



MRTS 1330 – Funeral Service Internship Orientation - HYBRID

Course Syllabus: Spring 2025

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."



Instructor: Dr. Lucia Dickinson, Adjunct

Email: ldickinson@ntcc.edu

Virtual Office: Microsoft Teams by appointment only

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
	N/A	Available by appointment	Available by appointment	Available by appointment	Available by appointment

*Course **content** questions should be directed to Dr. Dickinson either by email or on Microsoft Teams, NOT messages in BB*

Clinical Instructor: Abby R. Shurtz, CFSP

Office: Instructional Annex 111C

Phone: 903-434-8316

Email: AShurtz@ntcc.edu

Virtual Office: Microsoft Teams



Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
	Available by appointment	9:00 am - 2:00 pm Virtual	Available by appointment	9:00 am - 2:00 pm Virtual	Available by appointment

*Course **clinical** questions should be directed to Mrs. Shurtz.

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 3 credit hours.

Lecture/Lab/Clinical: Two hours of lecture and four hours of lab each week.

Preparation for a funeral service career facilitated with on-site observation and participation— instruction in equipment use, procedures, and functions in the daily operation of a funeral home.

Prerequisite(s): Program Director's permission or acceptance to the Funeral Service program.

Co-requisite(s): MRTS 1301, MRTS 1342

Student Learning Outcomes:

Upon the completion of this course, the student shall be able to demonstrate the following competencies with a minimum grade of 80%:

1. Summarize OSHA's hazard communication standard, formaldehyde standard, and blood-borne pathogens standard;
2. Define funeral terminology;
3. Reconcile theoretical instruction with actual industry practice;
4. Discuss issues relating to death and funeralization;
5. Identify procedures in the disposition of human remains;
6. Take part in the daily functions of funeral service personnel and observe their relation to activities in allied areas;
7. Demonstrate psychomotor skills;
8. Relate the historical foundations and developments of funeral service practices in order to better serve client families;
9. Identify basic principles of the embalming and restorative art processes and the associated chemicals and instruments used;
10. Choose basic embalming treatment needs based on the specific requests of client-families;
11. Respond to hypothetical situations involving human remains;
12. Identify the practitioner's duties related to the various modes of disposal of human remains;
13. Demonstrate rudimentary skills expected by prospective employers.

Evaluation/Grading Policy:

Tests/Exams:

Mandatory Orientation @ 500 points

Exam I @ 100 points

Exam II @ 100 points

Exam III @ 100 points

Exam IV @ 100 points

Final Exam @ 200 points

Total Exam Points = 1,100 points

Assignments:

Dismissal Project @ 100

History project @ 100

Virtual Classes 2 @ 20 = 40 points

Discussion Boards 4 @ 10 = 40 points

Quizzes 5 @ 20 = 100 points

Assignments 7 @ 20 = 140 points

History Journal 1 @ 10 = 10 points

Total Assignment Points = 530 points

Clinical Experiences (*48 clinical hours required):

Clinical Documents Upload @ 10 points

Clinical Assignments 6 @ 10 = 60 points

Clinical Site Documents - Upload to Student Portfolio 6 @ 50 = 300 points

Total Clinical Experience Points = 370 Points

*Some students may be exempt from Clinical Experiences and Clinical Experience Points. Exemptions depend on work history and submission of proper documents.

Total Course Points Available = 2,000

<u>Percent</u>
A 92 - 100
B 85 - 91
<u>C 80 - 84</u>
D 75 - 79
F 74 & below

<u>Points</u>
A 1,840– 2,000
B 1,700 – 1,1839
<u>C 1,600 – 1,699</u>
D 1,500 – 1,599
F < 1,499

*A grade of C or better constitutes a passing grade in the Funeral Service Education program. **Final Exam grades must be 75% or higher to pass the class, regardless of the weighted calculation determined. If a student has a weighted grade of 80% or higher and does not receive a final exam grade above 75%, the student will receive an "F" in the class.**

Required Instructional Materials:

21st Century Funeral Directing and Funeral Service Management

Publisher: Thanos Institute

ISBN Number: 13:978-1734480504 / 10:1734480505

A Walk Through Time

Publisher: Thanos Institute

ISBN Number: 978-0-96479675-1 / 978-0-9647967-9-9

- Additional Readings will be supplied in Blackboard.
- Access to a necktie and cosmetics.

Optional Instructional Materials: None. Appropriate readings will be supplied in Blackboard and through independent research.

