

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



MASTER SYLLABUS

FSAD 129 – Clinical Practicum

CIP Code:

(12.0302) Funeral Direction/Services

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Updated by: October 25, 2023

**Science, Health and Criminal Justice
Funeral Services Administration
Spring 2025**

- A. TITLE: **Clinical Practicum**
- B. COURSE NUMBER: FSAD 129
- C. CREDIT HOURS (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity):

Credit Hours: 2
Lecture Hours ___ per Week
Lab Hours ___ Week
Other 16 per Week

Course Length (5 Weeks):

- D. WRITING INTENSIVE COURSE: NO
- E. GER CATEGORY: None
- F. SEMESTER(S) OFFERED: Spring
- G. COURSE DESCRIPTION:

The student will serve for 5 weeks, 16-hours per week, (a total of 80 clock hours), in a Clinical Practicum experience with a local funeral home. They will perform various funeral home duties (under the direct supervision of an assigned Preceptor) as a funeral director student in the areas of funeral directing and embalming. Successful completion of this course is based on the Preceptor's assessment.

- H. PRE-REQUISITES:
- The student must have successfully completed FSAD 121 Analytical Embalming (with laboratory experience) with a grade of "C" or better.
 - Must possess a Blue Card through the NYS Department of Health, Bureau of Funeral Directing.
 - For students serving the Clinical Practicum experience outside of New York State, the student must comply with that state specific regulations governing Internship/Practicum experiences.
 - The Clinical Practicum site needs to be pre-approved and an affiliation agreement must be completed and filed with SUNY Canton prior to beginning the Practicum experience.

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 assist with various funeral tasks including but not limited to: working visitations, funeral services memorial services and funeral arrangements.	2.1.6 Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.	1. Communication Skills – Written 4. Social Responsibility – Teamwork & Intercultural Knowledge
2. The student will participate in embalmings under the direct supervision of a licensed embalmer.	2.1.4 Apply principles of public health and safety in the handling and preparation of human remains. 2.1.5 Demonstrate technical skills in embalming and restorative art that are necessary for the preparation.	5. Industry, Professional, Discipline-Specific Knowledge and Skills

J. APPLIED LEARNING COMPONENT: Yes X No _____

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

Classroom/Lab ___
 Internship ___
 Clinical Practicum X
 Practicum ___
 Service Learning ___
 Community Service ___

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

K. TEXTS:

McCullough, R.L. (2020). *NYSFDA manual of New York State's funeral laws and regulations affecting funeral directing: A practical guide for funeral directors: Fourth Edition*. New York State Funeral Directors Association.

Penepent, D.R. (2024). A complete guide to the arts section of the National Board Exam for funeral services: Revised edition. Anubis Publication Inc.

Penepent, D.R. (2023). A complete guide to the science section of the National Board Exam for funeral services: Revised edition. Anubis Publication Inc.

L. REFERENCES:

Ritchie, J. N. & A., & Jayanti, S. F.-T. and A. (2023, February 3). *Complying with the funeral rule*. Federal Trade Commission.

<https://www.ftc.gov/business-guidance/resources/complying-funeral-rule>

Occupational Health & Safety Administration <https://www.osha.gov/>

OSHA Hazard Communication Standard, Formaldehyde Rule

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

N. GRADING METHOD: Pass/Fail

O. SUGGESTED MEASUREMENT CRITERIA/METHODS:

The funeral director (Preceptor) works as an extension of SUNY Canton. The student observes, practices and participates in all aspects of funeral services 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's) and the faculty's evaluations.
2. The student will not receive a passing grade unless they have actively participated in a minimum of at least 5 embalmings, 5 visitations, 5 funerals, and other related funeral activities, including:
 - a. Creating funeral home paperwork
 - b. Demonstrating a working knowledge of DAVE
3. A portfolio must be completed and submitted by the contracted date. Late submissions will result in a failing grade.
4. A minimum of 80 hours, over a five-week period, must be completed to receive a grade for this class.

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.

P. DETAILED COURSE OUTLINE:

- I. Ethical Professional Behavior
 - A. Meticulous Observance of Funeral Home Rules and Regulations
 - B. Practical application in funeral directing knowledge
 - C. Practical application of funeral management knowledge
 - D. Practical application of embalming knowledge
- II. Applied Clinical Knowledge
 - A. Demonstrate knowledge of the Database Application for Vital Events (DAVE)
 - B. Demonstrate proper phone etiquette.
 - C. General Attitude
 - 1) Cheerful execution of orders
 - 2) Cooperative
 - 3) Acceptance of constructive suggestions
 - 4) Punctuality
 - 5) Appropriate dress
 - 6) Open-mindedness
- III. Maintenance of Work Standards established by Preceptor

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 Funeral Services Administration Handbook document instructs the adjunct faculty about the levels of expectation in relation to the competence of the student. The level of student participation 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 the care and proper positioning of human remains.
- C. Actively participate in embalming which includes 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 funeral cases.
- E. Use proper terminology relating to embalming and funeral procedures.