



NORTH·SHORE
COMMUNITY COLLEGE

Real Opportunities

FUNERAL SERVICES PROGRAM

STUDENT HANDBOOK

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Purpose

This handbook is for students in the Funeral Service (FNS) program. It provides the students with information about the program and the college. This guide, when used in conjunction with the North Shore Community College (NSCC) catalog and Student Handbook, will be the primary source of information, guidelines, and policies to direct you while completing your degree requirements.

Diversity Statement

NSCC is committed to developing and maintaining an inclusive, proactive, and empowered culture where diversity is a guiding value, not just in theory, but in practice. The FNS Program will foster an environment of respect for all individuals, groups, cultural backgrounds and diverse points of view.

Program Faculty

Sarah A. Stopyra, M.Ed., CFSP – Program Coordinator
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Program Description

The Funeral Service Education program at North Shore Community College is a two-year Associate in Applied Science Degree program, currently a Candidate for Accreditation with the American Board of Funeral Service Education. North Shore Community College is accredited by NECHE the New England Commission of Higher Education (formerly NEASC-CIHE, the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

CAUTION: *Students applying for admissions to the funeral service education program should contact their respective state board of funeral service regarding that state board's approval of this particular program of instruction.*

This program currently does not have any National Board Exam pass rates, graduation rates or employment rates. National Board Examination pass rates, graduation rates, and employment rates for ABFSE accredited programs are available at www.abfse.org.

For information about this program, please contact the FNS program Coordinator, Sarah A. Stopyra, at (978)762-4251 or by email at [sstopyra@northshore.edu](mailto:ssOPYRA@northshore.edu).

Program Mission

To prepare students for a career as Funeral Service Professionals by equipping them with an understanding of the evolution of knowledge and the skill-set to ethically serve the deceased and console the living.

FNS Program Student Learner Outcomes

- Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
- Identify standards of ethical conduct in funeral service practice.
- Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- Apply principles of public health and safety in the handling and preparation of human remains.
- Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
- Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
- Describe methods to address the grief-related needs of the bereaved.
- Explain management skills associated with operating a funeral establishment.
- Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

Required Abilities

This is a list of mental and physical abilities that are required for successful participation in the program and for continued success in the funeral service industry. Students with disabilities must demonstrate competency in the following areas with or without reasonable accommodations, as appropriate.

1. **Cognitive** and critical thinking abilities which are sufficient to make clinical judgments and meet laboratory objectives and requirements.
 - A. *Can* comprehend new knowledge and apply it in any area of funeral service practice.
 - B. *Can* effectively analyze situations and identify cause-effect relationships.
 - C. *Can* effectively organize material, solve problems, and make decisions.

2. **Interpersonal** abilities, which are sufficient to interact purposefully and effectively with others.
 - A. *Can* establish healthy rapport with individuals.
 - B. *Can* interchange ideas appropriately in a group setting.
 - C. *Can* convey sensitivity, respect, tact, and a mentally healthy attitude in interpersonal relationships.

3. **Communication** abilities, which are sufficient to convey thoughts in verbal and written form so they are understood by others.
 - A. *Have* sufficient English language abilities to understand printed and verbal instructions.
 - B. *Have* sufficient English language abilities to be understood in verbal and written communication.
 - C. *Have a college assigned translator to assist with interpretation and communication.*

4. **Physical mobility**, which is sufficient to fulfill classroom, clinical and program objectives safely and effectively. Physical disabilities must not pose a threat to the safety of the student, faculty, or other students.
 - A. *Can* maintain balance in any position, move from room to room, and maneuver in small spaces.
 - B. *Can* flex/extend and/or abduct/adduct arm and leg muscles and rotate all major joints freely.

5. **Strength** (gross motor skills) and endurance are sufficient to fulfill safely all clinical laboratory objectives and requirements.
 - A. *Can* work for six or more hours in a laboratory and/or funeral home setting.
 - B. *Can* position, lift and transfer dead human remains without injury to self or others.
 - C. *Can* push, pull or lift (with assistance from one other person) heavy objects such as caskets containing dead human remains.

