

## FLORIDA STATE COLLEGE AT JACKSONVILLE

## COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	FSE 2060
COURSE TITLE:	Funeral Directing
PREREQUISITE(S):	None
COREQUISITE(S):	None
CREDIT HOURS:	3
CONTACT HOURS/WEEK:	3
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	3
Laboratory:	
Other _____:	
FACULTY WORKLOAD POINTS:	3
STANDARDIZED CLASS SIZE ALLOCATION:	25

## COURSE DESCRIPTION:

The student will examine the responsibilities of the funeral director from the first call until the last service rendered to the family. The student will study various religions, fraternal, military, secular, and traditional funeral customs. The student will be taught specific counseling procedures used when counseling the bereaved family. Specific attention will be paid to the counseling and communication techniques and skills that will assist individual family members with handling grief and the mourning process. In addition, students will explore the promotion of pre-need and after-care services.

SUGGESTED TEXT(S):	Canine, J. (1996). <u>The psychosocial aspects of death and dying</u> . Stamford, CT: Appleton & Lange.
	Wolfelt, A. D. (1990). <u>Interpersonal skills training: A handbook for funeral home staffs</u> . Muncie, IN: Accelerated Development.
	Klicker, R.L. <u>Funeral Directing and Funeral Services Management</u> , (Latest Edition). Buffalo, N.Y.

IMPLEMENTATION DATE:

Spring Term, 2002

REVIEW OR MODIFICATION DATE:

Fall Term, 2002 (20031)

Fall Term, 2008 (20091) - Outline Review 2007

COURSE TOPICS	CONTACT HOURS <u>PER TOPIC</u>
I. Definitions	2
II. Responsibilities of the funeral director	4
III. Various funeral customs	5
IV. Types and styles of counseling	4
V. Grief counseling	8
VI. The First Call	2
VII. Characteristics of the helping funeral director	4
VIII. Developing interpersonal skills	6
IX. Effective communications and public speaking	4
X. Disaster management counseling	6

PROGRAM TITLE: Funeral Services

COURSE TITLE: Funeral Directing

CIP NUMBER: CIP: 1312030100 (AS); CIP: 0312030100 (AAS)

## LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLES(S):

08.0 TAKE CARE OF THE DEAD IN A MANNER WHICH RECOGNIZES THE INHERENT DIGNITY OF MAN -- The student will be able to:

08.01 Give evidence of respect for human remains

09.0 IDENTIFY THE PRIVILEGES OF AND BE ABLE TO, THROUGH PROFESSIONAL PRACTICES, FULFILL THE RESPONSIBILITIES OF LICENSURE -- The student will be able to:

- 09.01 Identify the privileges and their limitations accorded the licensee with regard to caring for the dead, and serving the living.
- 09.02 Identify the responsibilities of the funeral director to those who have called him with regard to:
- 09.02.01 Providing services and merchandise as selected.
  - 09.02.02 Explaining the financial aspects of the funeral, and pricing method used.
  - 09.02.03 Explaining death benefits and/or burial allowances.
  - 09.02.04 Notifying the clergy of the death, if appropriate.
  - 09.02.05 Coordinating with the clergy on religious aspects of the funeral.
  - 09.02.06 Explaining merchandise and related representations regarding final description.
  - 09.02.07 Preparing a financial memorandum pertaining to services, selected merchandise, supplemental items and cash advances.
  - 09.02.08 Explaining applicable laws, rules and regulations.
  - 09.02.09 Referring for professional counseling where family needs so indicate.
- 09.03 Identify the responsibilities of the funeral director to his profession with regard to:
- 09.03.01 Costs and procedures instituted where the services of two funeral directors are required.
  - 09.03.02 Public education regarding funeralization.
- 09.04 Identify the responsibilities of the funeral director to the clergy in the matter of the policies, rules and regulations of churches.
- 09.05 Perform the following tasks applicable to the state in which he intends to gain a license:
- 09.05.01 State the limitations placed upon the practice of the funeral director/embalmer.

10.0 INTERPRET AND COMMUNICATE THE PURPOSES, PROCEDURES, AND VALUES OF FUNERAL SERVICES -- The student will be able to:

- 10.01 Identify the purposes, which the funeral serves for the family, friends, church, occupational associates, and community of the deceased.
- 10.02 Identify the values of the funeral.
- 10.03 Define common terms used in funeral services.
- 10.04 Identify the psychological purposes and values of the funeral.

## LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S):            TITLES(S):

- 10.05      Identify the sociological purposes and values of the funeral.
- 10.06      Organize and be prepared to deliver a speech on the purposes and values of the funeral.
- 10.07      Identify the philosophical purposes and values of funeral service.

11.0      COUNSEL PEOPLE REGARDING FUNERALIZATION -- The student will be able to:

- 11.01      Identify the major financial considerations that confront a bereaved family.
- 11.02      Identify the times or situations during which a funeral director will make use of counseling.
- 11.03      State the areas of counseling normally covered during funeralizations.
- 11.04      Describe the process of funeralization.
- 11.05      Describe contemporary opinions regarding psychology of death, grief, and bereavement.
- 11.06      Describe how the manner and cause of death affects the psychological needs of the bereaved.
- 11.07      List the information of importance to obtain during each type of counseling situation.
- 11.08      Identify and appraise the basic personal and personality problems that may appear during counseling situations.
- 11.09      Classify and analyze the various forms of funeral rites.
- 11.10      Describe contemporary opinions regarding sociology of death, grief, and bereavement.
- 11.11      Describe three or more types of counseling techniques applicable to funeral services and give reasons for the use of each in individual circumstances.
- 11.12      Describe recent developments pertaining to the theologies of death, grief and bereavement.
- 11.13      Describe the effects of the Uniform Anatomical Gift Act on funeralization.
- 11.14      Identify and describe stages of dying.

12.0      PLAN, IMPLEMENT, AND DIRECT A FUNERAL ACCORDING TO THE SOCIOLOGICAL, PSYCHOLOGICAL AND THEOLOGICAL NEEDS OF THE PERSON BEING SERVED -- The student will be able to:

- 12.01      Develop a warm, friendly and tactful attitude towards the family at the first meeting.
- 12.04      Identify the information to be secured from, and given to, the family upon initial family contact.
- 12.05      Describe the multiple steps required between initial notification of death and removal of the deceased.
- 12.14      Identify the reasons, which require a discussion involving the family, the officiating clergyman, and the funeral director regarding visitation hours, time of funeral, and other aspects of the service.
- 12.19      Describe considerations involved in the dignified movement of casketed remains.
- 12.22      Identify the psychological and sociological value of the funeral arrangement conference.
- 12.23      Identify methods of dealing with inter-personal conflicts among family members.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

<b>Section 1</b>	
<b>COURSE PREFIX AND NUMBER:</b> FSE-2060	<b>SEMESTER CREDIT HOURS:</b> 3
<b>COURSE TITLE:</b> FUNERAL DIRECTING	

<b>Section 2</b>			
<b>TYPE OF COURSE: (Click on the box to check all that apply)</b>			
<input type="checkbox"/> AA Elective	<input checked="" type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep	
<input type="checkbox"/> AS Professional Elective	<input checked="" type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate	
<input type="checkbox"/> Other _____	<input type="checkbox"/> PSAV	<input type="checkbox"/> Apprenticeship	
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)			

<b>Section 3 (If applicable)</b>			
<b>INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:</b>			
<input checked="" type="checkbox"/> Communications	<input checked="" type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics	
<input type="checkbox"/> Natural Sciences	<input checked="" type="checkbox"/> Humanities		

<b>Section 4</b>					
<b>INTELLECTUAL COMPETENCIES:</b>					
<input checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis	<input checked="" type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry	
<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Listening	<input checked="" type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Ethical Judgment	<input checked="" type="checkbox"/> Working Collaboratively	

<b>Section 5</b>		<b>METHOD OF ASSESSMENT</b>
<b>LEARNING OUTCOMES</b>		
1	Demonstrate an understanding of primary responsibilities of a funeral director	Written test, discussion, observations, shadowing a funeral director
2	Apply communication skills	Speaking assignments, reports, written communications
3	Exhibit knowledge of vocabulary associated with funeral service	Reports, word usage, research projects
4	Understanding of the time frames needed in funeral service, at-need, pre-need, aftercare	Written assignments, reports, research, and group discussions
5	Understanding of regulations and law pertaining to funeral service	Research federal/state, and local regulations. Studying required forms to process remains
6	Understanding of integrating ideas and directing to families	Discussion groups one on one practice
7	Explain event planning as a funeral director	Research groups, demonstrations

<b>Section 6</b>	
Name of Person Completing This Form: Roy C. Weimert	Date: 9/18/2007