

Upon completion of the Clinical Practicum/Internship experience, the Preceptor is required to complete the following Report that evaluates the student’s performance during their experience. Please list or note any concerns or accomplishments that regarding this student’s performance during this funeral directing experience.

Student’s Name: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Preceptor’s Name: \_\_\_\_\_

Preceptor’s Signature: \_\_\_\_\_

Based on the above student’s performance during their Clinical Practicum/Internship experience, please evaluate their demonstration of professional skills and development. Your evaluation should be based on expectations of an inexperienced student rather than a Registered Resident or Licensed Funeral Director. This course is graded as Pass or Fail, and your candid evaluation is very important, the relative scores mainly serve to identify areas of strength (mastery of the skill being assessed) or the task(s) that may need further improvement.

On the following Likert Scale, please evaluate their performance during this experience:

- 5 = Exceeds expectations, rarely surpassed
- 4 = Performs beyond the level required by the task
- 3 = Adequately meets requirements and expectations
- 2\* = Does not consistently meet the expectation, but will improve in time
- 1\* = Fails to meet expectations
- N/A = no opportunity to evaluate

\*Please provide a notation of how this task appeared to be below average, in your written assessment, so that the Program Director can address these concerns with the student.

**Statistical Information:**

**Section I:** The student can provide this statistical information for the Preceptor.

	Clinical Practicum	Internship
1. Please circle the experience.		
2. Verify the total number of hours the student completed during this experience.	Enter total number of hours during this experience.	
3. <b>How many embalmings</b> did the student actively participate in. during this experience?	State number of:	
	Straight embalmings	_____
	Autopsies	_____
	Tissue Recovery	_____
	Topical Disinfection	_____

<p>4. <b>How many removals</b> did the student actively participate in, during this experience?</p>	<p>Number of Home Removals: _____          Number of Institutional Removal: _____          Number of At Scene Removals: _____          Number of Night Removals: _____</p>
<p>5. <b>How many visitations</b> did the student actively participate in, during this experience?</p>	<p>In Church _____          In Funeral Home _____</p>
<p>6. <b>How many funeral services</b> did the student actively participate in, during this experience?</p>	<p>Church Funeral Services _____          Funeral Home Funerals _____          Memorial Services (without the human remains present or with cremated remains present)</p>
<p>7. <b>How many committal services</b> did the student actively participate in, during this experience?</p>	<p>Cremated Remains _____          Casketed Remains _____</p>

**SKIP THIS SECTION IF THE STUDENT IS SERVING A PRACTICUM**

**Section II:**

<p><b>This section is for ONLY INTERNSHIP STUDENTS</b></p>	<p><b>Skip this section if the student is serving their Clinical Practicum Experience</b></p>					
<p>1. The intern accurately created and submitted an obituary, in a newspaper or online, in a timely manner.</p>	5	4	3	2	1	N/A
<p>2. The intern demonstrated accuracy when entering client data in a data management system.</p>	5	4	3	2	1	N/A
<p>3. The intern demonstrated accuracy when entering statistical information in DAVE (Database Application of Vital Events).</p>	5	4	3	2	1	N/A
<p>4. The intern completed a project that was beneficial for the funeral home.</p>	5	4	3	2	1	N/A
<p>5. The intern demonstrated the ability to create a Statement of Goods and Services Selected.</p>	5	4	3	2	1	N/A

**Section III:**

<p><b>Embalming and Restorative Art</b> The student:</p>	<p><b>Evaluate the student's performance based on the above Likert scale.</b></p>					
<p>1. demonstrated awareness of sanitation, cleanliness and laboratory procedures including safety.</p>	5	4	3	2	1	N/A

2. demonstrated proper use of PPE during the embalming process.	5	4	3	2	1	N/A
3. manual ability to perform tasks such as raising vessels, placing arterial tubes, and suturing techniques.	5	4	3	2	1	N/A
4. during pre-embalming and mid-embalming analysis, demonstrated the ability to identify problems that may indicate specific treatments to be used	5	4	3	2	1	N/A
5. demonstrated proper technique in raising vessel.	5	4	3	2	1	N/A
6. demonstrate the ability to mix fluids, apply surface treatments, aspirate and inject cavity fluids	5	4	3	2	1	N/A
7. demonstrate an ability to pose facial features, apply cosmetics, and inject tissue builder	5	4	3	2	1	N/A
8. demonstrate proper procedures for dressing, casketing and cosmetizing human remains.	5	4	3	2	1	N/A
9. demonstrate properly filling an urn.	5	4	3	2	1	N/A

**Section IV:**

<b>Personal Traits and Professional Behavior</b> The student's communication skills:	<b>Evaluate the student's performance based on the above Likert scale.</b>					
1. clarity of speech, volume, choice of vocabulary with co-workers.	5	4	3	2	1	N/A
2. clarity of speech, volume, choice of vocabulary with families.	5	4	3	2	1	N/A
3. taking and effectively communicating messages from the family to co-workers.	5	4	3	2	1	N/A
<b>Professionalism</b> The student's professional acuity.						
4. open-mindedness to new ideas, alternative services, different ethnicities	5	4	3	2	1	N/A
5. conformed to the funeral home's policies and procedures regarding confidentiality	5	4	3	2	1	N/A
6. punctuality	5	4	3	2	1	N/A
7. personal appearance: neatness, appropriate dress	5	4	3	2	1	N/A
8. handled or treated human remains with respect and dignity at all times.	5	4	3	2	1	N/A

**Page 4**

**Written Evaluation:**

If the student **scored below a 3** in any of the above section, please explain your reason for the low evaluation score.

Based on your professional experience as a funeral professional, are there any indications of unprofessional conduct or behavior that raise concerns? If so, please identify:

If you were hiring a funeral director or embalmer, would you hire this student?      YES      NO

What is your overall assessment of this student as a funeral professional?

I attest that I reviewed all the funeral case reports and embalming reports for accuracy. \_\_\_\_\_

Initials