I. Course Description
This course provides practical experience in embalming and funeral directing in a mortuary or funeral home environment under the supervision of a licensed embalmer and/or funeral director. It includes active participation in at least ten cases of embalming of human remains and the planning and directing of ten or more funerals. This course is the capstone course of the major. It is to be taken only after all other FNRL courses have been passed, except the co-requisite, and is to be taken in the semester prior to graduation.

Prerequisite(s): All required degree courses of major with exception of co-requisite FNRL 4522 and senior standing. Enrollment is open to Funeral Service degree and certification majors only.

Practicum clinical experiences are unpaid external learning experiences.

II. Instructional Process
Students will engage in the following activities:
1. Participation in embalming (& other body preparation), funeral directing, and cremation in Oklahoma City metropolitan funeral establishments.
2. Attend three on-campus class sessions covering course requirements, completion of forms, case report management, and computer-based board examination review procedures.
4. Complete online delivered practice board preparation examinations.
5. Take the Arts & Sciences sections of the Practice National Board Examination.
6. Take the Arts & Sciences sections of the National Board Examination.

III. Course Objectives
This course provides experiences necessary for proficiency in embalming (and other preparation) of human remains, providing contemporary funeral/rituals,
and cremation procedures. It also emphasizes high standards of ethical conduct. Upon satisfactory completion of this course, the student should be able to:

- Complete forms used in Funeral Services including a Death Certificate, Burial/Transit Permit, Social Security form, Obituary, Memorial folder and Prayer cards.
- Understand and undertake the primary responsibilities of the funeral director.
- Understand and participate in services provided by a funeral director, i.e., at-need, pre-need and post-funeral follow-up.
- Understand the value of and participate in proper telephone procedures.
- Transfer a human remains from the place of death to the funeral home using generally accepted procedures and equipment.
- Undertake the technical skills necessary to meet with a family in the arrangement conference
- Deal with a variety of American Religious Funeral Customs.
- Deal with fraternal and military funeral procedures.
- Know and understand the regulations for the transferring of human remains.
- Use specific vocabulary associated with funeral service.
- Demonstrate the proper disposal of contaminated materials from the embalming process.
- Demonstrate the proper disposal of blood and body fluids.
- Demonstrate the proper use of embalming instruments, equipment and sundries.
- Demonstrate the proper embalming techniques and procedures.
- Document the embalming techniques and procedures with written reports.
- Explain embalming treatments for infections, communicable diseases, traumatic and pathological conditions.
- Relate specified types of restoration to the correct embalming procedures.
- Demonstrate proper cremation techniques to include preparation of the deceased for the cremation, crematory regulations, and fundamental knowledge of how to properly operate a crematorium.
Select, from a specified cosmetic medium, the correct colorants (compounds) to achieve a natural appearance under various conditions.

Identify and describe the use of various cosmetic and restorative treatments, materials and equipment.

Understand basic cremation procedures.

**IV. Textbook:** The Funeral 2nd Edition by Doug Manning (SBN 1-892885-72-2)

**V. Course Requirements and Grading**

Each student will complete embalming & funeral arranging/directing case reports. The reports will be signed by a primary preceptor who may assign a grade to each report. These reports must be completed and submitted to the instructor on specified dates.

- Each student will embalm 10 dead human remains and will complete a case report for each. Also, the instructor or co-instructor must witness one complete embalming by the student (Embalming Certification). Failure to complete both requirements by the end of the semester (last class meeting during final exam week) will result in a course grade of “F.” Case reports for preceptor signature must be completed immediately following the embalming. No more than two students will be allowed to actively participate or observe the embalming of dead human remains. (No more than two students may be near or at the embalming table at one time.) No more than two students will receive case reporting credit for the embalming of one dead human body. Only one student can be present for certification embalming.

- **Embalming Certification** – Each student must pass an embalming certification process to prove he/she has acquired minimal embalming technical competence. Such certification must be performed by the course instructor or co-instructor at the Central Care Center, Bill Eisenhower, NE. The student must inform the instructor or co-instructor when he/she is ready for certification and must arrange for a certification date and time. To pass certification, the student will actively demonstrate competence in the following skills: raising vessels, mixing fluids, injecting fluids, aspiration, suturing incisions, and posing features.

