

All Fields Report

Basic Course Information	
College	Cañada College
Discipline	FSE.-Funeral Service Education
Course Number	210
Full Course Title	Funeral Directing I
Catalog Course Description	This course introduces the general practices of funeral directing. It focuses on the sociological phenomena that affect all the elements of funeral service including cultural differences, family structures, and factors of change that relate to funeralization. It also includes notification of death, transfer and disposition of bodies, arrangement conferences, pre-planned funerals, and post-arrangement follow-up.
Class Schedule Course Description	An introduction to the general practices of funeral directing and funeralization. It also includes the duties of the funeral director.
Proposal Information	
Proposed Start	Year: 2021 Semester: Fall
Proposed Curriculum Committee Meeting Date:	11/13/2020
Deadline for submission to Dean's Queue:	10/08/2020
Deadline for submission of curriculum proposal to the Technical Review Committee:	10/20/2020
Proposal Origination Date:	04/09/2020
Justification For Board Report OR Curriculum Inventory update:	<p>1. For NEW Courses: Provide a brief justification statement describing the need for the course, its place in the curriculum, and pertinent information such as the role of advisory committees. New courses require approval of the SMCCCD Board of Trustees. The justification statement will be included on the annual Curricular Board report. Use complete sentences and present tense.</p> <p>2. For all types of Course MODIFICATIONS (modifications, banking, deletions and reactivations): Provide a brief justification statement describing the need for the change. The justification statement will be used for course updates in the State Curriculum Inventory as necessary. Use complete sentences and present tense.</p> <p>Course content is required by the American Board of Funeral Service as described in the ABFSE Funeral Directing outline and provides the student with an understanding of the role of the funeral director, funerals for different demographics, types of family systems, the responsibility of the funeral director, time frames associated with funerals and documents used in association with funerals. This course is a core requirement for the Funeral Service Education Associate in Science Degree.</p>
Honors Course	No
Open Entry/Open Exit	No 0

Equivalent Courses	
Will this course replace an existing course in the catalog, or an experimental course?	No
If yes, identify and explain.	

Similar Courses

Is there a similar or equivalent course in SMCCCD?	No
Added Similar Courses	

Units/Hours

Unit Types	Fixed
Units	Min: 3.00
Variable Range	Range (or)

Hours

Please enter hours as per term values

Method	Min Hours	Max Hours	Min Faculty Load	Min Units
Lecture	40.00	45.00	2.50	2.50
Lab	24.00	27.00	1.20	0.50
TBA	0.00	0.00	0.00	0.00
Work Experience	0.00	0.00	0.00	0.00
Field Experience	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00
Homework	80.00	90.00	0.00	0.00

Other Hours

Course Details

Repeatable for Credit	No
Grading Methods	Letter Grade Only
Audit	No - Please Justify: This course requires special preparation and program admission on a limited basis.

Materials Fee

Fee Required?	No
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Student Learning Outcomes

Upon successful completion of this course, a student will meet the following outcomes:

1. Expand their knowledge of modern and emerging methods of disposition
2. Explain a variety of ceremony types.
3. Discuss the funeral director and family interaction at the time of death

Course Objectives

Upon successful completion of this course, a student will be able to:

1. Describe the application and purpose of sociology in funeral service
2. Explain the role of the funeral director in adapting funeral services to a culturally diverse population
3. Recognize the family governing systems found in American society
4. Compare the different types of family structure
5. Investigate the changing social factors that affect American funeral rites and the families that are being served
6. Prioritize the responsibilities of the funeral director

7. Calculate the time frames in which the services of a funeral director are typically provided (i.e. pre-need, at-need, and post arrangement follow-up)
8. Demonstrate proper telephone etiquette and protocol
9. Appraise and demonstrate the correct procedures and equipment needed for human body transportation in home, institutional, and field locations
10. Apply communication skills necessary to meet with a family in the arrangement conference
11. Collect the data necessary to complete a death certificate, disposition permit, social security forms and veteran's benefit forms
12. Identify federal, state, and local regulations used for disposition of human bodies and specific forms
13. Distinguish between pre-planned and pre-funded funerals
14. Integrate vocabulary associated with funeral service into day-to-day practices in the funeral home
15. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve

Course Lecture Content

1. The image of the American Funeral Director
 1. Appearance
 2. Grooming
 3. Attire
2. Introduction to sociology of funeral service
 1. Definition of terms
 2. Application and purpose of sociology in funeral service
 3. American funeral rites as related to family structure
3. Socialization and enculturation
 1. Individual and society
 2. Primary groups
 3. Direct and indirect learning
 4. Language
 5. Ethnicity
 6. Religion
4. Social and economic change
 1. Social organization from hunter-gatherers to post-modern
 2. Family governance types
 3. Movement away from joint family structure
 4. How modern society affects the family
5. Social factors which affect American funeral rites
 1. Economic
 2. Social strata
 3. Geographic
 4. Familial structure
 5. Religion
 6. Government
 7. Educational level
 8. Ethnic
6. Changes in American funeral rites in the 20th century
 1. Increase in presence of funeral homes
 2. Increased responsibility placed on funeral director
 3. Cost focused on services rather than casket
 4. Influence of increased mobility of Americans
 5. Changes in forms of disposition
 6. Influence of changes in organized religion
 7. Influence of migration and immigration
7. Notification of death

1. Proper telephone procedures
2. Information to be obtained
3. Documentation
8. Transfer of body
 1. Home or institution
 2. Proper equipment
 3. Number
 4. Behavior of personnel
9. Arrangement conference
 1. Establishing rapport
 2. Presenting options
 3. Information to be gathered
10. General types of ceremonies
 1. Traditional
 2. Non-traditional
 3. Adaptive
 4. Humanistic
 5. Memorial service
11. Types of disposition
 1. Burial
 2. Cremation
 3. Alkaline hydrolysis
 4. Entombment
 5. Anatomical donation
 6. Burial at sea
12. Death notices and obituaries
 1. Definitions
 2. Differences in locale
 3. Cultural customs
13. Death certificates
 1. Purpose
 2. Importance
 3. Gathering accurate data
 4. Interviewing client sensitively
14. Disposition permits
 1. Definition
 2. Purpose
 3. Differences in various jurisdictions
15. Proper preparation and protocol for the shipping of human bodies
 1. Domestic
 2. International
16. Government benefits
 1. Veterans
 2. Social security benefits
17. Pre-planned funerals
 1. Types of pre-planning vs. pre-funding
 2. Vehicles
 3. Risks
 4. Benefits
18. Post funeral follow-up/aftercare
 1. Types
 2. Risks
 3. Benefits

Course Lab Content

1. Five (5) first calls (active participation)
 1. Practice proper phone etiquette
 2. Completion of associated first call paperwork
2. Five (5) body removals/transfer of remains (active participation)
 1. Practice proper identification of remains
 2. Completion of associated paperwork associated with the removal process
 3. Familiarize removal equipment
 4. Use of disinfecting chemicals
3. Five (5) funeral services (active participation in a minimum of the following)
 1. Liturgical
 2. Non-liturgical
 3. Secular, Chapel, Graveside
 4. Military, Fraternal
 5. Memorial (without the deceased)
 6. Direct cremation
 7. Other.
4. Funeral home attire
 1. Male
 2. Female
5. Professional interactions
 1. Clients
 2. Practitioners

TBA Hours Content

Frequently Recommended Preparation

Frequently Recommended

Justification for Frequently Recommended Preparation

Why is the knowledge of the recommended course(s), skill(s) or information necessary for students to succeed in the "target" course? Specify the relationship between the recommended knowledge and skills required of students and those taught in the "target course? (Please list the specific proficiencies students must possess in order to succeed in the "target" course.)

Other Recommended Preparation

You have no defined requisites.

Prerequisites/Corequisites

Drag and Drop to Reorder

Edit/Delete	Requisites	Analysis
	Prerequisite FSE. 200 and acceptance into the Funeral Service Program.	
	Corequisite Concurrent enrollment in	
	Corequisite FSE. 220	

Content Review

FSE. 220 - Corequisite
(Content to Content)
Launched

FSE. 200 - Prerequisite
(Objective to Objective)
Launched

Mode of Delivery

Modes of Delivery

Online
Hybrid
Lecture
Lab

Representative Instructional Methods

Methods

Lecture
Lab
Critique
Activity
Discussion
Field Trips
Guest Speakers
Individualized Instruction
Observation and Demonstration

Other Methods

Representative Assignments

Writing Assignments

(List all assignments, including library assignments. Outside assignments are not required for lab-only courses, although they can be given.)

