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# Funeral Directing Lab

MORT2755 301

## Instructor Information

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**Phone:**  
**Email:**  
**Office Location:**  
**Office Hours**  
**Best Time to Contact:**

## Course Description

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Introduction of procedures to take a first call, remove human remains from the place of death, dress and place human remains in a casket, cremation container, and shipping container, casket placement and removal from a vehicle, and helping a family to make funeral arrangements.

## Course Student Learning Outcomes

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- Describe and demonstrate proper telephone procedures when taking a first call.
- Explain and show how to dress human remains.
- Explain and show different methods of placing human remains in a casket and cremation container.

- Explain and illustrate the transfer of human remains from the place of death to the funeral home using generally accepted procedures and equipment.
- Prepare human remains for transport in a common carrier.
- Recall and apply necessary skills needed in an arrangement conference with a family.

## Course Prerequisites

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MORT 1100

## Course Schedule

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<b>Date</b>	<b>Lesson/Lab Activity</b>
Jan 9	Course introduction; Tour of arrangement room and FD lab, First call role-plays
Jan 16	First call role-plays; Removals - adult and infant
Jan 23	Dressing and casketing; Practice tying ties
Jan 30	Cremation authorization role-plays
Feb 6	Arrangement role-play #1 <i>Funeral with viewing, service at mortuary or church, burial at Salt Lake City Cemetery</i>
Feb 13	Arrangement role-play #2 <i>Funeral with viewing, service at mortuary or church, burial in Duchesne, Utah</i>
Feb 20	Arrangement role-play #3 <i>Public viewing, cremation then memorial service at mortuary or church</i>
Feb 27	Arrangement role-play #4 <i>Ship-in from Missoula, Montana (no services there), evening viewing., graveside service at Sandy City Cemetery</i>
Mar 5	<b>No Class - Spring Break</b>
Mar 12	<b>NFDA Certified Crematory Operator Workshop instead of class</b>
Mar 19	Casket loading and unloading; Instructing pallbearers; Processing to

	grave
Mar 26	Arrangement role-play #5 <i>Evening viewing, funeral at church, ship-out to Baton Rouge, Louisiana</i>
Apr 2	Cremation identification viewing; Prepare remains for shipping in combination unit and air tray; Dress body and include plastic garments
Apr 9	Arrangement role-play #6 <i>Direct cremation, graveside service with military honors at Utah Veterans Cemetery</i>
Apr 16	<b>No lab today since you will be touring Midwest Casket Company on Thursday</b>
THURSDAY, Apr 18	<b>Midwest Casket Company Tour - Professional Dress Required</b>
TUESDAY, Apr 23	<b>Larkin Sunset Gardens Tour - Professional Dress Required</b>
THURSDAY, Apr 25	<b>UFDA Convention - Attendance and Professional Dress Required</b>

## Class Schedule

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Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Attendance and Participation</a>	Assignment	15
	<a href="#">Introduce Yourself</a>	Discussion	0
	<a href="#">Suggestion Box</a>	Discussion	0
1/18	<a href="#">Adult and Infant Removals</a>	Assignment	10
1/18	<a href="#">First Call Role-Play #1: Funeral Director</a>	Assignment	10

<b>Due Date</b>	<b>Assignment Name</b>	<b>Assignment Type</b>	<b>Points</b>
1/18	<a href="#">First Call Role-Play #2: Funeral Director</a>	Assignment	10
1/18	<a href="#">First Call Role-Play #3: Funeral Director</a>	Assignment	10
1/18	<a href="#">First Call Role-Play #4: Caller</a>	Assignment	5
1/18	<a href="#">First Call Role-Play #5: Caller</a>	Assignment	5
1/26	<a href="#">Dressing and Casketing</a>	Assignment	20
2/1	<a href="#">Cremation Authorization Form Role-Play</a>	Assignment	10
2/8	<a href="#">Arrangement Role-Play #1: Viewing night before and day of service, funeral at church, burial in Salt Lake City Cemetery</a>	Assignment	10
2/15	<a href="#">Arrangement Role-Play #2: Viewing day of service, funeral at mortuary, burial in Duchesne, UT (115 miles from mortuary).</a>	Assignment	10
2/22	<a href="#">Arrangement Role-Play #3: Person died by suicide - Public viewing, cremation right after viewing, memorial service at mortuary the next day.</a>	Assignment	10