Academic Advising

Student Support and Advising Center

The NSCC Student Support and Advising Center provides one-on-one support to help students maximize their college experience, plan for the future, and balance work, school and family priorities. Visit the [Student Support and Advising Center website](http://www.northshore.edu/support-center/) <http://www.northshore.edu/support-center/> for locations, hours, contact information, and services.

Danvers Campus and Primary Assigned Advisor

Michael Monagle

Academic Counselor/Career and Technical Education Pathways

Phone: 978-762-4000 extension 4093

Email: mmonagle@northshore.edu

Danvers Campus: DH-160

Lynn Campus

Lisa Barrett

Academic Counselor/Career and Technical Education Pathways

Phone: 781-593-6722 extension 6225

Email: lbarrett@northshore.edu

Lynn Campus: LS-134

Faculty Lead Advising

Students majoring in Funeral Service (FNS) may also seek academic advising from full-time FNS faculty. The FNS program curriculum requirements are outlined in the NSCC Catalog. Courses offered each semester will be published in the schedule. The guided pathway sheet is available in print and on the NSCC website. Students experiencing academic or financial difficulty or other problems during the semester are encouraged to seek assistance from the Students Services Department.

Progression Policy

All courses designated with **FNS** prefixes in the curriculum for Funeral Service are professional-technical courses and must be passed with a grade of C (2.0) or better. Students, who do not meet the C grade requirement, will be placed on Academic Probation for the semester immediately following the unsatisfactory grade. If the student fails to pass subsequent FNS courses with a minimum of a C, the student will be expelled from the FNS program. Students who have failed to pass a FNS course with a grade of C or better and have met all of the probation criteria, must retake the unsatisfactory FNS course during the next regularly scheduled offering of said course.

Criteria for Good Academic Standing and Satisfactory Progress

To be considered in good academic standing and to be making satisfactory academic progress toward a degree or certificate, a matriculated student must:

- Maintain a Cumulative Grade Point Average (CGPA) of 2.0 OR above, and
- Successfully earn 67% of credits attempted each semester. (Credits attempted are defined as credits enrolled at the end of the Add-Drop period.)

Repeating a Course

- o When repeating or retaking a course, students may receive financial aid for a course that they previously failed until they pass the course. Also, students may receive financial aid for repeating a course that they received a passing grade (this is a D or higher grade) only once. The repeated course work can impact a student’s completion rate and maximum credits.

- o If the need arises to repeat a course within the FNS Program, the student will not be allowed to register for subsequent courses; if the failed course is a prerequisite for those courses; unless the instructor grants permission. Also, be mindful, if a student receives a grade of C-, D+ or D, in a FNS course, Financial Aid will only pay for that course one time. This means, when a student retakes the course to receive a C or better grade, the student shall be financially responsible for the retake of that course.

Grading Policy

All FNS grading criteria shall be clearly spelled out in the course syllabi and communicated with FNS students on the first day of class. The Instructor(s) may use the below percentage table to determine the letter grade students will receive for their work in a FNS course. However, the FNS Instructor(s) shall determine what percentage table to calculate grades and determine the letter grade students shall receive, the FNS Instructor is required to state this information on the course syllabi and inform students of the different percentage table used for that course(s).

Letter Grade	Point Range
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	Below 60

IP- In Progress; IP Contract-In Progress

Awarded to students who have contracted with their FNS faculty to complete course requirements by an agreed date or, at the latest, by the 12th week of the next 15-week semester. If the requirements are not completed by the agreed date or by the end of the 12th week of the following semester, the ‘IP’ will be changed to an ‘F.’ It is the responsibility of the student to initiate contact with the instructor toward the end of a semester to request an “IP Contract.” A form must be filled out by both student and faculty member and each party must keep a copy.

W – Withdraw

Formal withdrawal from the course by the end of the 12th week of classes in a 15-week semester or by the end of the fourth week of summer session. No credit is given and the student must retake the entire course to receive credit for it. The withdrawal date for courses that run on an alternative schedule should be confirmed with the instructor or the Enrollment Center.

Grade Appeal and Change ProceduresAppeal Expectations and Conditions

A grade appeal only applies to the final course grade. The assignment of a grade is the right and responsibility of the FNS instructor(s). Students have the right to appeal a grade deemed arbitrary or capricious. Students are encouraged to contact their FNS instructor(s) before invoking the Student Grievance process. A reasonable effort shall be made by those involved in a dispute to resolve it amicably.