  If a student fails the competency test, he/she must embalm enough additional dead human remains to gain the necessary skills. Only one more certification test will be allowed.

  If a student fails the second competency test, he/she will fail the course. Failure to be certified before the last class session during finals week will result in a course grade of “F.”

- Participation in a minimum of five (5) funerals arrangements will be completed with accompanying reports. Also, participation in a minimum of five (5) funeral services will be completed with accompanying reports.
Failure to complete this minimum requirement by the end of the semester (last class meeting during finals week) will result in a course grade of “F.” Case reports must be completed for preceptor signature within one week.

Each student must work at the practicum site(s) a total of **120 hours** during the semester.

(e.g., embalming and funeral directing/arranging combined)

Practicum students will attend **three** on-campus class sessions during the semester.

**Spring 2012**

- **1st** meeting – January 17th, 2012 – 10:00 am  CHS 152
- **2nd** meeting –March 6th, 2012 - 10:00 am        CHS  152
- **3rd** meeting – May 1st, 2012-     10:00 am         CHS   152

- As a condition of completing this course with a passing grade, each student must take the Arts and Sciences sections of the National Board Examination (NBE). Each student is encouraged to complete the National Board Examination before the week of finals. The estimated cost of the NBE is $400.00 and will be paid by the student.
- Assuming all other course requirements are completed, any student not completing the NBE before the end of the semester, a date that is listed in the UCO course calendar, will receive a course grade of incomplete (“I”). Before a student can receive a grade of “I,” a “Change Grade Form” will be completed and signed by both the student and instructor. This grading form will list the missing course requirements and the date by which all must completed. If the instructor of the course does not have a signed and dated course incomplete form by the end of the semester the student will receive a failing grade for the course. If the NBE is not taken by the student and the official test scores are not received by the Department of Funeral Service by the date and time specified in said form, the course grade of “I” will be converted into a course grade of “F.” Both sections of the NBE must be taken and official test scores from the International Conference of Funeral Service Examining Boards (ICFSEB) recognized testing center must be received by the Department of Funeral Service no later than the last day of finals per the UCO academic calendar.
- Before any student is deemed eligible to take the NBE, he/she must complete ten (10) computer-based testing Art examinations and ten (10) Science examinations with at least a score of 80%. (See “Computer Based Testing” below). Also, the student must take the PNBE.

Students must complete the WebCT delivered board exams and the PNBE before the end of the semester (last class meeting during final exam week). Failure to do so will result in a course grade of “F.”

**Exception:** The UCO online delivered examination requirement is
waived for students having successfully completed or are concurrently enrolled in FNRL 4522 Board Review.

- Each student must take the Practice National Board Exam (PNBE) before the end of the semester (last class meeting during final exam week). Failure to do so will result in a course grade of “F.”

- **Exception:** The UCO online delivered examination requirement is waived for students having successfully completed FNRL 4522 Board Review.

- **Any student not completing any of the above case report requirements, board review component, or Practice National Board Exam requirement by the end of the semester will receive a course grade of “F,” regardless of his/her NBE status.**

### Grading Summary

**Ten (10) Embalming Cases --------------------------10 Points each case (100 total)**

10 cases must be completed by the end of the semester. Also, each student must pass embalming certification by the course instructor or co-instructor. A student will receive a course grade of “F” if he/she fails complete the ten case requirement and certification. The rules for “incomplete” grades do not apply. If two or more cases are embalmed at the same time (or the embalming times overlap in any way) credit will be allowed only for one case.

**Ten (10) Funeral Cases ---------------------------10 Points each case (100 total)**

5 funeral arrangements and 5 services will be completed by the end of the semester. A student will receive a course grade of “F” if he/she fails to do so. The rules for incomplete” grades do not apply.