Need library resources but do not know where to start? Ask a librarian! Research help is available in person at the Charlie and Helen Hampton Library Reference Desk, by phone at 903-434-8151, or by emailing the Director of Library Services, Ron Bowden, at rbowden@ntcc.edu. The library's website, www.ntcc.edu/library, offers access to over 80 databases (including an eBook collection and a streaming video collection), a citation style guide, tutorials, and a link to their online catalog. The Funeral Service Education's library guide can be accessed by going to <https://libguides.ntcc.edu/c.php?g=634483>.

Minimum Technology Requirements:

- Regular (daily) access to high-speed internet via computer access
- Respondus Web Monitor (\$15), you will register for this in the "Start Course Here" folder
- Wired Webcam with microphone (for monitored test-taking and recording projects)
- Word processing software (Word) and presentation software (PowerPoint)
- Document scanning capability
- Windows laptops, PC, or MacBooks are acceptable. Chromebooks, Tablets, or iPads are incompatible with the learning management system and will not allow full utilization of resources in the course.

Required Computer Literacy Skills:

Computer access is required in this course. Students must be comfortable using Word, opening and reading Excel documents, viewing PowerPoint, attaching documents in .DOC and .DOCX format, accessing and using online programs, using an internet browser, performing database searches for articles, Blackboard, and textbook support websites. Where and when available, automated classroom recording technology will be used to record virtual (Synchronous) activities. Such recordings will only be used to

supplement the course(s) in which the recording occurred. Please express concerns regarding synchronous activity recordings to the program director before a virtual activity.

Course Structure and Overview:

This is a sixteen-week online course where students are required to access graded activities on the Blackboard Learning Ultra Management System. All assignments should always be accessed and submitted through the links in Blackboard. A typical class involves general participation by all members in discussions regarding funeral service and procedures being studied. Students are required to check email frequently, complete online homework, discussion forums, projects, and exams as assigned by the instructor. Students must keep up with course materials and assignments when issued by the instructor, as this is not a self-paced class. Students are expected to watch instructional videos, read the course textbook(s), and complete online assignments in the Learning Management System, Blackboard, by the due dates.

Clinical Requirements:

This course also requires 48 clinical hours in the field. Students will work with the clinical instructor to facilitate a site near them and assist with getting the site through the affiliation/approval process. All hours must be completed during the semester in which this course is conducted, unless approved by the clinical instructor. Students must communicate with the clinical instructor in a timely manner for this process to work. Some students may be exempt from Clinical Experiences and Clinical Experience points. Exemptions depend on work history and submission of proper documents. Approval of exemptions are at the discretion of the clinical instructor and program director.

SCANS Skills:

Basic Skills: reading, writing, arithmetic and mathematical operations, listening, speaking. Thinking Skills: creative thinking, decision-making, problem-solving, visualization, knowing how to learn, and reasoning.

Personal Qualities: responsibility, self-esteem, sociability, self-management, integrity, and honesty.

Resources: Time, money, materials and facilities, human resources.

Information: acquires, evaluates, organizes, maintains, interprets, and uses computers.

Interpersonal: participates in teams, teaches others, serves clients, exercises leadership, negotiates, and works with diversity.

Systems: understands systems, monitors and corrects performance, improves or designs systems.

Technology: works with a variety of technologies.

Didactic: Lectures, PowerPoint Presentations, Discussions, Case Studies, Videos/DVDs, Worksheets, Presentations, Written Assignments, Computer-based Assignments, Tutorials, and Assessments.

Communications:

***This course uses NTCC Student and Faculty email as the official form of communication. Blackboard Learning Ultra System and Microsoft Teams are also acceptable forms of communication with the instructor(s). All forms of written communication should come from the student's NTCC student account.

Student emails and phone calls will be answered within 48 hours. Messages sent after 12:00 pm (CST) on Friday, Saturday, or Sunday may not be answered until Monday. If you need information related to a test or assignment, plan and submit your questions well before the due date. Your instructor is not online 24 hours a day, so please allow time for a response. Emails must be sent from an NTCC student email account or will not be answered. Assignments will not be accepted via email. All assignments should be submitted through Blackboard. Blackboard collaborate, virtual sessions, and the discussion boards are areas that should be used for open questions and conversation. Use private email for information you do

not wish to share with everyone. Check-in frequently and respond to general conversations. Private email should be used only when you want to converse with someone privately.

Group email is seen by all and you will be asked to post information, ideas, opinions, and questions publicly.