If the matter is not resolved, the student may file a grievance with the Dean of Students.

Except as otherwise provided by a separate appeal procedure for a clinical program as approved by the President of the College, a student who alleges an error or injustice in the grading process may file a Grievance under the Student Grievance Procedure. A grade appeal Grievance shall proceed no further than Level Two, Step Two. For purposes of a grade appeal, the Senior Academic Officer of the College, or his/her designee, shall serve as the Student Grievance Officer throughout the grade appeal process.

Grade Change

After grades have been posted to the student transcript, they can only be changed for the following reasons: a) to correct an error in the calculation of the grade; b) to take into account additional work done to remove an IP "In progress" grade; or c) as the result of a student grade appeal. Only the appropriate FNS instructor or Division Dean may change a grade.

It is the student's responsibility to initiate a request for a change of grade with their FNS instructor(s). A grade change form must be completed, signed by the appropriate FNS instructor or Division Dean, and submitted to the Academic Affairs office for final approval.

Transfer Course Credits

Students **must** meet NSCC's residency requirement, which means that a minimum of 25% of your program of study credits must be completed at North Shore Community College. All remaining credits may be transfer credits. For the FNS Program, a student must complete a minimum of 18 credits at NSCC.

Extenuating circumstances, involving area programs that were either closed or lost ABFSE accreditation, will be reviewed on a case- by- case basis. These situations will require the written request of the FNS Program Coordinator and the approval of the Vice President of Academic Affairs.

Department Expectations

This is a list of student expectations while in the NSCC FNS program and applies to both on-campus and off-campus situations where specified. Violation of these terms may lead to a warning followed by dismissal from program.

Social Media Policy

This policy provides guidance for student use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

Unless formal authorization is given by the FNS Program Coordinator, students are to refrain from posting any photos or comments to any form of social media that directly relates to the FNS Program. Students are expected not to post or release any information that is considered confidential or not public. Students should seek permission prior to posting images of fellow students, faculty, vendors, or suppliers. Any student caught posting images or comments that relate to the FNS Program or any clinical site, may be disciplined and could risk potential expulsion from the FNS program.

Dress and Hygiene:

- Dress code – While performing embalming, restorative, cosmetizing and casketing procedures, each student will wear the required personal protective equipment (PPEs). No jewelry will be worn during laboratory procedures. Specific dress may be required for guest speakers or field trips. Students will be advised of such dress code.
- Students should be aware of strict dress code policies as funeral home employees and anticipate conservative business dress. Students will be expected to adhere to the dress code policy of their clinical site(s).
- Hygiene – Students should be mindful of good personal hygiene. As a professional working with the public, it is important to be clean and tidy.

Class Atmosphere

An atmosphere of mutual respect and a desire to learn is important for student success and satisfaction.

- Freedom of speech. Provided that student comments are related to the subject being discussed in class, provided that comments are voiced thoughtfully, and provided that students allow other students to talk in class without talking over them, then free speech is a desirable and necessary part of a college class. Personal attacks, off-subject comments, and excessively loud or aggressive tones tend to disrupt the class, and may lead to student dismissal from class, and if repeated, may lead to dismissal from the program.
- Food and Drink—Students may have non-alcoholic beverages in class. Snacks are also acceptable, but if eating or drinking becomes a distraction, eating and drinking privileges will be suspended. Food and drink are NOT permitted in embalming lab, when an outside speaker is addressing the class, or on a field trip, except when provided by the school, host, or during specified mealtime.

Academic Dishonesty

“Members of the North Shore Community College community are expected to act within the standards of academic honesty. Any willfully dishonest behavior is subject to disciplinary action, which may range from that which the instructor imposes relative to the specific course to dismissal from the College, depending on the seriousness of the act.

Dishonest academic behavior includes, but is not limited to:

- **Cheating** - Use of unauthorized notes during an examination; giving or receiving unauthorized assistance on an examination; copying from someone else's examination, term paper, homework, or report; theft of examination materials; falsification of works or records.
- **Plagiarism** - Defined as the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; taking credit for work done by another person; doing work for which another person will receive credit; copying or purchasing other's work or arranging for others to do work under a false name.

