

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



MASTER SYLLABUS

FSAD 225 Professional Funeral Practice

CIP Code:

(12.0302) Funeral Direction/Services

Created by: David R. Penepent, PhD

Updated by: October 25, 2023

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

- A. TITLE: **Professional Funeral Practice**
- B. COURSE NUMBER: FSAD 225
- C. CREDIT HOURS (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity):

Credit Hours: 3
Lecture Hours 3 per Week
Lab Hours Week
Other per Week

Course Length (15 Weeks):

- D. WRITING INTENSIVE COURSE: No
- E. GER CATEGORY: No
- F. SEMESTER(S) OFFERED: Spring
- G. COURSE DESCRIPTION:

Casket and vault construction and composition are extensively covered. Merchandising methods of funeral service goods such as caskets, vaults, and memorial tributes are explored and practiced. Professional Ethics with special attention given to the Federal Trade Commission's Funeral Rule, are learned and practiced.

H. PRE-REQUISITES: FSAD 101 Introduction to Funeral Services; FSAD 111 Study of Funeral: Past, Present and Future

I. STUDENT LEARNING OUTCOMES:

Student Learning Outcome [SLO]	Program Student Learning Outcomes [PSLO]	Institutional Student Learning Outcomes [ISLO]
1. Create various funeral arrangement forms used during the arrangement conference. GPL, Casket & Vault Price Lists, Statement of Goods & Services, etc.	2.1.7 Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.	5. Industry, Professional, Discipline-Specific Knowledge and Skills
2. Discuss the various merchandise products and consumer buying habits.	2.1.9 Explain management skills associated with operating a funeral establishment.	5. Industry, Professional, Discipline-Specific Knowledge and Skills

J. APPLIED LEARNING COMPONENT: Yes _____ No X _____

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

Classroom/Lab _____ Civic Engagement _____
Internship _____ Creative Works/Senior Project _____
Clinical Practicum _____ Research _____
Practicum _____ Entrepreneurship _____
Service Learning _____ (program, class, project)
Community Service _____

K. TEXTS:

Fritch, J.B. & Altieri, J.C. (2017). *Foundations of funeral directing: Building a professional cornerstone*. Funeral service Education Resource Center.

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*. Anubis Publications 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>

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

N. GRADING METHOD: A-F

Your final grade will be calculated based on the following grading scheme:

NOTE: IN ALL FUNERAL SERVICE REQUIRED CORE COURSES A "C" OR HIGHER IS NEEDED TO PASS

From %	To %	Letter grade
100	92.0	A
91.9	87.0	B+
86.9	83.0	B
82.9	79.0	C+
78.9	76.0	C
75.9	69.0	D+ Required to retake the course
68.9	60.0	D Required to retake the course
59.9	0	F Required to retake the course

O. SUGGESTED MEASUREMENT CRITERIA/METHODS:

Assignment Category	Grade Weight/ Point Distribution
Assignments	25%
Quizzes	25%
Midterm	20%
Final	30%
Total	100%

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. Casket and Vault Construction
- II. Merchandising - Caskets, vaults, and cremation options. Funeral goods and selection room procedures.
- III. The FTC Funeral Rule
- IV. The Arrangement Conference
- V. Professional Ethics

Q. LABORATORY OUTLINE: None