**Book Report: The Funeral by Doug Manning ------------------------100 Points**

Read this book. When finished, answer two questions:

1. How does the book help you grow personally?
2. How does this book help you grow professionally?

Minimum length requirement: The minimum length of your report should be the equivalent of a two page, typed, double-spaced document. Your response is due at the time of the last class meeting.

**or**

**Journal Review:----------------------------------------- 100 Points**

Find 4 articles from professional journals (*The Director, The Dodge Magazine, The American Funeral Director, ICCFA, CANA etc*). Each article should be on a new strategy or approach in funeral service, or a
challenge that is facing funeral service. Each article should be on a different topic.

Write a summary of each article in appropriate research style (footnote quotes, give complete title and author and journal). Each summary should not be less than 1 page in length. Copy the article and attach it to the back of your summary. Each summary is worth 25 points

Total Course Points

300 Points

Course Grading Scale
90 – 100% = A
80 – 89% = B
75 – 79% = C
70 – 74% = D
Below 70 % = F

Course Points
270 - 300 = A
240 - 269 = B
225 - 239 = C
210 - 224 = D
Below 210 = F

VI. Attendance Policy
1. Class Attendance – All Class Sessions are Mandatory. Failure to attend class without the instructor’s permission will result in a letter grade reduction for each class missed. If a student is tardy, he/she will be considered absent.

2. Minimum number of practicum work hours in funeral homes or embalming facilities: 120

3. Practicum Work Site Options
On the first day of class, a student may select a practicum work site from the following options:

Option # 1 – A student will report to one Oklahoma City metropolitan area funeral home to complete all practicum course requirements (e.g., embalming and funeral directing/arranging case reports), excluding board preparation and taking the NBE exam. This funeral home must be one that arranges and conducts funerals, and performs enough on site embalming for a student to complete case reporting requirements. The student must work a total of 120
hours and complete weekly time logs.

**Students are required to complete a work schedule plan that is submitted to the course instructor at the beginning of the semester.**

The required embalming certification will be completed at the Central Care Center, as mentioned above.

**Option # 2** - For completing funeral directing case reporting requirements, a student may select a funeral home that does not perform embalming on site (e.g., the funeral home may use the Central Care Center or other embalming service). A student will report to the aforesaid funeral home to complete funeral directing/arranging case reports. Also, a student will report to the Central Care Center to complete embalming case reports. Each student must work a total of 120 hours during the semester. A student making this selection must adhere to the following rules:

**Work Site Reporting for Option # 2 Students:**

At the discretion of the instructor, students may be placed into two groups. Group A will begin the semester at the embalming site and group B will start the semester at the funeral establishment. At midterm, the two groups will change practicum site assignments. To determine a work schedule at the Central Care Center, each student will select days and times on a sign-up sheet. The goal is to spread out and limit the number of students reporting to the Central Care Center at a given time. Students must report to and be present at the practicum funeral establishment or off-campus embalming instructional site each week as follows:

a. Off-Campus Embalming Instructional Site:
   - *Fall & spring semesters* – Eight (8) hours each week, for one-half of the semester.
   - *Summer semester* – Fifteen (15) hours each week, for four (4) weeks of the semester.

   All students will complete a work schedule plan (sign-up sheet) at the beginning of the semester.

b. Funeral Establishment Site:
   - *Fall & spring semesters* - Eight (8) hours each week, for one-half of the semester.
   - *Summer semester* – Fifteen (15) hours each week, for four (4) weeks of the semester.

   All students will complete a work schedule plan at the beginning of the semester and will submit to the course instructor.

   * The above fall and spring calculations are based upon the following:
     1. 120 total work hours per semester.
     2. A 15 - week semester which excludes Thanksgiving week and spring break. (no student is required to report to the practicum work site during Thanksgiving week and Spring break)
     3. 120 divided by 15 = 8.
For all students, a work week begins on Monday and ends on Sunday. Weekly time logs will be based on the work week format. The Central Care Center operates from 7:00 am to midnight, seven days a week. Students may report to the care Central Care Center during those days and times. Students must adhere to the sign-up sheet schedule. Failure to do so will result in a course grade of “F.” Any modifications of said work schedule must be cleared with the course Glenda Stansbury in advance.