The college considers plagiarism to be an act of academic dishonesty and can and will take disciplinary action against students who plagiarize the work of others. The course instructor has the right to take action as appropriate up to and including failing the student. Additionally or alternatively, a faculty member may file a complaint against the student under the College's Code of Conduct alleging academic dishonesty. The complaint will be handled by the College's Code of Conduct Officer pursuant to the Code of Conduct. If a faculty member issues a failing grade, the student shall have the right to file a grievance under the Grade Appeal Process of the Student Grievance Procedure."

-From the current [Credit Catalog http://northshore.smartcatalogiq.com/current/Credit-Catalog](http://northshore.smartcatalogiq.com/current/Credit-Catalog).

All students in the FNS Program are expected to follow NSCC's academic honesty policy (above). Any instances of academic dishonesty will result in a grade of zero for that particular assignment, project or assessment.

Academic Success

- A grade of C (2.0) or better is required in every FNS and Academic Core class: unless there is a previous exception given for transferred courses.
- Academic Resources—The College offers many services for academic success. The following is a list of academic success resources available to all students:

Academic Accommodations

As a student at North Shore Community College (NSCC), you are invited to engage in an interactive, collaborative partnership with Accessibility Services and your professor to meet any disability-related need for reasonable academic accommodations in this course.

- To begin this process, please visit [Accessibility Services http://www.northshore.edu/accessibility](http://www.northshore.edu/accessibility) and follow the outlined procedure to request services.
- If you have already received approval for accommodations from Accessibility Services at NSCC, please present your professor with your Faculty Notice of Academic Accommodations during the first week of the semester or as soon as possible. Accommodations go into effect once you hand-deliver this notice to your professor.
- If you will require assistance during an emergency evacuation on campus, please notify your professor immediately. For your reference, evacuation procedures are posted in all classrooms.

Preventing Student Hunger on Campus

NSCC provides meal vouchers to currently enrolled NSCC students who are experiencing food insecurity. This resource is confidential for students, with NSCC staff available to assist students with identifying additional resources as needed. Vouchers are available through:

Student Engagement Office: Danvers Campus: DB-132 • Lynn Campus: LW-171

Student Support & Advising: Danvers Campus: DH-160 • Lynn Campus: LS-134

Tutoring Center

The NSCC Tutoring Center and NSCC Writing Center (located in Danvers DS105 and Lynn LE232) are places where NSCC students can go to improve their course work and study skills with the support of highly-skilled peer and professional tutors. Currently enrolled students can visit the free, walk-in centers where individual tutoring is offered on a first-come, first-served basis. Visit the [Tutoring Center website http://www.northshore.edu/tutoring/](http://www.northshore.edu/tutoring/) for more information on hours and services.

Blackboard Learn

Blackboard Learn is NSCC's Learning Management System (LMS). Blackboard Learn is the place where you will find the course syllabus, read posted announcements, view the materials for this course, participate in online class discussions with classmates, and submit your assignments online. To access the Blackboard Learn course site, use your NSCC My Northshore username and password to log into NSCC's [My Northshore Portal http://my.northshore.edu](http://my.northshore.edu). Click the Blackboard icon in the middle of the screen. Once on the Blackboard Learn My Home page, click on the course title listed in the My Courses module. If you have any issues with Blackboard Learn, please feel free to contact the Blackboard Learn Helpdesk at bbhelp@northshore.edu.

Library Resources and Research Support Services

Assignments in this class require/may require that you use NSCC Library resources. These resources are free, but you will need to login to access them using a username and password that are tied to your NSCC Student ID. Receiving a Library account username and password should be completed within the first week of class. What this means:

- You will need an NSCC student ID. Stop by the Student Life Office in Danvers (DB 132) or Lynn (LW 171) with a current class schedule and a government issued photo ID to receive your NSCC ID.
- You will need to bring the ID into the Library to have your ID barcode number scanned into their system, and the Library will generate for you your library account username and password.

Also, Reference & Instruction Librarians offer free assistance to students who need help locating information for assignments or guidance in using citation styles (APA, MLA, Chicago, and more).

