

# All Fields Report

Basic Course Information	
College	Cañada College
Discipline	FSE.-Funeral Service Education
Course Number	270
Full Course Title	Funeral Service Counseling
Catalog Course Description	This course examines communication skills and the role of the funeral director as facilitator, counselor, and caregiver. Topics include specific communication and counseling techniques as they are applied in funeral service practice as well as normal and abnormal grief reactions, children and death, crisis intervention counseling, and dealing with stress and burnout.
Class Schedule Course Description	This course examines the role of the funeral director as facilitator, counselor, and caregiver. Topics include specific communication and counseling techniques as they are applied in funeral service practice and various grief processes.
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:	04/10/2020
Justification For Board Report OR Curriculum Inventory update:	<p>1. <b>For NEW Courses:</b> 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. <b>For all types of Course MODIFICATIONS (modifications, banking, deletions and reactivations):</b> 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 Service Psychology and Counseling outline and provides the student with an understanding of the communication skills and the role of the funeral director as facilitator, counselor, and caregiver. 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

<b>Is there a similar or equivalent course in SMCCCD?</b>	No
<b>Added Similar Courses</b>	

### Units/Hours

<b>Unit Types</b>	Fixed
<b>Units</b>	Min: 3.00
<b>Variable Range</b>	Range (or)

### Hours

Please enter hours as per term values

Method	Min Hours	Max Hours	Min Faculty Load	Min Units
Lecture	48.00	54.00	3.00	3.00
Lab	0.00	0.00	0.00	0.00
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	96.00	108.00	0.00	0.00

**Other Hours**

### Course Details

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

### Materials Fee

<b>Fee Required?</b>	No
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### Student Learning Outcomes

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

1. Describe and apply the theories of grief as they pertain to a funeral home setting
2. Assess various grief reactions of client families and help navigate their needs to resolution
3. Understand the role of the counselor in a funeral home setting

### Course Objectives

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

1. List the elements of verbal and non-verbal communication used in funeral service
2. Demonstrate the importance of listening skills within the funeral profession
3. Explain the significance of group dynamics in the funeral process
4. Discuss the values and purposes of the funeral rite for survivors
5. Describe the typical reaction and responses during the emotion of grief
6. Compare the theories of grief

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| 7. Explain issues relating to children and death   |
| 8. Analyze how grief affects the functioning of the family   |
| 9. Distinguish the difference between grief counseling and grief therapy                                     |
| 10. Manage the limitations of the funeral director in grief counseling and grief therapy                     |
| 11. Describe the types and styles of counseling  |
| 12. Prioritize the major goals of counseling as well as the functions of the counselor                       |
| 13. Compose a list of the pre-need, at-need, and post-funeral counseling opportunities in the community      |
| 14. Practice the basic skills and techniques utilized in counseling and their application to funeral service |
| 15. Appraise resources for coping with loss  |
| 16. Analyze how grief affects the funeral director   |
| 17. Choose when to make referrals to the appropriate community resources                                     |
| 18. Describe methods to address the grief-related needs of the bereaved                                      |

### Course Lecture Content

1. Theories of grief
  1. Grief syndrome
  2. Attachment theory
  3. Stages of death and dying
  4. Tasks of mourning
2. Normal grief reactions
  1. Manifestations of normal grief
  2. Mediators of mourning
3. Abnormal grief reactions
  1. Factors that complicate grief
  2. Types of abnormal grief responses
4. Listening
  1. Components
  2. Faulty listening behaviors
  3. Reasons for poor listening
  4. Improving listening
5. Barriers to effective interpersonal communications by the funeral director
6. Children and grief
  1. A child's understanding of death
  2. Explaining death to children
  3. Children and funerals
7. Grief and the family system
  1. Functional position
  2. Emotional integration
  3. How families facilitate or hinder emotional expression
8. Funeral service counseling theories and views
  1. Definitions of counseling
  2. Counseling versus therapy
  3. Types and styles of counseling
  4. Directive versus non-directive counseling
9. Grief counseling
  1. Goals of grief counseling (Worden theory)
  2. Principles and procedures of grief counseling
  3. Role of funeral director in facilitating grief process
10. Developing interpersonal skills in funeral service practice
11. Characteristics of a helping funeral director (Wolfelt theory)
12. Understanding the helping process (Wolfelt theory)
13. Phases of developing new interpersonal skills; essential skills

<p>14. Crisis oriented counseling</p> <ol style="list-style-type: none"> <li>1. Crisis defined</li> <li>2. Characteristics and duration of crisis</li> <li>3. Behavior in crisis</li> <li>4. Death as an individual and family crisis</li> <li>5. Factors impacting crisis</li> <li>6. "ABC Method of Crisis Counseling" (Stone theory)</li> </ol> <p>15. Aftercare</p> <ol style="list-style-type: none"> <li>1. Definition</li> <li>2. Examples</li> <li>3. Reasons for growth</li> <li>4. Methods of delivery of aftercare</li> </ol> <p>16. Funeral director's own grief</p> <ol style="list-style-type: none"> <li>1. Personal awareness</li> <li>2. Anxiety about one's own mortality</li> <li>3. How exploring one's losses can help in care giving</li> </ol> <p>17. Funeral directors and stress</p> <ol style="list-style-type: none"> <li>1. Characteristics of burnout and stress</li> <li>2. Value of setting "limits"</li> <li>3. Self-care guidelines</li> </ol>
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**Course Lab Content**