Students will determine funeral home work schedules (for completion of funeral directing/arranging case report requirements) with their preceptors. Failure to complete any site attendance requirements (e.g., 120 total hours or weekly reporting requirements) will result in a course grade of “F.”

Additional Embalming Rules (for all students):
a. In the event a student does not obtain the required cases during his/her assigned time at a funeral home or the Central Care Center, he/she may go to or return to the Central Care Center on his/her own time during the semester to complete these requirements.

b. Embalming students are required to wear PPE (personal protective equipment) including, but not limited to, face shield, apron, gloves and shoe covers. This requirement is mandatory.

c. No more than two students will be allowed to actively participate or observe the embalming of dead human remains. (No more than two students may be near or at the embalming table at one time.) No more than two students will receive case reporting credit for the embalming of one dead human body. Only one student can be present for certification embalming.

(For all students): In this course, the student will be required to be on site (funeral establishment/embalming instructional site) each week except during spring break and Thanksgiving week. However he/she must report on days when normal classes are in session. For example, the minimum hours requirement can be fulfilled during Monday, Tuesday and Wednesday of fall break week (or on the weekend). For other holidays, students have the option of reporting on Labor Day or Martin Luther King Jr. Day. If she/she chooses not to report, he/she must make up the lost time on another day during that week. Practicum is an unpaid clinical learning experience at a funeral home or embalming instructional site.

In sum, every student is expected to be at his/ her embalming site or funeral establishment each week even if the case reports are completed. Students must maintain and complete a work time log for EACH week. Each log must be signed by the preceptor. The logs must be presented to the preceptor for signature at the end of each week. All completed logs must be turned in to the course instructor during midterm and final exam week.
VII. Resources, References, and Supplies
The Department of Funeral Service will provide the following to students:
Online delivered board preparation quizzes, Compend of funeral service board
questions, the National Board Exam Study Guide, and the Practice National
Board Exam. The off-campus embalming site will provide personal protective
equipment.
Students will be responsible for the purchase of the National Board
Examination.
Students are encouraged to utilize a variety of resources, including the
following: textbooks, course notes, and support materials from prerequisite
courses, materials readily available in the UCO Library, class notes,
professional trade journals, and online educational materials.

VIII. Computer-Based Testing
Each student must complete ten (10) computer-based testing Art examinations
and ten (10) Science examinations, each with a minimum score of 80% by the
end of the semester (last class meeting during final exam week). If a student
does not obtain this level of mastery by the end of the semester, he/she will
receive an “F” for the course.
Each student must pass ten computer-based (10) Art and ten (10) Science
examinations with a grade of 80% or better and must take the PNBE before
he/she is eligible to take for the National Board Examination.
Students will receive the required testing instructions from the Department
Chair during their first class session. These instructions will require the
student to accomplish, by stated deadlines, particular work with the computer-
based testing available from the department.
Each student must take the Practice National Board Exam (PNBE) before the
end of the semester (last class meeting during final exam week). Failure to do
so will result in a course grade of “F.”
Exception: The Practicum online delivered examination requirement is waived
for students having successfully completed FNRL 4522 Board Review.

National Board Examination - Students failing to complete the Arts &
Sciences sections of the National Board Examination by the end of the
semester (last class meeting during final exam week) will receive an incomplete
grade for the class. If an incomplete is received, the student has three (3)
months to complete this requirement. If not completed within said six month
time limit, the student will receive a course grade of “F.”

IX. End of Semester Surveys
Students must complete the embalming preceptor effectiveness survey and the
funeral director preceptor effectiveness survey found online at during the last
day of class.
X. **Course Outline**
1. Active participation in the embalming of ten dead human remains.
2. Planning and directing of ten funerals.
3. Completion of ten (10) computer-based testing art examinations and ten (10) science examinations with at least a score of 80%.
4. Completion of the Practice National Board Examination (arts & sciences sections).
5. Completion of National Board Examination (arts & sciences sections).
6. Completion of online preceptor effectiveness surveys. (two surveys).