Assistance is available any time that the reference desk is open. Visit the [Library website http://library.northshore.edu/](http://library.northshore.edu) for more information on hours and services.

- Talk with a Librarian at the Reference Desk
- Email ask_librarian@northshore.edu
- IM Ask a Librarian at library.northshore.edu
- Call the Reference Desk directly at 978-739-5525 (Danvers) or 781-477-2133 (Lynn)
- Consult with a subject specific Librarian by appointment

Transportation

FNS students will be responsible for providing their own transportation to and from school, field trips, or other external engagements; unless otherwise expressed by the FNS Instructor(s).

Field Trips

Field trips offer FNS students an opportunity to transfer classroom learning directly into the Funeral Service Profession. Field trip expenses are the student's responsibility and are considered a part of the cost of the FNS program. To drive other students on field trips, student drivers must have a valid driver's license and sufficient insurance coverage to meet Massachusetts' insured motorist standards. All Field trips will be approved by the Vice President of Academic Affairs, prior to scheduling. Students under 18 years of age must have parent's permission to participate in field trips.

Campus Safety

Campus safety is an important issue for North Shore Community College. Each member of the campus community - students, faculty, and staff - should take an active role in preventing and reporting incidents that jeopardize safety on and around campus. A safe and secure campus is everyone's responsibility. Information regarding campus security and safety can be reached at the following link <https://www.northshore.edu/safety/>

Communication

If a student has a concern or frustration, the student should communicate with the faculty as soon as possible. This prevents an escalation of the problem or the frustrations that may surround the problem.

Dangerous activities

Students need to be careful around instruments and in the handling of human remains as this may endanger the individual or those around them.

- On campus – any activity that endangers other students in class or lab will lead to consequences ranging from reprimand to student dismissal based upon the level of danger posed. Students must be very diligent and consider their safety and the safety of fellow students. Use of alcohol or drugs is almost certain to increase the chance of injury.
- During field trips or other external engagements, any activity that endangers other students, preceptors or employees while at clinical will lead to consequences ranging from reprimand to dismissal based on level of danger posed. Use of alcohol or drugs is almost certain to increase the chance of injury.

Clinical Lab Sites

The following protocol and clothing is expected for each student:

- Impervious Gown to be worn over your clothes (scrubs are optional)
- Shoes must be waterproof. The shoes can be slip-on boots, or surgical rubber or vinyl clogs. The shoes must have slip resistant soles. The shoes may be any color.

- Additional PPE's which will include, gloves, face mask, face shield and Shoe covers.
- If observing an embalming, students will wear their embalming shoes and a clean lab coat.
- Additional requirements shall be to the discretion of the preceptor and the preceptor site.
- All applicable State and Federal Laws will be followed.
- Human remains will be handled with respect and professionalism. Failure to follow this protocol may result in termination from the program.

Clinical Sites are expected to provide the following:

- Provide adequate supervision to ensure a planned program of the student's job activities for maximum student educational benefit,
- Maintain accurate attendance records for the student,
- Assist in determining the level of educational experience or learning potential in a work experience education,
- Expect to teach certain skills which can be more effectively learned on the job,
- Serve as an extension of the instructional staff of North Shore Community College Funeral Service program,
- Identify skills, knowledge and attitudes students should bring to the job,
- Direct the student's daily progress in reaching his/her stated objectives, and
- Assist in the selection of appropriate learning objectives as well as providing the students with the time, materials and work space necessary to achieve them.

The Funeral Service Program Coordinator may communicate with the participating students, Funeral Home Clinical Sites or both at any time during the regularly scheduled academic semester as liaison for the student's and school's objectives and to further the educational experience with all parties.

Immunizations

Students must submit documentation that they have successfully completed or decline the following tests or immunizations prior to registering for FNS 201.

- Hepatitis B
- Tuberculin test
- Should the student NOT wish to obtain the above immunizations, he or she **must** sign a vaccination declination form.
- These immunizations must be completed prior to working on or around human remains.

NSCC Student Health Insurance

Students enrolled in a program and are taking nine (9) or more credits at North Shore Community College (NSCC) are required to have health insurance according to the Massachusetts' Universal Health Insurance law. Students who have comparable coverage required by the regulation and do not wish to purchase the NSCC Student Health Insurance, must submit his/her health insurance waiver on-line through [Arthur J. Gallagher & Co. website](#) in order to avoid paying the health insurance fee.

