

**STATE UNIVERSITY OF NEW YORK
CANTON, New York**



COURSE OUTLINE

FSAD 440 Internship in Funeral Services Administration

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

Revised: April 14, 2017

- A. **TITLE:** Internship in Funeral Services Administration
- B. **COURSE NUMBER:** FSAD 440
- C. **CREDIT HOURS:** 7
- D. **WRITING INTENSIVE COURSE:** No
- E. **WEEKS PER SEMESTER:** 7
- F. **SEMESTER(S) OFFERED:** Fall, Spring, or Summer
- G. **HOURS OF LECTURE:** no lecture. Hours of participation are 40 clock hours per week (for 7 weeks) at the site or participating in funeral activities at other locations, and five hours per week for recordkeeping, research, and communication with faculty. Total a minimum 280 hours.
- H. **CATALOG DESCRIPTION:**
 Students will spend at least 40 hours per week for 7 weeks in this experiential course. They will perform the standard duties of funeral director trainees in the areas of funeral directing and embalming. Additionally they will participate in a project determined during the Introduction to Internship course held in a previous semester. Successful completion of the course is based on assessment of supervising faculty and funeral home preceptor according to the assessment plan detailed in FSAD 308.
- I. **PRE-REQUISITE:** FSAD 308 Intro to Internship and be in the first semester of the student's Senior year. Must possess a Blue Card through the NYS Department of Health, Bureau of Funeral Directing **or** comply with specific state regulations governing Internship/Practicum experiences. Intern site must be approved and indemnified by SUNY Canton prior to beginning Internship experience.
- J. **STUDENT LEARNING OBJECTIVES:**

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| 1. Actively participated in at-need and preneed arrangement conferences. | 1. Communication 3. Professional Competence |
| 2. Complete actual Itemization Statements with 100% accuracy | 3. Professional Competence |
| 3. Compose obituary notices with high degree of personalization as evaluated by preceptor | 3. Professional Competence |
| 4. Create a portfolio that documents funeral services and embalming performed. | 3. Professional Competence |
| 5. Perform a funeral home project that improves some part of the funeral home operations. | 3. Professional Competence |
| 6. Discuss the results of a study of some aspect of the funeral home's standard operating procedures with suggestions for change if appropriate | 2. Critical Thinking 3. Professional Competence |

- K. TEXTS :**
McCullough, R.L. (2008). *NYSFDA manual of New York State's funeral laws and regulations affecting funeral directing: A practical guide for funeral directors*. Albany, New York: New York State Funeral Directors Association.
- L. REFERENCES:**
NYS DOH Rules and Regulations
Federal Trade Commission Website <https://www.ftc.gov/>
Occupational Health & Safety Administration <https://www.osha.gov/>
- M. EQUIPMENT:** Funeral home specific materials provided by the site
- N. GRADING METHOD:** Pass/Fail
- O. EVALUATION CRITERIA/METHODS**
Faculty supervisor will determine the grade based on:
1. Adherence to grading rubric developed in FSAD 308
 2. Recommendation of the preceptor at the Internship site based on compliance with MOU, performance of duties, improvement of skills
 3. Quality of written communication between student and faculty supervisor
 4. Submission of complete journal
 5. Student self-evaluation based on the evaluation instrument developed in FSAD 308
 6. Results of the study of an aspect of the internship site as described in the Topical Outline
- P. TOPICAL OUTLINE:**
The topic areas will be those which present themselves during the eight week experience and the participation in those events as documented by the student. In-house practice exercises may be used as a preparation for situations before they occur. An additional topic is the study of some particular aspect of the internship site such as an advertising program, preneed efforts, employee handbook, OSHA compliance, funeral home appearance, etc. This will generate a written or other media report as appropriate.
- Q. LABORATORY OUTLINE:** N/A