

All Fields Report

| Basic Course Information | |
|---|---|
| College | Cañada College |
| Discipline | FSE.-Funeral Service Education |
| Course Number | 280 |
| Full Course Title | Funeral Service Education Practicum |
| Catalog Course Description | This course provides an opportunity to apply classroom instruction in funeral service education to real-world practice in the community. The student participates in an off-site lab experience at approved off-campus preceptor sites. Additionally, students prepare for the National Board Examination. |
| Class Schedule Course Description | This is a capstone course. Students satisfy clinical graduation requirements at funeral homes in the community. Additionally, the student prepares for the National Board Examination. |
| 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>This course is a Capstone class that prepares students the National Board Examination administered by the International Conference of Funeral Examining Board. All required curriculum will be reviewed. This examination is a requirement for licensure in California. Additionally, the lab component of this course proved the student with real world experience in a funeral home, the ability to network with professionals and complete any necessary graduation requirements. 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: 5.00

Variable Range Range (or)

Hours

Please enter hours as per term values

| Method | Min Hours | Max Hours | Min Faculty Load | Min Units |
|------------------|-----------|-----------|------------------|-----------|
| Lecture | 16.00 | 18.00 | 1.00 | 1.00 |
| 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 | 192.00 | 216.00 | 7.35 | 0.00 |
| Other | 0.00 | 0.00 | 0.00 | 0.00 |
| Homework | 32.00 | 36.00 | 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

Student Learning Outcomes

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

1. Properly prepare human remains for final disposition
2. Demonstrate competency in taking a notification of death, transferring remains from the place of death to the funeral establishment, making funeral arrangements, and coordinating service details

Course Objectives

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

1. Correctly embalm a human remains
2. Arrange and direct funeral services
3. Properly perform transfer of remains
4. Prepare pertinent documents including death certificates, disposition permits, newspaper notices, government benefits forms

- | |
|---|
| 5. Demonstrate health and safety measures in the preparation room |
| 6. Identify and wear business attire relevant for the funeral home setting |
| 7. Demonstrate professionalism in a funeral home setting |
| 8. Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies |
| 9. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains |
| 10. Demonstrate verbal and written communication skills and research skills needed for funeral service practice |

Course Lecture Content

1. Introduction
 1. Professionalism
 2. Attire
 3. Clinical responsibilities
 4. Clinical site responsibilities
 5. Preceptor responsibilities
2. Funeral service related documents
 1. Death certificates
 2. Burial transit permits
 3. Contracts
3. Documentation
 1. Embalming
 2. Restorative Art
4. Documentation of funeral directing experiences
5. Embalming lab procedures
 1. Documentation
 2. Personal Protective Equipment
6. Program review exams
7. Practice National Board Exam (pNBE)
 1. Science section
 2. Arts Section
8. Review of clinical experiences
 1. Funeral Directing
 2. Embalming

Course Lab Content

1. Advanced embalming techniques
 1. Treatment after arterial injection
 1. Surface embalming
 2. Hypodermic embalming
 2. Preparation of autopsied bodies
 3. Preparation of organ and tissue donation
 4. Delayed embalming
 5. Moisture considerations
 6. Effects of controlled substances on bodies
 7. Embalming for delayed services and transportation out of state.
2. Restorative Art techniques
 1. Application of Cosmetics
 2. Hair care and styling
 3. Use of photographs for preparation
3. Dressing of human remains

- 1. Use of plastic garments
- 2. Manipulation of clothing as necessary
- 4. Casketing of human remains
 - 1. Proper positioning
 - 2. Use of prosthetic devices
 - 3. Use of body lifts

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 Students must show proof they have completed all general education and competency requirements for graduation and | |
| | Prerequisite FSE. 250 and | |
| | Prerequisite FSE. 260 | |
| | Corequisite Concurrent enrollment in | |
| | Corequisite FSE. 265 and | |
| | Corequisite FSE. 270 | |

Content Review

FSE. 260 - Prerequisite
(Objective to Objective)
Launched

FSE. 265 - Corequisite
(Objective to Objective)
Launched

FSE. 270 - Corequisite

(Objective to Objective)

Launched

FSE. 250 - 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 Experience
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. Using the provided Cañada College Embalming Report Form, document the practices and procedures used in the embalming of 10 human bodies. The embalming case report is two pages, this assignment will occur 10 times per semester.
2. Weekly journal: approximately one page, total of 14 pages per semester of lab/clinical site activities.

Reading Assignments

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

1. Review 2-3 chapters in the required textbook material for weekly assessments, 10-12 pages per chapter (20-36 pages total).
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.)

1. In a lab setting, perform a complete human body embalming without assistance. One assignment of this nature per semester. (Addresses SLO: correctly embalm a dead human body).

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 | <ul style="list-style-type: none"> • Class Participation • Class Work • Exams/Tests • Field Trips • Homework • Lab Activities • Papers • Portfolios • Projects • Quizzes • Embalming reports, Funeral Directing Reports |
|----------------|--|

Representative Texts

Textbooks such as the following are appropriate:

| | |
|-------------------------|-----|
| Formatting Style | APA |
|-------------------------|-----|

| | |
|------------------|---|
| Textbooks | 1. Professional Training Schools. <i>Funeral Service Compend</i> , (6th ed.) ed. Dallas: Professional Training Schools, |
|------------------|---|

| | |
|---|---|
| | 2002 |
| | 2. University Mortuary Science Educational Association. <i>Prepare to Succeed: A Collaborative Collection of Questions to Test Funeral Service Knowledge.</i> , 1st ed. Oklahoma City: Funeral Service Education Resource Center., 2018 |
| Manuals | |
| <i>You have no manuals defined.</i> | |
| Periodicals | |
| <i>You have no periodicals defined.</i> | |
| Software | |
| <i>You have no software defined.</i> | |
| 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 Thursday, Oct 1, 2020 at 1:28 PM

By Jose Pena

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 midterm exams (about 10/term) 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. |
| 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 a funeral specific resources in the library. See standard 8 in 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 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 |
|-----------------------------|