Additional information concerning student health can be found at <https://www.northshore.edu/health/>

Please be advised the health insurance waiver must be submitted ANNUALLY.

Health insurance is available through North Shore Community College.

Students who do not have a comparable health insurance coverage can obtain health insurance through NSCC. We work with [Arthur J. Gallagher & Co](#) to provide coverage for our students. If at any time you have to cancel or need coverage during the year, please Student Financial Services for information.

Location:

Danvers Campus: Health and Services Building Room DH-260 Telephone: 978-762-4189

Lynn Campus: Lynn South, LS-134A Telephone: 781-477-2191

Mailing Address:

Student Financial Services
North Shore Community College
One Ferncroft Road
Danvers, MA 01923

Student Governance

Student Government Association (SGA)

SGA is the official voice of the student body at North Shore Community College. The Association encourages self-government, promotes responsibility, loyalty, and cooperation among students, faculty, and the administration. Meetings are open to all students and are held biweekly. The Student Government Executive Board consists of a President, Vice President, Student Trustee and Vice Presidents of Communications, Finance, Academics, and Culture/Inclusion. Membership includes Assistant Vice Presidents selected from the Student Association (all registered NSCC students) and club representatives (all recognized clubs).

Students in the FNS program, are highly encouraged to participate in the SGA. As the program develops more, a Funeral Service Club will be organized. The Club shall have officers, elected amongst program students. The officers of the Funeral Service Club shall serve on the program's Advisory Board to ensure the student's voice is taken into consideration for the advancement of the program.

Disclosures

Criminal background

A student's future in the program and in the funeral service industry may be negatively impacted if the student has been convicted of a crime, including DUI. To receive an intern license, embalmer or funeral director's license, the state board to which the student is applying may conduct a criminal background check. Previous convictions may result in a denial of license by the state board. It is imperative the student ensures they met the standards of the state board of which they intend to seek licensure.

Graduation

All students must submit an [Application to Graduate](#) in order to be considered for graduation. Once the application has been submitted, an official evaluation will be done by the Registrar's Office to confirm that all graduation requirements have been satisfied. It takes approximately four weeks for an application to be processed.

- Earned at least 60 hours of college-level credit with a cumulative college-level GPA of 2.0 or higher;
- Completed at least 25% of coursework at North Shore Community College;
- Met the particular detailed career course and grading requirements in the curriculum selected;
- Met all other specific requirements set by the College, including math and communications proficiencies.

NSCC Student Handbook and Code of Conduct

Funeral Service Program students are expected to behave in a way that demonstrates integrity, ethical behavior, and professionalism. At a minimum, students will be held to the NSCC Code of Conduct Standard, which can be found here:

<http://northshore.smartcatalogiq.com/en/current/Credit-Catalog/Student-Handbook/Code-of-Conduct>

Funeral Service Program students are expected to have read the NSCC student handbook, and will be held to the standards therein. The NSCC student handbook can be found at

<http://northshore.smartcatalogiq.com/en/current/Credit-Catalog/Student-Handbook>.

Academic Requirements

Having met all NSCC admission requirements, submitted a completed application package for the FNS program, and been accepted into the program; students must complete the following courses (72 credits) in order to graduate with an Associate in Applied Science Degree in Funeral Service (FNS)

<u>Course</u>			<u>Credits</u>
CMP	101	Composition 1	3
HLS	102	Anatomy & Physiology for Allied Health	4
PSY	102	Introduction to Psychology	3
FNS	102	Introduction to Funeral Services	2
SPE	106	Interpersonal Communications	3
SOC	106	Introduction to Sociology	3
CHE	115	Chemistry of the Human Body	4
BUS	100	Introduction to Business	3
FNS	103	Funeral Directing I	3
FNS	104	Microbiology for Funeral Services	3
ACC	108	Financial Accounting	3
PSY	140	Death and Dying	3
FNS	203	Funeral Directing II	3
FNS	201	Theory of Embalming I	3
FNS	202	Embalming I Clinical	1
BUS	102	Business Law	3
FNS	204	Pathology for Funeral Services	3
REL	102	Great Religions of the World	3
FNS	206	Cremation	2
FNS	207	Theory of Embalming II	3
FNS	208	Embalming II Clinical	1
FNS	210	Restorative Art	4
FNS	212	Funeral Services Law	3
SPE	202	Intercultural Communications	3
FNS	214	Funeral Service National Board Exam Prep	3
Total Program Credits			72

