



MRTS 1301 – Contemporary Funeral Service Practices – Online

Course Syllabus: Spring 2021

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

	<p>Email: jlares@ntcc.edu Phone: 210.608.1598 Office Hours: Virtual Office Hours Available Upon Request</p>	 <p>Instructor: Dr. Jennifer D. Lares</p>
---	---	---

***** Zoom tutoring and office hours available upon request.**

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: Three hours of lecture each week.

Co-requisite(s): MRTS 1330

Survey of general principles related to customs, religions, human relations, and social behavior. Presentation of the requirements for burial, cremation, donation, and burial at-sea. An introduction to funeral counseling as a basis for fulfillment of responsibilities. (Fall, Spring)

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

Student Learning Outcomes:

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

1. Define the role of the modern funeral director;
2. Relate the historical bases of funerary customs to contemporary funeral service practices;
3. Discuss the purpose and value of the funeral;

4. Analyze the elements of grief and bereavement within different cultures;
5. Define terminology applicable to funeralization, memorialization, and disposal of the dead;
6. Assess the needs and recognize the legal parameters of serving various religions, humanists, fraternal organizations, and the military when arranging for disposal of the dead;
7. Recall enduring values of various cultures as expressed in their funeral practices;
8. Discuss how handling, treatment and disposition of the dead human body meet the sociological, psychological, theological, physical and legal requirements of family and community.

Evaluation/Grading Policy:

Percent

A	92 - 100
B	85 - 91
C	80 - 84
D	75 - 79
F	74 & below

Points

A	920 – 1,000
B	850 - 919
C	800 - 849
D	750 - 799
F	< 749

*A grade of C or better constitutes a passing grade in the Funeral Service Education program.

Tests/Exams:

There will be five exams, including the final. Per Funeral Service Program guidelines, you must make an 80% or better on final exams to successfully complete the course.

Exam #1 @ 100 points

Exam #2 @ 100 points

Exam #3 @ 100 points

Exam #4 @ 100 Points

Final Exam @ 200 points

Total Exam Points = 600

Assignments:

Project#1 @ 100 points

Project # 2 @ 100 points

Discussion Boards 2 @ 12.5 = 25 points

Quizzes 5 @ 12.5 points = 62.5 points

Assignments 9 @ 12.5 points = 112.5 points

Total Assignment Points = 400

Required Instructional Materials:

- Types of Funeral Services and Ceremonies (2nd Edition)

Publisher: Funeral Service Education Resource Center (FSERC) **ISBN Number:** 978-0-692-67590-8

- Once World: Sociology & Funeral Service (1st Edition)

Publisher: Funeral Service Education Resource Center (FSERC) **ISBN Number:** 978-0-692-67592-2

Appropriate readings will be supplied in Blackboard and through independent research. Need library resources but don't know where to start? Searching for a book, article, or data for research? Not sure how to cite a source in your bibliography? 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 <http://libguides.ntcc.edu/c.php?g=634483>.

Minimum Technology Requirements:

Computer access is required in this course. Students must be comfortable using Word, opening and reading Excel documents, Power Point viewing, attaching documents in .DOC and .DOCX format, access and use online programs, use an internet browser, performing database searches for articles, Blackboard, and textbook support websites. In addition to this student will be required to have a recording device for video presentations and have the necessary software for uploading the videos to the course website.

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 took place. Please be sure to express concerns regarding synchronous activity recordings to the program director, prior to a virtual activity.

Respondus Lockdown Browser Web Monitor (\$15.00 per year). You will register for Respondus Lockdown Browser Web Monitor in the "Start Course Here" folder.

Required Computer Literacy Skills:

As part of an effort 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 you are interacting with families as well. (For example, please see <http://goo.gl/kB9D6>)

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 1301") 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 off with a proper greeting, such as "Hello Dr. L.," or something similar. (As a side benefit, this prevents you from accidentally addressing me as "Jennifer.")
- 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.) Grammarly is a helpful tool you may want to consider utilizing to avoid such mistakes. (There is a free option found [here](#).)
- 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 doesn’t have to be perfect (even I screw up sometimes), but assuming you made a decent attempt to do the right thing, then I will much more likely to provide an actual, personal, and timely response.

Course Structure and Overview:

This is a sixteen-week online course where you are required to access graded activities on the Blackboard Learning Management System. A typical class involves general participation by all members in discussions regarding funeral service and procedures being studied. You are required to check email frequently, complete online homework, discussion forums, projects, and exams as assigned by the instructor. It is very important that you keep up with course materials and assignments when I issue them, as this is not a self-paced class. You are expected to watch instructional videos, read course textbook, and complete online assignments located in the Learning Management System, Blackboard by the due dates.

SCANS Skills:

Basic Skills: reading, writing, arithmetic and mathematical operations, listening, speaking.

Thinking Skills: creative thinking, decision making, problem solving, visualize, knowing how to learn, 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, works with diversity.

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

Technology: works with a variety of technologies.

Lectures & Discussions:

Didactic: Lecture, Power Point Presentations, Discussion, Videos/DVDs, Worksheets,

Presentations, Written Assignments, Computer-based Assignments,

Tutorials, and Assessments. Observations, Evaluation Conferences 1:1 Feedback, Presentations, Computer-based Assignments, Tutorials, and Assessments.

