

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



**MASTER SYLLABUS**

**FSAD 308 – Introduction to Internship**

**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: **Introduction to Internship**

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 Internship experience. The student will create a resume, reference list, and cover letter in preparation for a job interview. The goals and objectives of the Internship 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