Course Descriptions

CMP 101 Composition 1

3 credits

Emphasis is on developing skills of writing, reading, analytical thinking, and research. Students are introduced to thought provoking ideas in readings from a variety of disciplines and learn to organize material, analyze ideas, and produce clear writing. Fulfills open and liberal arts electives.

HLS 102 Anatomy & Physiology for Allied Health

4 credits

This course is designed to give the student a basic understanding of the structure and function of the human body. Particular emphasis is placed on the normal structure of the various systems and some of the conditions that affect them. (4 hours of lecture per week)

PSY 102 Introduction to Psychology

3 credits

Systematic study of behavior including the development of psychology as a science, the biological basis of behavior, learning and memory, motivation, sensation and perception, personality development, cognitive processes, maturation and development, and adjustment. Fulfills open, liberal arts, social science, and behavioral science electives.

FNS 102 Introduction to Funeral Services

2 credits

This course is a survey of the history of funeral service with emphasis on individuals and events that have influenced contemporary funeral principles and practices as well as the progression of associations and education within funeral service. Presents a comprehensive study of the history of funeral service, commencing with the practices of the Egyptians, early Christians, Romans, and Hebrews. This course also traces funeral practice from its early pagan origins to the modern practices of today.

SPE 106 Interpersonal Communications

3 credits

This course explores how people communicate in relationship with one another. The class will engage concepts such as culture, gender, and identity from a Communication Studies perspective. Fulfills humanities, liberal arts, social science, and open electives.

SOC 106 Introduction to Sociology

3 credits

Introduction to the study of society, employing all the basic concepts of sociology, such as: the structure and functions of society, culture, norms, roles and status. Attention is given to the origins of sociology, its methods and its place as one of the social sciences. Fulfills open, liberal arts and social science electives.

CHE 115 Chemistry of the Human Body

4 credits

This course provides a foundation in basic chemistry for students majoring in one of the health professions or funeral services. Chemistry of the Human Body reviews basic chemical principles and applies them to molecular structure, solution formation, the structure and role of biological macromolecules, and chemical reactions that are critical to life.

BUS 100 Introduction to Business

3 credits

Designed to introduce the student to the various aspects of the business world. Topics include economic systems, management principles, organizing concepts, motivation theory, production and quality, marketing principles, accounting concepts, financial management and contracts.

FNS 103 Funeral Directing I

3 credits

This course introduces the basic social, religious, ethical, and psychological factors that influence funeral service. Teaches telephone techniques, etiquette, and acceptable funeral terminology. Explores regulatory compliance, forms and documents associated with funeral service. Additionally, this course studies the various types of religious, fraternal, and military funeral services.

FNS 104 Microbiology for Funeral Services

3 credits

This course is a survey of the basic principles of microbiology as it relates to the Funeral Services industry and personnel. The course will cover the characteristics of microorganisms including bacteria, fungi, protozoa, and viruses as they relate to disease causation. Focus will be on the fundamentals of the infection process: how microorganisms cause disease, different types of infections, and how diseases are transmitted as well as the differentiation of normal vs pathogenic flora and the body's immune response. The importance of proper sanitation, disinfection and personal/community hygiene to prevent the spread of infection will also be discussed.

ACC 108 Financial Accounting

3 credits

Introduction to accounting using financial statements and information as a means of making effective business decisions. Specific topics include GAAP, the accounting transactions, adjusting accounts, merchandise operations, inventories, cash, internal controls, receivables, current and long-term assets and liabilities. The analysis of formal financial statements will be integrated throughout the course. Computer applications, such as spreadsheets, may be included.

PSY 140 Death and Dying

3 credits

Examines cognitive and affective level responses to death, dying people, and the social-psychological patterns surrounding them. It examines methods of working with loss and terminally ill individuals and their families. Fulfills open, liberal arts, behavioral science, and social science electives.