1. Create a traditional, non-traditional, or memorial visitation as a presentation. Be prepared to explain and answer questions from the class why you did or did not include certain items in the display and why the items are representative of current funeral trends. A six to eight page paper will accompany this presentation. One assignment of this nature per semester.
2. Weekly journal: approximately one page of lab/clinical site activities per week.

Reading Assignments

(List all assignments, including library assignments. Outside assignments are not required for lab-only courses, although they can be given.)

1. Textbook reading, approximately one chapter per week; 8-10 pages per chapter.

2. Read approximately 4 pages from the department student handbook on policies and procedures manual on a weekly basis.

Other Outside Assignments

(List all assignments, including library assignments. Outside assignments are not required for lab-only courses, although they can be given.)

- None

To be Arranged Assignments

(List all assignments, including library assignments. Outside assignments are not required for lab-only courses, although they can be given.)

- Not applicable

Representative Methods of Evaluation

This section defines the ways students will demonstrate that they have met the student learning outcomes.

Student grades will be based on multiple measures of student performance. Instructors will develop appropriate classroom assessment methods and procedures for calculating student grades, including the final semester grade. The following list displays typical assessment methods appropriate for this course. The actual assessment methods used in a particular classroom and section will be listed in the instructor's syllabus.

Methods must effectively evaluate critical thinking. Credit courses must include written communication, problem solving, and/or skills demonstrations.

Multiple measures may include, but are not limited to, the following:

Methods

- Class Work
- Exams/Tests
- Group Projects
- Homework
- Oral Presentation
- Papers
- Portfolios
- Projects
- Quizzes
- Research Projects
- Simulation

Representative Texts

Textbooks such as the following are appropriate:

Formatting Style | MLA

Textbooks

1. Fritch, J., & Altieri, J.. *Fundamentals of Funeral Directing: Building a Professional Cornerstone*, 1 ed. Funeral Service Education Resource Center., 2017

2. Fritch, J., & Steward, G.. *One World: Sociology & Funeral Service*, 1 ed. Funeral Service Education Resource Center, 2016

Manuals

You have no manuals defined.

Periodicals

You have no periodicals defined.

Software

1. Mortraq. RynoFlip, 1 ed.
Clinical graduation requirement tracking software.

Other

1. Cañada College
Funeral Service Education
Student Handbook
2021-2022

Degree/Certificate Applicability

Designation	Degree Credit
Proposed For	AA/AS Degree
Course Designation Text	Are there degrees/certificates to which this course applies? Funeral Service Education (A.S. Degree)

General Education/Degree/Transfer Course

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By Damon de la Cruz

CSU Transfer Course

Transfers to CSU Approved

Course Distance Education

Distance Ed Supplement	New distance education supplement
Distance Education	Distance education component was developed by an instructor with training in online pedagogy. Training: This course was designed in consultation with, and will be taught by, faculty who have received @One, Cañada's QOTL (Quality Online Teaching & Learning) or equivalent certifications.
Method of Distance Education	Online, Hybrid, Web Assisted Course; (If there are limitations on how this course would be offered please explain below)
Online Method Limitations	Lab component can only be taught face to face.
Other Methods	
Course Content and Methodology	The objectives and content of the course are adequately covered by the methods of instruction, assignments, evaluation of student outcomes, and instructional materials. If this course is currently taught in a lecture mode, the department faculty have determined that the same objectives can be achieved in a distance learning mode. The instructional equipment and materials are sufficient. The preparation and training of faculty are sufficient. Regular personal contact between students and instructor is sufficient.