Communications:

**** This course uses NTCC Student and Faculty email as the official form of communication. BlackBoard Learning System on the NTCC website may also be used in this course.**

Your emails and phone calls will be answered within 48 hours. Messages sent on Saturday or Sunday may not be answered until Monday. It is recommended that you post course related questions in the discussion area. If you need info related to a test or assignment, plan ahead and submit your questions well ahead of the due date. I am not online 24 hours per day, so please allow time for me to respond. Emails must be sent from a NTCC student email account or Blackboard, or they 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 e-mail should be used only when you want to converse with someone privately. Group e-mail is seen by all and you will be asked to post information, ideas, opinions, and questions publicly. You may also use Blackboard Collaborate (found on the left-hand navigation bar) for study groups. Just post in the discussion board that you want to have a study group with your classmates. Arrange a day and time for you to all meet there and discuss the material.

Institutional/Course Policy:

Strong attendance is imperative to successful learning. Being that 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.

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, you are required to complete all assignments by the due date, and to actively participate in class discussions.

Additionally, you are expected to:

- Log on at least three times a week – on different days in order to completely weekly assignments, assessments, discussions and/or other weekly deliverables as directed by the instructor and outlined in the syllabus;
- Participate in the weekly threaded discussions, this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and comment and questions from the instructor and/or other students;
- Check NTCC's student email regularly, as this is the primary method of communication in the Funeral Service program.

If you find that you cannot meet the class' minimum discussion requirements due to such a circumstance, please contact me as soon as possible. Please refer to the NTCC Funeral Service Student Handbook for specific policies.

** Students enrolled in Funeral Service courses which include external learning experiences (Internships) are required to comply with the program dress code. A copy of this dress code can be found in the documents section in your BlackBoard portal. 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.

Late work will not be accepted in any Funeral Service course, unless discussed with me, prior to submission. If an assignment is turned in late, with my permission, 10% of the total possible points will be deducted for each day the assignment is late. You 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. Deadlines are crucial in our field of work and developing the ability to manage your time and tasks will prove beneficial well beyond our time together- trust me.

It is my goal to have all grades and feedback returned to you within one week of the assignment due date. On occasion, certain types of assignments (i.e. projects and essays) may take longer to grade and return. I recognize the time and effort you put into your submissions and will provide feedback that reflects that. I will inform you when to expect a delay in returned grades.

Alternative Operations During Campus Closure:

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, NTCC 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, fully 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 stated 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, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

SEE NEXT PAGE FOR COURSE CALENDAR

Tentative Course Timeline (*note* instructor reserves the right to adjust this timeline at any point in the term):

Class Week	Month	Date	Topic	Notes
1	January	19-25	<ul style="list-style-type: none"> • Course Introduction • Exploring Modern Funeral Practices 	Discussion Board 12.5 Points Respondus Quiz 12.5 Points
2	Jan./ Feb.	26-1	<ul style="list-style-type: none"> • The Modern Funeral Director • Agencies in Funeral Service 	The Modern Funeral Director Essay (Assignment) 12.5 Points
3	February	2-8	American religious funerals <ul style="list-style-type: none"> • Introduction 	Quiz 12.5 Points
4		9-15	Chapters 1 & 2 <ul style="list-style-type: none"> • Liturgical • Non-liturgical 	Chapter Review (Assignment) 12.5 Points
5		16-22	Chapter 3 & 4 <ul style="list-style-type: none"> • Roman Catholic • Christian Science • Jehovah's Witness • Latter-day Saints 	Chapter Review (Assignment) 12.5 Points Quiz 12.5 Points
6	Feb./Mar.	23-1	Exam I	Quizlet Entry (Assignment) 12.5 Exam (I) 100 Points
7	March	2-8	Chapters 5, 6 & 7 <ul style="list-style-type: none"> • Orthodox • Jewish • Islamic 	Chapter Review (Assignment) 12.5 Points Quizlet Matching (Assignment) 12.5 Points
8		9-14	Chapters 8 & 9 <ul style="list-style-type: none"> • Buddhist • Baha'i 	Quiz 12.5 Points Discussion Board 12.5 Points
Spring Break ~ March 15-19				

9		23-29	Chapters 10 & 11 <ul style="list-style-type: none"> • Funerals without God • Military Funerals • Fraternal Organizations 	Liturgical / Non-Liturgical (Assignment) 12.5 Points
10	Mar./April	30-5	Exam II	Exam (II) 100 Points Project # 1 - Attend a Funeral Essay Due 100 Points
April 8, 2021 – Last day to withdraw with a “W”				
11		6-12	Sociology for Funeral Service	Quizlet Entry (Assignment) 12.5 Points
12		13-19	Sociology for Funeral Service	Quizlet Matching (Assignment) 12.5 Points
13		20-26	Sociology for Funeral Service	Quiz 12.5 Points
14	April/May	27-3	Exam III <ul style="list-style-type: none"> • Sociology for Funeral Service 	Exam (III) 100 Points
15	May	4-10	Exam IV <ul style="list-style-type: none"> • Glossary 	Glossary Exam (IV) 100 Points Project # 2 – FD Interview Due 100 Points
16		11-13	Final Exam <ul style="list-style-type: none"> • Comprehensive 	Final Exam 200 Points
Graduation ~ Saturday, May 15, 2021				