Practicum FNRL 4118
Application Packet and Enrollment Instructions

Please Review All Instructions

Due to Funeral Service Department CHS 154

Before enrollment in Practicum FNRL 4118 or Board Review, all of the following tasks must be completed.

(Enrollment cannot be opened until all tasks have been completed & the Department has received all forms & confirmed that all requirements have been met. Please contact the office (405)974-5001 or Instructors with questions.)

Steps for enrollment in Practicum and Board Review

1. Obtain a signed degree check from Academic Advisement to verify completion of all prerequisite requirements for Practicum FNRL 4118.

   Contact Funeral Service Advisor Garrett Johnson Email: tjohnson74@uco.edu or 405-974-2344

Prerequisite requirements are:

- **Completion of all required degree courses of major**
  (with exception of co-requisite FNRL 4522 Board Review)

- **Senior standing. Must be eligible to graduate in the semester you are applying for.**
  A student will be dropped from the course if he or she has not completed the prerequisite requirements. Students must complete said requirements with passing grades.

Declared Funeral Service Majors falling under the 2011-12 catalog requirements or later must now earn a minimum grade of "C" in all courses in the major to count toward meeting degree requirements.
## Checklist of Degree Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Completed (Yes/No)</th>
<th>Semester Taken</th>
<th>Course Grade</th>
<th>Online, IVC or Live</th>
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<tr>
<td>ACCT 2113 Accounting 1</td>
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<tr>
<td>BIO 2314 Introductory Microbiology &amp; Lab</td>
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<td>CHEM 1014 Introductory Chemistry &amp; Lab</td>
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<td>FNRL 2214 Human Anatomy &amp; Dissection</td>
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<td>FNRL 3433 Introduction to Pathology</td>
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<td>FNRL 3054 Embalming Chemistry</td>
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<td>FNRL 3204 Embalming</td>
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<td>FNRL 3304 Restorative Art &amp; Lab</td>
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<td>FNRL 1211 Orientation to Funeral Service</td>
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<td>FNRL 2313 Contemporary Funeral Service</td>
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<td>FNRL 3374 Funeral Home Management I</td>
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<td>FNRL 3383 Funeral Service Statutory Law</td>
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<td>FNRL 3393 Mortuary Jurisprudence</td>
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<td>FNRL 3493 Funeral Service Communication</td>
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<td>FNRL 3513 History of Funeral Directing</td>
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<td>FNRL 4214 Funeral Home Management II</td>
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<td>FNRL 3483 Psychology of Grief</td>
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2. Complete the **Student Contact Information** form contained in this packet.

3. Complete the **Application for FNRL 4118 Practicum** form contained in this packet.

4. Complete the **Practicum Work Commitment** form contained in this packet.  
By selecting one of the following practicum options:

- **Option #1** – A student will select and report to an Oklahoma funeral home to complete both embalming and funeral directing/arranging Practicum requirements.  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.

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

For all students: call or visit the funeral home, introduce yourself as a UCO practicum student, and ask for permission to work your practicum hours at that site. **You need to determine the name of your preceptor. Have the preceptor sign the Application for FNRL 4118 Practicum Form. Also, you need to secure a copy of the preceptor’s Oklahoma Funeral Board license card and return to the UCO Funeral Service Department. Make sure the person who signs as preceptor will be supervising you and signing off on all of your reports. Leave them a copy of the Preceptor Instruction Form.**

For option # 2 students: There is no need to search for the practicum site to complete your embalming case reports. All embalming experiences can be done at the Bill Eisenhour Care Center and Funeral Home, NE, Oklahoma City. You do not need to complete the Practicum Work Commitment form for the Bill Eisenhour Funeral Home, only for the Funeral Home you choose for your funeral directing requirements. Simply choose Option #2 on the form. Instructions for completing your embalming requirements will be discussed at the first Practicum meeting. (See Important Dates page)

5. Sign your name to the Funeral Directing Preceptor Information form. **Remove the form from this packet and give to the preceptor for his/her retention.**

6. Obtain a Photocopy from your preceptor of their Oklahoma Funeral Board license card (Sample of preceptor’s wallet sized certification of licensure)
7. Return the following completed original forms to the funeral service department:
   a. Checklist of degree courses
   b. Signed degree check from Academic Advisement
   c. Student Contact Information form
   d. Application for FNRL 4118 Practicum form
   e. Practicum Work Commitment form
   f. Photocopy of the preceptor’s Oklahoma Funeral Board license card

8. Remember to Apply for Graduation!
   http://www.uco.edu/em/explore/graduation_checklist.asp

9. Once received you will be approved and can then Enroll in FNRL 4118 Practicum and
   FNRL 4522 Board Review
APPLICATION FOR FNRL 4118 PRACTICUM

The “hands-on” practicum experience is divided into two components:

1. embalming, restorative & cosmetic treatments, dressing and casketing, & cremation

2. funeral arranging and/or directing.

Each student is required to actively participate in the arterial and cavity embalming of at least ten (10) dead human remains under the supervision of preceptors located in an approved Oklahoma funeral home (selected by the student) or the Central Care Center at Bill Eisenhour, NE. Also, the student is to participate in conducting at least five (5) funeral ceremonies and the arranging of five (5) funeral ceremonies, under the supervision of the funeral director preceptor at an approved Oklahoma funeral establishment (selected by the student) during the remainder of the semester.

*Please note that there are other Practicum course requirements in addition to those stated above. Please consult the syllabus for your semester.