To help you develop your professional communication skills, I am instituting a (somewhat) formal email etiquette policy. While in the past, I have had a certain amount of patience for email messages that are written in an informal style—that is, without much attention to structure, grammar, spelling, and style—I am quite concerned that your future employer(s) and other professional colleagues will be less tolerant. They may think that if you are that inattentive in your writing, you might be just as careless when interacting with families. (For example, please read [this article](#))

Therefore, when you send me an email, please make every attempt to follow my recommended guidelines for acceptable email etiquette:

- Use a properly descriptive subject line that consists of the course number ("MRTS 1330") followed by a very brief phrase that summarizes the subject of your message, such as "Homework 1, Problem 2" or "Appointment request." Please refrain from using short, nonspecific subject lines that have little to do with the actual message (like "hi," "class," "Comp Bio," "python," "question," "help," or just leaving the subject line blank.)
- Start the body of your email with a proper greeting, such as "Hello, Mrs. G," or something similar. (As a side benefit, this prevents you from accidentally addressing me by my first name)
- Please make sure you know the difference between they're, their, and there. Similarly, make sure you know when to use it's versus its, your versus you're, and to, two, and too. (There are people who write entire books to convey the wrath and fury they feel when they see examples of such abominations of punctuation and spelling.)
- Please capitalize the first letter in each sentence, not the entire sentence.
To encourage you to get in the habit of better email etiquette, my plan is as follows: If I receive an email message from you that does not make a sincere attempt to follow the recommendations outlined above, I may respond with a "canned" (pre-written) message that will politely ask you to rewrite your email and send again. It does not have to be perfect (even I screw up sometimes), but assuming you made a decent attempt to do the right thing, then I will be much more likely to provide an actual, personal, and timely response.

Microsoft Teams communications should follow the email etiquette policy outlined above. All communication should be respectful and professional.

Institutional/Course Policies:

Attendance: Attendance is crucial due to the nature of this course. Success in this course is dependent on your active participation and engagement throughout the course. As such, students must complete all assignments by the due date and actively participate in class discussions.

Since this is an online course, attendance is counted through exams, assignments, discussion boards, and quizzes. Make sure to log in at least three times a week to check for new materials and announcements.

Late Work: If an assignment is turned in late, 10% of the total possible points will be deducted for each day the assignment is late. Students will have five days to submit late work; on the fifth day, the paper will be docked 50% of the grade, following the 10% per day policy. After the fifth day, late work will no longer be accepted. Additionally, late work is not accepted beyond the 14th week of

class.

Grading: It is the goal of the funeral service faculty to have all grades and feedback returned to students within one week of the assignment's due date. Occasionally, certain assignments (i.e., projects and essays) may take longer to grade and return. Your instructor will inform you when to expect a delay in returned grades. The CURRENT AVERAGE posted on the Blackboard course site is a calculated grade that represents your current course grade average based on the work you have turned in. It will not calculate correctly if you have missed assignments that have not been filled in with a zero.

** Students enrolled in Funeral Service courses, including external learning experiences (Internships), must comply with the program dress code. A copy of this dress code can be found in the documents section in your Student Portfolio. It is suggested (and in some cases required) by the Funeral Service program that students purchase personal protective equipment for courses in which exposure to biohazards exists. Please refer to the Funeral Service Student Handbook for specific policies.

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state in which you plan to practice. Please speak with the department chair if you have a question about your background and licensure. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, entirely online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The College expects all students to engage in their academic pursuits in an honest manner that is beyond reproach, using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty, such as cheating, plagiarism, and collusion, is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are

students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, and other information, including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline

(note: instructor reserves the right to make adjustments to this timeline at any point in the term)



Class Week	Month	Dates	Readings*	Topics/Notes	Assignments Due	Clinical Internship Assignments Due
1	JAN	21-27	FDFSM Introduction P 1-15 Chapter 25 P 399 - 402	Course Introduction OSHA Training FTC Exam I OSHA Training	Discussion Board #1 10 Points Quiz #1 - Syllabus 20 Points Exam I - OSHA 100 Points	FSE Mandatory Documents Begin collecting documents to upload to the Student Portfolio (Due Week 2)
2	JAN/FEB	28-3	FDFSM Chapter 24 P 379-397	Veteran Forms Burial at Sea Social Security Documents Upload/ Clinical Selection	Assignment #1 Quizlet Glossary 20 Points Mandatory Orientation Attendance/Exam 500 Points	FSE Mandatory Documents Upload to Student Portfolio + Supplies Photo 10 Points
3	FEB	4-10	FDFSM Chapter 1 P 19 – 28 Chapter 2 P 31 - 43	Chapter 1 First Call Chapter 2 Transfer/Removal of Remains Exam II Orientation Glossary Virtual Class #1 Tuesday, February 11th 7:00 pm (CST)	Exam II - Orientation Glossary 100 Points	Introduction to Clinical Experiences in the Student Portfolio
4	FEB	11-17	FDFSM Chapter 3 P 45 - 72	Chapter 3 The Arrangement Conference	Passare Assignment #2 20 Points Virtual Class #1 20 Points	From this week on, this column will only apply to students participating in Clinical Experiences