Due Date	Assignment Name	Assignment Type	Points
2/29	<a href="#">Arrangement Role- Play #4: Ship-in from Missoula, MT (no services there), evening viewing, graveside service at Salt Lake City Cemetery.</a>	Assignment	10
3/21	<a href="#">Instructing Pallbearers, Casket Loading and Unloading, Graveside</a>	Assignment	30
3/28	<a href="#">Arrangement Role- Play #5: Evening viewing, funeral at church, ship-out to Baton Rouge, LA</a>	Assignment	10
4/4	<a href="#">Cremation ID Viewing and Shipping Remains</a>	Assignment	25
4/11	<a href="#">Arrangement Role- Play #6: Direct cremation, graveside service with military honors at Utah Veterans Cemetery.</a>	Assignment	10

## Participation and Attendance

Students are expected to be prepared, attend, and actively participate in all classroom, laboratory, clinical, and field trip activities. Attendance is vital to be successful in the SLCC Mortuary Science Program. Absences interfere with one's ability to meet required class /lab course objectives. Participation can only be attained by being present in class. Students can receive 150 participation points in each program course that meets twice a

week and 75 participation points in each program course that meets once a week. Absences and tardies due to work obligations are not excused. A student will be marked tardy for being late to class or for returning late from a break. It is up to the instructor's discretion to excuse an absence or tardy and to determine if a student is sleeping. Students start each Program course with full participation points and will receive deductions for the following violations.

### **Attendance Violations Point Deduction**

Unexcused absence 25

Tardy (0 to 30 minutes) 10

Tardy (31 minutes or more) 20

Early out (15 to 45 minutes) 10

Early out (46 minutes or more) 20

Sleeping in class (after 1 verbal warning) 5

Sleeping in class (after 2 verbal warnings) 10

### **Participation Violations Point Deduction**

Unauthorized use of cell phone/computer/tablet 25

Inappropriate/unsafe/distracting behavior 20

Non-participation in group activity 15

Inappropriate professional dress attire 10

Failure to clean up lab station after use 10

Inappropriate comment 5

Reaching zero participation points results in Program probation. Additional violations after a student reaches zero participation points in any Program course will result in removal from the Mortuary Science Program. The cumulative loss of 450 points in a

combination of Mortuary Science Program courses in a single semester will result in Program probation and/or removal from the Mortuary Science Program.

There will be a variety of outside educational experiences offered throughout the year including guest speakers and field trips. These events are for the purpose of replacing or enhancing required educational material in one or more courses. Attendance is required at these events. If you will not be able to attend an event, you need to notify the instructor in advance. If permission is granted to miss the event, an alternative may be given to the student, which may include a written report, presentation, or speech on a related subject matter. The absence from an event may result in a deduction of points from the class(es).

Some field trips may have costs involved including food, travel, etc. These costs are considered part of the student's education and are not available for reimbursement by the College or the Program.

## Grading Scale

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Although assignments, attendance, quizzes, and exams are calculated in points, Canvas will convert your final score to percentages and letter grades. The final grade for this course will be computed as follows:

100 – 95 = A

94 – 90 = A-

89 – 87 = B+

86 – 83 = B

82 – 80 = B-

79 – 78 = C+

77 – 75 = C

74 – 71 = C-

70 – 67 = D+

66 – 64 = D

63 and below = E

## Cell Phone and Electronic Device Policy

Technology use in the classroom creates opportunities for both learning and distraction. Its use in the classroom is restricted to curriculum purposes only and must not distract from learning or distract others.

The following policies are in effect in all Mortuary Science Program courses.

- Electronic devices (excluding ADA-authorized devices) must be silenced before entering the classroom. Electronic devices that create noise or distraction are not permitted in the classroom.
- Cell phones must be put away during class and may not be on the desk. Using a cell phone without instructor approval during class is prohibited and can result in your being asked to leave the class and being counted absent from the class. If you have an emergency and must use your cell phone, please exit the classroom.
- Laptops/Tablets may only be used during class time to enhance a student's learning experience if permitted by the instructor. Engaging in computer activities not directly related to the class is prohibited and can result in your being asked to leave the classroom and being recorded as absent from the class.
- College-provided devices may not be used for personal use at any time.
- Recording devices cannot be used in any class or clinical activity due to the potential for discussion of content considered to be confidential. Persons with special needs, as documented by Accessibility and Disability Services, can use an approved recording device in class.
- You may not record or publish information from any Mortuary Science Program course without written authorization from the course instructor. This includes video or recordings and photographs. Use of course material without authorization violates Privacy/Intellectual Property Rights and you will be subject to disciplinary action up to being dropped from the Mortuary Science Program.
- Instructors have the right to permit or restrict the use of technology in the classroom.



## Course Content Warnings/Trigger Warnings

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Because of past or current life experiences, you may find an assignment emotionally upsetting to complete. If this is the case, please contact me before the assignment is due.

## Keys for Success (how to succeed in the course)

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Do NOT put things off until the day assignments are due. Look at the upcoming assignments so you are aware of what you will need to do and can plan your time accordingly.