FNS 203 Funeral Directing II

3 credits

This course teaches merchandising, the principles of buying and selling; and studies the construction of caskets and vaults. It teaches the techniques of casket and merchandise display and focuses on modern funeral establishment management techniques and procedures.

FNS 201 Theory of Embalming I

3 credits

This course is a study of the process of chemically treating the dead human body to reduce the presence and growth of microorganisms, to temporarily inhibit organic decomposition, and to restore an acceptable physical appearance. The subject includes the study of the phenomenon of death in the human body, government regulations applicable to the embalming process, embalming analysis and reports, and instrumentation.

FNS 202 Embalming I Clinical

1 credit

This course teaches the basic procedures of embalming. It presents pre- embalming analysis, positioning of the body and posing features, and presents types of preservatives and disinfectants chemicals used in embalming and how to properly select and raised blood vessels for use during the embalming process. It explores how to document case analysis, embalming procedures and techniques.

BUS 102 Business Law

3 credits

Introduction to business law with emphasis on the formation of a contract, defenses to avoid contractual liability, discharge of contracts, remedies for breach of contract, introduction to the Uniform Commercial Code, sales, warranties, and consumer protection.

FNS 204 Pathology for Funeral Services**3 credits**

This course provides an overview of the terminology associated with disease states, the basic causes of disease, and the cellular abnormalities that result from the spread of disease within the body. Major diseases of each organ system will be covered with emphasis on the structural impact/postmortem conditions that may present challenges for embalming. Emphasis will be given to pathological conditions and etiological factors that impact handling, preparation, and disposition of human remains.

REL 102 Great Religions of the World**3 credits**

Examines the beliefs, practices and lifestyles of devout Hindus, Buddhists, Confucianists, Jews, Christians and Moslems. Among the topics covered are their views of God, morality, death, and the good life. Fulfills open, liberal arts and humanities electives.

FNS 206 Cremation**2 credits**

This course is a study of the role crematories play within the death care industry. Historical perspectives, both past and present, are discussed as well as their impact on our practices today. The science and statistics behind cremation are presented to provide a greater understanding as to how the funeral industry may better adapt to a rapidly changing landscape.

FNS 207 Theory of Embalming II**3 credits**

This course is a continuation of Theory of Embalming I ([FNS201](#)). The subject examines procedures and treatments for handling and embalming difficulties encountered due to disease and pathological changes, cavity embalming, autopsied and procurement cases, organ and tissue donation cases, and various conditions encountered in the dead human body.

FNS 208 Embalming II Clinical**1 credit**

This course teaches through practice and demonstration of various embalming techniques. It explores various embalming techniques and procedures; and examines preparation of the body for alternative disposition.

FNS 210 Restorative Art**4 credits**

This course presents surface contour, the influence of the bone structure on facial form and the effect of facial muscles on the wrinkles, grooves and folds of the face. Studies color principles and their applications. Teaches wax and non-wax treatments for restorations. Studies lip-waxing techniques and the modeling of various forms of the mouth and eyes. Focuses on problem cases which require illusory corrections, matching wax color to skin and masking of discolorations.

FNS 212 Funeral Services Law**3 credits**

This course focuses on the duties, rights, responsibilities, and liabilities of the funeral director and embalmer. It teaches building and zoning ordinances relating to the funeral establishment, tort liability, cemetery law, wills, and the administration of estates; also includes the study of federal and state laws as they pertain to funeral services.

SPE 202 Intercultural Communications**3 credits**

This course uses the methods of Communication Studies to approach cultural experience. Students will be challenged to understand themselves as cultural beings and to explore how they might authentically relate to others within and without their own cultural paradigm. Fulfills open, liberal arts and humanities elective.

FNS 214 Funeral Service National Board Exam Prep**3 credits**

This course prepares students for the National Board Examination in Funeral Service by reviewing all materials that will be covered on the Board Examination, and teaching test-taking techniques.

Acknowledgement

I, _____ have read the North Shore Community College Funeral Service Program Student Handbook and understand the contents. I agree to abide with the policies of the FNS Handbook and the NSCC Student Handbook.

Signed: _____ Date: _____