5	FEB	18-24	FDFSM Chapter 4 P 75 - 90 Chapter 5 P 93 - 98 Chapter 6 P 101 - 104	Chapter 4 The Visitation Chapter 5 The Funeral Chapter 6 Procession	Quiz #2 20 Points Assignment #3 Self-Recorded Video 20 Points	N/A
6	FEB/MAR	25-3	FDFSM Chapter 8 P 113 – 116 Chapter 9 P 119 – 135 Chapter 10 P 137 – 140	Chapter 8 Memorialization Chapter 9 Personalization Chapter 10 Mem. Svc., Life Celebrations, & Gatherings	Assignment #4 Design your Funeral 20 Points	N/A
7	MAR	4-10	FDFSM Chapter 7 P 107 – 110 Chapter 11 P 143 – 160	Chapter 7 Aftercare Chapter 11 Pre-Need	Quiz #3 20 Points	N/A
8	MAR	11-17	FDFSM Chapter 18 P 253 – 281 Chapter 27 P 417 – 419 AWTT Chapter 34 P 219 – 226	Chapter 18 Cremation Chapter 27 Green Burial	Discussion Board #2 10 Points	MANDATORY Clinical Expectations Meeting Clinical Students ONLY Tuesday, March 11th 7:00 pm (CST)
SPRING BREAK MARCH 17-21, 2025						
9	MAR	25-31	AWTT Chapter 1 P 1 – 7 Chapter 2 P 9 – 27	Exam III	Exam III 100 Points Group Designation and Topic Selection	Clinical Week 1 Clinical Rotations START! Clinical Assignment #1 10 Points

10	APR	1-7	AWTT SR P 229 – 233	Introduction to Embalming	Discussion Board #3 10 Points Quiz #4 – Embalming 20 Points History Journal 10 Points	Clinical Week 2 Clinical Assignment #2 10 Points
11	APR	8-14	AWTT Chapter 21 P 127 – 132 Chapter 22 P 133 – 144 Chapter 23 P 145 – 149	History & Development of Embalming	Funeral Service Group History Project Due 100 Points Assignment #5 History Glossary 20 Points	Clinical Week 3 Clinical Assignment #3 10 Points
12	APR	15-21	AWTT SR P 347 – 348	Restorative Art Virtual Class #2 Tuesday, April 15th 7:00 pm (CST)	Assignment #6 Restorative Art 20 Points Virtual Class #2 20 Points	Clinical Week 4 Clinical Assignment #4 10 Points
LAST DAY TO DROP WITH A "W" – Thursday, April 10th, 2025						
13	APR	22-28	AWTT Chapter 3 P 29 – 31 Chapter 4 P 33 – 39 Chapter 5 P 41 – 42	Exam IV	Exam IV – History Glossary 100 Points	Clinical Week 5 Clinical Assignment #5 10 Points
14	APR	29-5	AWTT Chapter 6 P 43 – 45 Chapter 11 P 57 – 59 Chapter 15 P 71 - 79	Funeral Service History	Quiz #5 - History 20 Points	Clinical Week 6 Clinical Assignment #6 10 Points
15	MAY	6-12	N/A	History Project Group Reflection Dismissal Project	Discussion Board #4 - History Projects 10 Points Assignment #7 20 Points	Upload ALL Clinical Site Documents to Student Portfolio 300 Points

					Dismissal Project 100 Points	
16	MAY	13-15	Review ALL Readings	FINAL EXAM- Comprehensive	Final Exam 200 Points	N/A
Spring Pinning & Stole Ceremony ~ Saturday, May 17th, 2025 TBD (CST) Spring Commencement Ceremony ~ Saturday, May 17th, 2025 TBD (CST)						

Textbook Key:

AWTT – A Walk Through Time

AWTT SR – A Walk Through Time – Supportive Reading

FDFSM – 21st Century Funeral Directing & Funeral Service Management