	Methods of student evaluation are designed to maintain examination security. Evaluation of student outcomes is sufficient to permit review and assessment of the effectiveness of distance education for this course and to provide information for the annual distance education report.
Instructional Methodologies (How will you deliver the course content?):	Announcements/Bulletin Boards Chat Rooms E-mail Electronic Forum One-Way Video Conferencing (One-way interactive video and two-way interactive audio) Online Presentations Resource Links Two-Way Video conferencing (Two-way interactive video and audio)
Representative Courseware/Textbooks Materials:	
Methods of Evaluation of Student Performance:	Online homework (about 1/week) Online midterm exams (about 4/term) Graded discussion boards Proctored Final Exam
How are you ensuring that students with disabilities can access your course in accordance with Section 508?	1. Videos are captioned 2. Lecture screen-casts are captioned 3. Transcripts are provided for all multi-media files (audio and visual) 4. Alt-text is used for embedded images 5. Standardized formatting is used to support screen readers 6. All files are assessed for accessibility 7. Course is evaluated using the OEI Rubric 8. Faculty will work with DRC to ensure that proper accommodations are provided for students (e.g., extended time, Kurzweil, other UDI supports)

Plan for Regular Effective Communication Contact Between Faculty and Student (Title 5, 55204). "Local policies should establish and monitor minimum standards of regular effective contact."	
Announcements/Bulletin Boards	- These will occur weekly as a minimum.
Email Communication	- Email communication will occur through the LMS. Example content will be reminders and notifications. Email responses will be within two days. Daily (with a frequency of 24-48 hours).
Resource Links	- Links to relevant news articles will be included with weekly announcements.
Office hours	- Online Office hours will be scheduled. Office hours can also be by appointment.
Scheduled Face-to-Face Meetings	- In person meetings can be during office hours or by appointment.
Telephone	- The instructor will be available via phone during office hours or by appointment.
Study and/or Review Sessions	- Non-scheduled sessions can be arranged through the instructor.

Resources Needed	
Adequate Library Resources	Consultation with the Coordinator of Library Services regarding the adequacy of campus and online information resources to fulfill course objectives is required prior to course approval. Adequate Please Specify: The accrediting board (the ABFSE) requires funeral specific resources in the library. Standard 8 of the accreditation Manual.
Affected Resources	Which of the following resources do you expect to be affected by the offering of this class? Check as many as appropriate. Additional staff Learning Center Tutorial Assistance Microcomputer Lab Library Media Center

Explain what effect the areas you have checked will have upon this college:

Comparable Transfer Course Information

Are there comparable courses?	Yes
Edit/Del	College Info

Minimum Qualification

No Minimum Qualifications For this Course

CB Codes

CB03 TOP Code	1255.00 - Mortuary Science
CB04 Course Credit Status	D - Credit - Degree Applicable
CB05 Course Transfer Status	B = Transferable to CSU only
CB08 Course Basic Skill Status (PBS Status)	2N = Course is not a basic skills course.
CB09 SAM Code	C - Occupational
CB11 California Classification Codes	Y - Credit Course
CB21 Levels Below Transfer	Y = Not Applicable
CB23 Funding Agency Category	A = Fully Economic Development funds
CB25 Course General Education Status	Y - Not Applicable
CB26 Course Support Course Status	N - Course is not a support course

Codes/Dates

Entry of Special Dates

Instruction Office Review	11/13/2020
Last Outline Revision	11/13/2020
Content Review	11/13/2020
CC Approval	11/13/2020
DE Approval	11/13/2020
Effective Term	Term: Fall Year: 2021

Web Catalog

Course Family	
Web Catalog	<input type="checkbox"/> Exclude from Web Catalog
Instructional Services	
Implementation Date	
Originator	Damon de la Cruz
Origination Date	04/09/2020
Proposal Type	Cañada New Course
C-ID Numbers	
CB00 State ID	
CB03 TOP Code	1255.00 - Mortuary Science
CB04 Course Credit Status	D - Credit - Degree Applicable
CB05 Course Transfer Status	B = Transferable to CSU only
CB08 Course Basic Skill Status (PBS Status)	2N = Course is not a basic skills course.
CB09 SAM Code	C - Occupational
CB10 Course COOP Work Exp-ED	N = Not part of Coop Work Exp
CB11 California Classification Codes	Y - Credit Course
CB13-Special Class Status	N - Not Special
CB21 Levels Below Transfer	Y = Not Applicable
CB22 Non Credit Course Category	Y - Not Applicable
CB23 Funding Agency Category	A = Fully Economic Development funds
CB24-Program Course Status	1 = Program Applicable
CB25 Course General Education Status	Y - Not Applicable
CB26 Course Support Course Status	N - Course is not a support course

Web Catalog Metadata