XI. **Students with Special Needs**
The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act 1990. Students with disabilities who need special accommodations must make their request by contacting the Coordinator of Disability Support Services, Kimberly Fields at 974-2549. The office is located in the Nigh University Center, Room 309. Students should notify the instructor of special accommodation needs by the end of the first week of class.

XII. **Additional Course Rules & Policies:**
The goal of the course is to introduce, as well as engage, students in numerous experiences relevant to the practice of funeral service. Students will perform tasks including, but not limited to: removals, embalming, restorative art, funeral directing, executing burial procedures, cremating human bodies and processing cremated remains, filing paperwork (but NOT signing any legal document(s) requiring the signature of a licensed funeral director/embalmer: e.g., Sales Contracts, Death Certificates and Burial Permits) related to the disposition of dead bodies, planning and participating in funerals and memorial services, and working with clerical and managerial staff to execute the daily affairs of operating a funeral service business. At the end of the practicum experience, students will be fully aware of the requirements and tasks expected of practitioners in the profession, and have the necessary skills to begin work as a competent, informed, funeral service professional.

To successfully complete the stated course objectives, the following additional course rules must be followed:

1. **Course Necessities:**
Each student is expected to work a minimum of 8 clock hours per week in the regular semesters or 15 clock hours during the summer semester at his/her assigned practicum site. A work schedule is to be arranged between the student and preceptor during the first week of class. Students must also attend the full length of each on-campus meeting (see meeting dates and times above).
Students are to be engaged in work experiences that directly support the stated objectives. **It is unacceptable to have students perform tasks such as yard work, general errands, etc.**

While at the off-campus embalming site, (Central Care) students will perform all tasks associated with the preparation of human remains. Also, students will perform all tasks associated with the funeral service process while at the funeral home.

Students must document all work activities on the attached forms and log sheets. All work activities forms and reports must be submitted to the instructor on the stated due dates (see below). Students submitting forms **late or with false data**, may be withdrawn from the course and receive a course grade of “F.”

3. Professional Conduct:

Funeral service is considered a professional occupation. Therefore students will need to adhere to certain dress codes and professional actions.

Students must be aware that the funeral service professional is considered a conservative field and there are certain attires that fit the funeral industry and some which do not.

Students must also be cognizant of their language and behavior, and **must never engage in the use of profanity at their practicum site.** Preceptors set the ground rules for dress and professional conduct at the beginning of the practicum experience. Students must remember that preceptors have the right to request that a student be removed from the practicum site at any time.

Always be respectful of the environment and culture into which you have been place to serve your practicum.

Should a student experience any problems with a preceptor or other funeral home employee(s), s/he is required to notify the instructor immediately! It is the student’s responsibility to notify the instructor of any difficulties s/he may be experiencing at the practicum site that may affect his/her ability to complete the course requirements.

4. Professional Conduct in the Classroom.

Students will conduct themselves in a professional manner. Students who demonstrate disruptive behavior during class or clinical sessions will be asked to leave and may not return until they have met with the Chairman of the Funeral Service Department and he/she approves their return to class.

Disruptive behavior is defined as conduct or behavior that causes disorder or distraction interrupting the normal continuance or unity of the classroom or clinical experience. Specifically, rude, disruptive, uncooperative, antagonistic or confrontational behavior will not be tolerated. Violations may result in a letter grade reduction. Students who continue to violate this directive will receive a course grade of “F” and dropped from the class. Failure to bring work logs and /or submit required forms and assignments on due dates will be considered a
violation of this policy. Student cooperation concerning this matter is appreciated.

5. **Proxy Supervisors:**
There is no provision for the use of an alternate preceptor to sign case reports. Case reports and time logs may only be signed by a preceptor who has completed preceptor training and has been chosen to serve as the primary preceptor. In the event that the preceptor has become ill or is unavailable to supervise student work and sign case reports and time logs, the student must contact the course instructor immediately. Any reports turned in to the instructor without the signature of the primary preceptor will not count toward the total number required.
Also, students may not transfer from their assigned funeral establishment to a different funeral site without permission from the instructor. Failure to follow this requirement may result in the student receiving a failing grade.