Turn homework in on time.

## Brief Description of Assignments/Exams

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All assignments, instructions, and due dates are on Canvas.

Assignments are to be completed on time. Homework turned in late will receive a zero. It is at the instructor's discretion to make exceptions in extenuating circumstances.

There are writing assignments associated with every lab activity. Assignments are due two days after you complete the lab activity. Review the assignment requirements before each lab. It is your responsibility to check Canvas to be aware of assignment details and due dates.

**The following course assignments are REQUIRED FOR GRADUATION by the American Board of Funeral Service Education: 5 first call role plays and 3 arrangement role plays.**

## Civil Learning Environment

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The manner in which we behave and treat others impacts everyone and our learning environment. These policies are intended to benefit each of us.

- Tardiness: Students are expected to attend class every time we meet and to be seated and prepared to participate when class begins. Arriving late disrupts other students, the instructor, and means the person arriving late misses important material.
- Respect: One person speaks at a time. Side conversations are not allowed. Please raise your hand and wait to be called on before speaking. Remember to communicate your viewpoints in a respectful and professional manner. You are expected to respect the opinions, beliefs, and comments of others. This includes avoiding non-verbal signals of disrespect such as eye-rolling. Much can be learned by considering what others have to say and refraining from judgment. At times, we will discuss difficult and sensitive topics. Communicating in a civil manner is especially important during these discussions.
- Confidentiality: Personal stories/experiences shared in class are to be kept confidential. Do not share these stories or experiences with others without first receiving permission from the person who shared them.
- Food in class: You may eat during class, but if it becomes a disturbance, you will be asked to put it away.
- End of class: Please do not pack your belongings up before class ends. It is disruptive and gives the impression you are done listening.
- Academic honesty: Plagiarism is the writing equivalent of stealing or passing off another's work as your own. Rather than properly citing and documenting a source, the student copies the source word for word or modifies what was written to make it appear as though the work is original to them. Anyone caught cheating will be penalized, possibly receiving an F in the course. If two students turn in the same work for an assignment that was to be completed individually, both will earn a "0" for that assignment. All students are expected to follow the SLCC Student Code of Conduct.
- As your instructor, I will:
  1. Have material for each module prepared and posted on Canvas at least one week before assignments in that module are due.
  2. Respect you and your opinions.
  3. Do what I can to help you succeed in this course.
  4. Check Canvas at least once a day, Monday - Friday.

5. Respond to your messages within 48 hours Monday - Friday.
6. Grade your assignments within one week of the assignment due date.
7. Start class on time.
8. Give you a five-minute break during class. Remind me If we have not had a break after 50 minutes.

## Pregnancy

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SLCC values inclusive learning environments and strives to make all aspects of the College accessible to our students. If you have a disability and believe you need accommodations to improve access to learning materials or the learning environment, please contact the Disability Resource Center: Although pregnancy is not a disability, our DRC advisors are trained to assist with pregnancy related accommodations in addition to disability related accommodations. We strongly recommend any student who is pregnant or becomes pregnant while in the program notify the DRC. This will allow preventative measures to be taken, safety process in place to protect the student and the unborn child and allow for accommodations. Due to risk of fetal exposure to radiation and chemicals while in some programs it is strongly recommended that all pregnant students work closely with the DRC. Phone: 801-957-4659. Email: [drc@slcc.edu](mailto:drc@slcc.edu). Website: [www.slcc.edu/drc](http://www.slcc.edu/drc)

## Academic Dishonesty

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Plagiarism is the writing equivalent of stealing or passing off another's work as your own. Rather than properly citing and documenting a source, the student copies the source word for word or modifies what was written to make it appear as though the work is original to them.

Plagiarism: Presenting within one's own work the ideas, representations, or words of another person without customary and proper acknowledgment of that person's authorship is considered plagiarism. Students who are unsure of what constitutes plagiarism should consult with their instructors. Claims of ignorance will not necessarily excuse the offense.

Anyone caught cheating will be penalized, possibly receiving an F in the course. If two students turn in the same work for an assignment that was to be completed individually, both will earn a "0" or F for that assignment.

## Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

## Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

## Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements.

By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

## College Wide Student Learning Outcomes

- Acquire substantive knowledge in the intended major and throughout General Education
- Communicate effectively
- Develop quantitative literacies necessary for the chosen field of study
- Think critically
- Express themselves creatively
- Develop civic literacy and the capacity to be community-engaged learners who act in mutually beneficial ways with community partners
- Develop the knowledge and skills to work with others in a professional and constructive manner
- Develop information literacy
- Develop computer literacy

## Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To

learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)