STUDENT NAME: ___________________________________  Student ID #: ______________________

SEMESTER OF ENROLLMENT: (Circle One) Fall           Spring          Summer        20_______ (year)

CURRENT ADDRESS: ___________________________________________________________

Street       City       State        Zip

CURRENT TELEPHONE:        Email

Students will not be allowed to enroll in Practicum FNRL 4118 (or will be dropped from this course) if all prerequisites have not been completed.

PLEASE ANSWER THE FOLLOWING QUESTIONS: (Circle the “yes” or “no” answers)

1. I have served my apprenticeship in the State of Oklahoma or the State of ______________.  Yes      No

2. I understand the determination of the location for my embalming training is determined by the Department of Funeral Service Education.  Yes      No

3. I understand that potential chemical exposures in this Practicum are potentially dangerous to pregnant women and/or unborn children.  Yes      No

4. Will you be working during the semester you intend to take Practicum?  Yes      No

If yes, provide establishment name and address. ____________________________________________

5. Date you first enrolled as a funeral service major at UCO. ____________________________

6. Date you intend to graduate from UCO _____________________________________________

7. Status of Hepatitis Vaccination: _______ Vaccinated _________ Not Vaccinated (Must Sign Refusal)

________________________________________

Student Signature                     Date
Practicum Students

Important Dates!

Three required meetings for Practicum FNRL 4118
See enrollment, application for specific dates for each semester

These are mandatory meetings. You must attend or you will be dropped from the course and receive a course grade of “F.”
FNRL 4118—Practicum Work Commitment
UCO Department of Funeral Service
Please complete the form below and return it to the Department of Funeral Service Education

Student Name: _______________________________  Student ID #: *

Semester of Enrollment: (Circle One)  Fall  Spring  Summer  20_______ (year)

I Select: _________ Practicum Option # 1                     ________ Practicum Option # 2

Name of Funeral Establishment:
__________________________________________________________________________________

Address:____________________________________________________________________________________

Phone Number:_______________________________________________________________________________

Preceptor:____________________________________________________________________________

Additional licensees supervising student (please list for signatures and training on site visit)
____________________________________________________________________________________________

The student must work a total of 120 hours per semester, (8 hours per week for spring and fall semesters, or
15  per week (summer semester) in an Oklahoma funeral establishment. Practicum students will be extended
the flexibility of a 24 hour clock, 7 days a week.

Any student requesting a change in the location of the funeral directing portion of the practicum will only be
allowed to work at an establishment where a preceptor has received the current annual training and the
establishment is under a current annual affiliation agreement. No changes will be made for option # 2
students working at the Central Care Center.

Each student will receive funeral directing experience at a licensed funeral establishment located in the
Oklahoma area. The funeral establishment must be a full-service funeral provider. Students will receive
embalming experience at the Central Care Center, Bill Eisenhour Funeral Home, NE (for option # 2
students) or at a licensed funeral establishment (for option # 1 students) with an embalming case load
high enough to make it possible for students to complete embalming case report requirements. All work
will be under the direct supervision of licensed embalmers and funeral directors also known as a
preceptors. All certification embalming will take place at the Central Care Center.

Please be advised that there is an attendance policy for this course. The student understands that failure to
be present at the assigned funeral home on the above day(s) and time(s) will result in a course grade of
“F.” The student understands that failure to attend the campus class, as per the attendance policy, will
result in a course grade of “F.” Practicum is an unpaid, external learning experience. A student
may not be paid for practicum work.

I understand the rules and demands of this course and the consequences of not following the policies.

____________________________________________                  _______________
   Student Signature                                                                              Date

____________________________________________                  _______________
   Funeral Directing Preceptor Signature                  ___________________
   Date

____________________________________________                  _______________
   Faculty or Department Chair’s Signature                                                     Date
Please give this form to Preceptor to keep
Funeral Directing Preceptor Information
UCO Funeral Service Department

Student Name

The above named practicum student has requested to complete his/her practicum course requirements at your funeral establishment. Further, he/she has requested that you serve as his/her practicum preceptor. Please consider the following.

1. The department chair or course instructor will provide preceptor training on your site at the earliest convenience. On or about the beginning of the semester, arrangements will be made to schedule said training. The session length is usually one hour.
2. Students have the following options to complete the practicum course requirements.

Option # 1 – A student will report to one Oklahoma 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.

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.

3. You will be asked to assist the student in gaining practical funeral arranging, directing, and embalming experience under option # 1. Or, you will be asked to assist the student in gaining practical funeral arranging and directing experience under option # 2. Students will complete case reports detailing their experiences and will ask you to review them for accuracy and sign your name. Further, you will assign a grade (10 point maximum) to each report.
4. For option # 1, the student must work 8 hours each week for 15 weeks (120 total hours) at your funeral home. For option # 2, the student must work 8 hours each week for 8 weeks (15 hours for 4 weeks during the summer semester) at your funeral home. You will be asked to sign his/her practicum time logs documenting practicum work hours.
5. For record keeping purposes, please provide the student with a photocopy of your wallet-sized Oklahoma Funeral Board Identification Card. He/she will forward it to the department chair.
6. The student must not be paid a salary, wage, stipend or any other consideration for his/her work.
7. Please list under your signature any other supervisors permitted to sign off on student cases.

For more information, please contact:
Glenda Stansbury, Instructor
Department of Funeral Service  University of Central Oklahoma  Edmond, OK  73034
Glenda@insightbooks.com  405-974-5197 or  405-974-5001