6. **Bloodborne Pathogen:**
As an embalmer, you should know that some of the bodies upon which you work may be considered “high risk” for possible infection, and any injury experienced while working on human remains must be reported.
If you have an risk exposure while working in the field, especially one in which you have direct exposure to bloodborne pathogens (e.g., needle stick), you may need to begin HIV prophylactic treatment within two (2) hours of exposure.
Be sure to review the funeral establishment’s policies and follow their instructions regarding your health care!

7. **Dispute Resolution / Grievance Procedures:**
Should a student experience a problem working with an employee other than their assigned preceptor at their practicum location, he/she should first speak with the preceptor to address his/her concern(s). If the problem persists, the student should bring the problem to the attention of the course instructor.
If a student has a problem working with his/her preceptor, the student is advised to first discuss the concern/issue with the preceptor. If resolution of the problem cannot be achieved, the student should share his/her concerns with the instructor. If at any point during the practicum a student feels that their physical and/or mental health is in jeopardy, contact the course instructor immediately.
If a grievance concerns either the issue of possible sexual harassment, or perceived discrimination based upon race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran’s status, sexual orientation, the student should immediately contact the department chair and the Office of Equal Opportunity and Affirmative Action at the University of Central Oklahoma to report the incident, and to receive counsel on appropriate action to be taken. The University of Central Oklahoma is committed to the policy that all persons shall have equal access to its programs, facilities and employment opportunities.
8. Confidentiality Policy:

a. Practicum students will have access to private and personal information about families they serve and the deceased. In an effort to maintain respect for the privacy, students must observe the following rules related to ethical and professional conduct. Any documented violation of these standards may result in the student being withdrawn from the course and receiving a failing grade.

(1). Never use the decedent’s full name on any document used for practicum. Instead, use the funeral home’s numeric record-keeping system (e.g., Case #1234), or the last four digits of the decedent’s social security number (if available). The Department only needs a reference to the embalming case report with a permanent record on file at the funeral home.

(2). Never discuss specifics of an embalming operation outside of the funeral home where you are serving your practicum.

(3). Never discuss any information that may be considered private by a family member with other students, co-workers or employers of another firm, or people not authorized by the next of kin to have access to such information.

Always treat the families you serve, and the loved ones whose remains you care for, as if they belonged to your own family. Funeral service is a profession based upon trust. When trust is violated, rarely, if ever, will you have the opportunity to redeem yourself in the eyes of the families you have been called upon to serve.

b. Practicum students will have access to private and personal information about the funeral establishment, Central Care Center, or any other off-campus instructional site, and the individuals working at the practicum location. In an effort to maintain respect for the privacy of the funeral establishment, Central Care Center, or any off-campus site used for instruction, students must observe the following rules related to ethical and professional conduct. Any documented violation of these standards may result in the student being withdrawn from the course and receiving a failing grade.

(1). Never discuss any information dealing with the company’s operations with anyone other than the preceptor.

(2). Never report on any company policy or activity with anyone other than the preceptor.

(3). Never relate any personnel information of employees, behavior of employees, or comments made by employees to anyone other than the preceptor.

Always treat with respect the employees, managers, and owners of the practicum’s funeral establishment, Central Care Center, or any off-campus instructional site. Ethical conduct and respect for the privilege of learning at
the practicum location must be part of the everyday experience by the student. **What you see, hear and learn at the practicum site must stay at the practicum location. Any documented violation of these standards may result in the student being withdrawn from the course and receiving a failing grade.**