**TBA Hours Content**

Frequently Recommended Preparation	
<b>Frequently Recommended</b>	
Justification for Frequently Recommended Preparation	
<p><b>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.)</b></p>	
Other Recommended Preparation	
<i>You have no defined requisites.</i>	

Prerequisites/Corequisites		
Drag and Drop to Reorder		
Edit/Delete	Requisites	Analysis
	<p><b>Prerequisite</b> FSE. 235 and</p>	
	<p><b>Prerequisite</b> FSE. 250 and</p>	
	<p><b>Prerequisite</b> FSE. 260</p>	
	<p><b>Corequisite</b> Concurrent enrollment in</p>	

	<b>Corequisite</b> FSE. 265 and	
	<b>Corequisite</b> FSE. 280	

### Content Review

FSE. 235 - Prerequisite  
(Content to Content)  
\*Launched\*

FSE. 250 - Prerequisite  
(Content to Content)  
\*Launched\*

FSE. 260 - Prerequisite  
(Content to Content)  
\*Launched\*

FSE. 265 - Corequisite  
(Content to Content)  
\*Launched\*

FSE. 280 - Corequisite  
(Content to Content)  
\*Launched\*

### Mode of Delivery

#### Modes of Delivery

Online  
Hybrid  
Lecture

### Representative Instructional Methods

#### Methods

Lecture  
Critique  
Activity  
Discussion  
Experiments  
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. Write a 6-8 page research paper using one of the theories presented in the counseling of a bereaved family. One assignment of this nature per semester.

2. Write a 6-8 page paper that designs, develops, and plans for implementation of specialized programs that meets community needs.

**Reading Assignments**

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

1. Read the article titled, "The Funeral Director and Grief" and write a one-page critique.
2. Read approximately 4 pages from the department student handbook on policies and procedures manual per week.

**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 Participation
- Class Work
- Exams/Tests

- Group Projects
- Homework
- Oral Presentation
- Papers
- Portfolios
- Projects
- Quizzes
- Research Projects

### Representative Texts

Textbooks such as the following are appropriate:

**Formatting Style** | APA

#### Textbooks

1. Wolfelt, A. D.. *Interpersonal Skills Training*, ed. Accelerated Development, Inc, 1990
2. Worden, J. W.. *Grief Counseling and Grief Therapy*, ed. Springer Publishing Company, 2008
3. Klicker, R.. *Funeral Service Psychology and Counseling*, ed. Thanos Institute, 2010

#### Manuals

*You have no manuals defined.*

#### Periodicals

*You have no periodicals defined.*

#### Software

1. Mortraq. RynoFlip, 1 ed.  
This software manages clinical tasks that the student is required to complete for graduation.

#### 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

Page Last Saved on Wednesday, Oct 7, 2020 at 5:58 PM  
By Damon de la Cruz

#### CSU Transfer Course

Transfers to CSU Approved

### Course Distance Education

**Distance Ed Supplement** | New distance education supplement

<b>Distance Education</b>	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.
<b>Method of Distance Education</b>	Online, Hybrid, Web Assisted Course; (If there are limitations on how this course would be offered please explain below)
<b>Online Method Limitations</b>	
<b>Other Methods</b>	
<b>Course Content and Methodology</b>	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.
<b>Instructional Methodologies (How will you deliver the course content?):</b>	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)
<b>Representative Courseware/Textbooks Materials:</b>	
<b>Methods of Evaluation of Student Performance:</b>	Online homework (about 1/week) Online midterm exams (about 4/term) Graded discussion boards Proctored Final Exam
<b>How are you ensuring that students with disabilities can access your course in accordance with Section 508?</b>	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.

**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**

<b>Adequate Library Resources</b>	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.
<b>Affected Resources</b>	Which of the following resources do you expect to be affected by the offering of this class? Check as many as appropriate.  None of the above
<b>Explain what effect the areas you have checked will have upon this college:</b>	

**Comparable Transfer Course Information**

<b>Are there comparable courses?</b>	No
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**Minimum Qualification**

No Minimum Qualifications For this Course

**CB Codes**

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

## Codes/Dates

### Entry of Special Dates

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

### Web Catalog

<b>Course Family</b>	
<b>Web Catalog</b>	<input type="checkbox"/> Exclude from Web Catalog

### Instructional Services

<b>Implementation Date</b>	
<b>Originator</b>	Damon de la Cruz
<b>Origination Date</b>	04/10/2020
<b>Proposal Type</b>	Cañada New Course
<b>C-ID Numbers</b>	
<b>CB00 State ID</b>	
<b>CB03 TOP Code</b>	1255.00 - Mortuary Science
<b>CB04 Course Credit Status</b>	D - Credit - Degree Applicable
<b>CB05 Course Transfer Status</b>	B = Transferable to CSU only
<b>CB08 Course Basic Skill Status (PBS Status)</b>	2N = Course is not a basic skills course.
<b>CB09 SAM Code</b>	D - Possible Occupational
<b>CB10 Course COOP Work Exp-ED</b>	N = Not part of Coop Work Exp
<b>CB11 California Classification Codes</b>	Y - Credit Course
<b>CB13-Special Class Status</b>	N - Not Special
<b>CB21 Levels Below Transfer</b>	Y = Not Applicable
<b>CB22 Non Credit Course Category</b>	Y - Not Applicable
<b>CB23 Funding Agency Category</b>	A = Fully Economic Development funds
<b>CB24-Program Course Status</b>	1 = Program Applicable
<b>CB25 Course General Education Status</b>	Y - Not Applicable
<b>CB26 Course Support Course Status</b>	N - Course is not a support course

### Web Catalog Metadata