain current in the field.

J. APPLIED LEARNING COMPONENT: Yes X No

K. TEXTS: None

L. REFERENCES: None

M. EQUIPMENT: None

N. GRADING METHOD: Pass/Fail

O. SUGGESTED MEASUREMENT CRITERIA/METHODS:

The funeral director (Preceptor) works as an extension of SUNY Canton. The student observes and practices, and participates in all aspects of funeral service under the direct supervision of the funeral director. The criteria for a grade for this class are as follow:

1. The grade is a combination of the funeral director's (Preceptor) and the faculty's evaluations.
2. The student will not receive a passing grade unless he/she has actively participated in a minimum of at least 5 embalmings, visitations, funerals, and other related funeral activities.

3. A complete portfolio must be turned in by the contracted date. Late submissions will result in a failing grade. Portfolios are due August 1st.
4. A minimum of 80 hours over a five week period of time must be completed in order to receive a grade for this class.

P. DETAILED COURSE OUTLINE:

- A. Ethical Professional Behavior
- B. Meticulous Observance of Funeral Home Rules and Regulations
- C. Practical application in funeral directing knowledge
- D. Practical application of funeral management knowledge
- E. Practical application of embalming knowledge
- F. Demonstrate knowledge of the Electronic Death Registry System (EDRS)
- G. Demonstrate proper phone etiquette.
- H. General Attitude
 1. Cheerful execution of orders
 2. Cooperative
 3. Acceptance of constructive suggestions
 4. Punctuality
 5. Appropriate dress
 6. Open-mindedness
- I. Maintenance of Work Standards Set by Supervisor
- K. Service in Exchange for Educational Opportunity
- L. Appreciation of the Opportunity to Learn Through Practical Experience

Q. LABORATORY OUTLINE:

The student will perform the tasks which the direct supervision of a licensed funeral director identifies according to the specifics of the current case at hand. The "Guide for Preceptors" document instructs the adjunct faculty about the levels of expectation in relation to the competence of the student. The level of participation of the student is expected to increase as the Practicum progresses.

During the Practicum, the student is expected to:

- A. Set-up for funerals and memorial services
- B. Demonstrate basic knowledge regarding body positioning and care.
- C. Actively participate in embalming which include but is not limited to:
 1. Setting features
 2. Performing basic hygiene care (body washing post-embalming)
 3. Suturing
 4. Raising vessels
 5. Mixing fluids and setting the embalming machine accordingly
 6. Clean-up of the embalming lab post-embalming
- D. Under the direct supervision of a licensed funeral director, demonstrate basic knowledge of the paperwork involved in death cases.
- E. Articulate proper terminology relating to embalming procedures