9. **Dress Code**
The “Dress Code” standards set forth by the Funeral Service Department apply to all funeral service students anytime and every time students are involved in practicum related activity. Students may wear casual, conservative attire at their off-campus embalming instructional site except when leaving the facility on official business such as removal and deliveries. While performing these duties, students will be formally attired. Students will wear dress attire while on premises at funeral establishments. **Funeral establishments are likely to have a specific dress or grooming preference. If so, practicum students must adhere to said preferences.** Certain visible body piercing and/or other jewelry, hair styles and cosmetics (including, but not limited to, fingernails) treatments or styling may not be appropriate attire for a practicum site. Funeral service students should blend in with the other funeral home staff members. Students are required to observe the Funeral Service Department “Dress Code” during clinical hours. If a student is addressed or sent home for inappropriate dress or jewelry, no credit will be given for the student’s shift. These lost hours will need to be made up at a time approved by both the instructor of the course and the preceptor at the funeral establishment during the semester. If a student is not willing to conform to the dress requirements of the funeral establishment to which they have been assigned to work, the preceptor and/or instructor reserves the right to withdraw the student from the funeral home practicum site. **If a student is unwilling to dress and/or act in an appropriate manner, they may be withdrawn from the course and receive a course grade of “F.”.**

If, for any reason (whatever reason) a funeral home manager/preceptor requests that the assigned practicum student not return to the assigned funeral home/embalming site, the instructor, along with the department chair, will meet with the student to review the situation. As a result of said review, the student will either be re-assigned or dropped from the course with a failing grade. Although the instructor understands the pager and cellular needs of the students (work emergencies, family emergencies), it is expected that pagers or phones be placed on “silence” and emergency phone calls be answered outside the classroom or practicum location. Some practicum sites do not allow any or all cell phone activity during working hours. **Student must follow such rules established by the firm.**

Students are encouraged to become familiar with the University of Central Oklahoma (catalog) and the Student Handbook of Conduct. The Funeral Service Department adheres strictly to it.
10. **Paperwork**
Each student should have a folder containing his/her forms, reports, and related documents. A student is required to have said folder in his/her possession when working practicum hours in a funeral establishment and during any on-campus class meeting. The instructor reserves the right to review the documents at any time. A student is expected to submit to the instructor assigned papers, forms or reports on the aforesaid due dates. If a student is absent from class or fails to submit any paperwork on published due dates, the instructor may choose to not accept them. No credit for points will be allowed in this instance.

11. **Cell Phone Usage**
No student will be allowed to use any feature of his or her cell phone when working practicum hours, either inside or outside the funeral establishment building or on any of the funeral establishment’s property. This includes (but not limited to) sending and receiving verbal calls, text messaging, internet use, or any other use. If a student has a cell phone on his or her person or brings a cell phone into the practicum funeral establishment or on the property, he/she must disable the ringtone and enable a silent or vibrating feature to alert the user of incoming calls or messages. This rule is violated when a student uses a cell phone anywhere outside of a building on the funeral establishment’s property (including, but not limited to the student’s car). Exceptions can only be made in extreme emergencies.

12. **Computer Usage**
No student will be allowed to use the funeral establishment’s computers for any personal usage. This includes, but is not limited to any internet usage, email, usage of installed software applications, etc. The only usage allowed must be approved by the preceptor and will be limited to official funeral establishment business.

13. **Completion of Embalming Logs (Mike Shetlar)**
When the embalming case report is complete, please provide the following information to Mike Shetlar at Bill Eisenhour NE Funeral Home:
   1. Photo copy of embalming case report. (Do **NOT** print name of decedent on case report)
   2. Name of decedent on a post-it note attached to case report.

14. **Show Respect to Preceptors**
Bear in mind the all preceptors are donating their time and energy for your benefit. Please show respect to preceptors at all time. Remember that no two embalmers do their work exactly the same way. Be certain to carefully listen to their directions and employ the techniques they share with you.
Course Syllabus Verification

I have received and/or downloaded (and printed) the Student Handbook for Practicum in Embalming & Funeral Directing FNRL 4118; Spring 2012, Glenda Stansbury, Instructor. I have read the syllabus and understand all course rules, policies, and any other information contained therein.

Signed:______________________________

Print Name:__________________________

Date:_______________________________