

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



MASTER SYLLABUS

FSAD 308 – Introduction to the Clinical Experience

CIP Code:

(12.0302) Funeral Direction/Services

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Updated by: March 27, 2024

**Science, Health and Criminal Justice
Funeral Services Administration
Spring 2024**

A. TITLE: **Introduction to the Clinical Experience**

B. COURSE NUMBER: FSAD 308

C. CREDIT HOURS:

Credit Hours: 1

Lecture Hours 2 per Week

Lab Hours Week

Other per Week

Course Length (7 Weeks):

D. WRITING INTENSIVE COURSE: No

E. GER CATEGORY: No

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

G. COURSE DESCRIPTION:

This course prepares the student for their Clinical Practicum & Internship experiences. The student will create a resume, reference list, and cover letter in preparation for a job interview. The goals and objectives of this course will be discussed and a recording keeping system will be established. Finally, the student will participate in a mock interview.

H. PRE-REQUISITES: Complete a minimum of 60 credit hours towards graduation; FSAD 129 Clinical Practicum or with permission from the instructor.

CO-REQUISITES: None

I. STUDENT LEARNING OUTCOMES:

Upon completion of this course, the student will:

Student Learning Outcome [SLO]	Program Student Learning Outcomes [PSLO]	Institutional Student Learning Outcomes [ISLO]
1. The student will create a resume, reference list, and cover letter that will be used in a mock job interview.	2.1.10 Demonstrate verbal and written communication skills and research skills needed for funeral service practice.	1. Communication Skills – Oral and Written

J. APPLIED LEARNING COMPONENT: Yes _____ No X _____

If Yes, select one or more of the following categories:

Classroom/Lab _____
Internship _____
Clinical Practicum _____
Practicum _____
Service Learning _____
Community Service _____

Civic Engagement _____
Creative Works/Senior Project _____
Research _____
Entrepreneurship _____
(program, class, project)

K. TEXTS: None

L. REFERENCES: None

M. EQUIPMENT: Microsoft Word or comparable software. Internet access is required.

N. GRADING METHOD: Pass/Fail

Once enrolled in the Funeral Services Administration program, students must complete the course of study within six (6) years. FSAD courses that are (6) years or older must be retaken because the American Board of Funeral Service Education revises the course outlines every seven years.

O. SUGGESTED MEASUREMENT CRITERIA/METHODS:

To receive a passing grade, the student is required to create a professional resume, reference list and cover letter. Upon completion, these documents will be used in a mock interview which will test the student's interviewing skills.

P. DETAILED COURSE OUTLINE:

I. Creation of a Resume & Reference List

II. Create a Cover Letter

III. Establish a Portal for Internship Recordkeeping

IV. Establish an Internship with a Funeral Home

- a. Complete an Information Worksheet
- b. Participate in Internship Orientation
- c. Funeral Home Site visit
 - 1) Preceptor Training
 - 2) Affiliation Agreement

V. Participate in a Mock Interview with the Career Center at SUNY Canton

Q. LABORATORY OUTLINE: None