

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



**MASTER SYLLABUS**

**FSAD 440 – Internship in Funeral Services**

**CIP Code:**

**(12.0302) Funeral Direction/Services**

**Created by: David R. Penepent. PhD**

**Updated by: October 25, 202**

**School of Science, Health and Criminal Justice  
FUNERAL SERVICES ADMINISTRATION  
Fall 2024**

A. TITLE: **Internship in Funeral Services**

B. COURSE NUMBER: FSAD 440

C. CREDIT HOURS: 7

**# Credit Hours: 7**

**# Lecture Hours 0 per Week**

**# Lab Hours 0 Week**

**Other 40 clock per Week**

**Course Length: 7 Weeks**

Students are expected to work in a funeral home 40 clock hours per week for 7 weeks

**OR**

20 clock hours per week for 14 weeks, a minimum of 280 hours during the Internship experience.

D. WRITING INTENSIVE COURSE: No

E. GER CATEGORY: No

F. SEMESTER(S) OFFERED: Fall, Spring and Summer

G. COURSE DESCRIPTION:

The student will serve a 40-hour week, for 7 weeks (a total of 280 clock hours), in an Internship experience with a local funeral home. They will perform the standard duties (under the direct supervision of an assigned Preceptor) of funeral director trainees in the areas of funeral directing and embalming. Additionally, they will participate in a funeral home project that is outside the normal daily operations. Successful completion of this course is based on the Preceptor's assessment.

H. PRE-REQUISITES:

- FSAD 308 Introduction to Internship.
- Blue Card Status with the New York State Department of Health – Bureau of Funeral Directing, or comply with specific state regulations governing Internship/Practicum experiences.
- FSAD 129 Clinical Practicum.

CO-REQUISITES: This course can be taken concurrently (with approval from the FSAD Program Director) with FSAD 129 Clinical Practicum.

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]
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<p>The student will assist with various funeral tasks including but not limited to: embalming/preparation of human remains, visitations, funeral services, memorial services and funeral arrangements.</p>	<p>2.1.4 Apply principles of public health and safety in the handling and preparation of human remains.</p> <p>2.1.5 Demonstrate technical skills in embalming and restorative art that are necessary for the preparation.</p> <p>2.1.7 Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.</p>	<p>1. Communication Skills – Written</p> <p>4. Social Responsibility – Teamwork &amp; Intercultural Knowledge</p>
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J. APPLIED LEARNING COMPONENT: Yes X No \_\_\_\_\_

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

Classroom/Lab_____	Civic Engagement_____
Internship <u>X</u>	Creative Works/Senior Project_____
Clinical Practicum_____	Research_____
Practicum_____	Entrepreneurship_____
Service Learning_____	(program, class, project)
Community Service_____	

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 Program Director will determine the final grade based on the Preceptor's evaluation.
- Completion of 10 embalming reports.
- Completion of 10 funeral case reports.
- Completion of 280 clock hours of service to the funeral home.
- Completion of a funeral home special project.
- Submission of all documentation on the assigned due date.

**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 tasks under the direct supervision of a licensed funeral director/embalmer, that relate to the practice of funeral directing and embalming. The Funeral Services Administration Handbook document instructs the Preceptor as to the required expectations, goals and objectives of the Clinical Practicum experience. The students' level of participation is expected to increase as the Practicum progresses.

During the Internship, 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.