



Assessment Record

Program: Funeral Service Education **Assessment period:** 2021 - 2022

Program or Department Mission:

The mission of the Funeral Service Education Program at Jefferson State Community College is to educate individuals in the professional discipline of funeral service education through high quality educational exposures in classroom instruction, practicum, internships, and clinical experience. We are dedicated to providing learning and teaching environment of high academic standards, respect for diversity and instill a keen sense of ethics, academic and professional excellence. The Funeral Service Education Program seeks to provide an accessible and economical program for the students.

Instructional Program Student Learning Outcomes & Assessment Plan

- SLO 1 Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
- SLO 2 Identify standards of ethical conduct in funeral service practice.
- SLO 3 Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- SLO 4 Apply principles of public health and safety in the handling and preparation of human remains.
- SLO 5 Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- SLO 6 Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
- SLO 7 Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
- SLO 8 Describe methods to address the grief-related needs of the bereaved.
- SLO 9 Explain management skills associated with operating a funeral establishment.
- SLO 10 Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
<p>SLO 1</p> <p>Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.</p>	<p>The FSE Program implemented the funeral directing task evaluation form in FSE 228 – Internship. In this course, student must meet with their supervising funeral director and complete various task. One of the tasks includes attending 5 different types of funerals in their community. At the end of the course, students are required to tell their experience on the services and the funeral home. The supervising funeral director mentors the students on their experience in the course and provide a grade. Students can ask the SFD any questions regarding funeral service and funeral arrangements.</p>	<p>The FSE Program predicts that 60% of the student enrolled in the courses will actively participate and complete task evaluation form.</p>	<p>The FSE 228 course had more than 100% of the students participating in completing the Task Evaluation Form.</p> <p>All students are completed the Task Evaluation Form as part of the course requirement and completion. This project allowed students to serve the community from which an apprenticeship is being served.</p>	<p>The FSE Program's FSE 228 – Internship will be an on-going project. It helps to meet other standard set forth by our accreditation body, American Board of Funeral Service Education. The FSE Program thinks this was a good implementation and is benefitting the students who do not get to work funerals.</p>
<p>SLO 2</p> <p>Identify standards of ethical conduct in funeral service practice.</p>	<p>The FSE Program always encourages and exemplifies ethical conduct. FSE 110 course every fall semester discusses Ethics, Business Law and basic funeral service laws.</p>	<p>The FSE Program predicts that more than 60% will meet the criteria for the assessment by participation in the course assignment regarding ethics in funeral service.</p>	<p>70% met the criteria. One way assessment was measured was by essay question that prepared for personal/professional growth, ethical conduct / behavior through participation in formal and informal educational discussion in groups in the classroom setting and clinical evaluation of students' professional conduct. (51 of 74 students participated in the assignment)</p> <p><i>The question asked: Tell me two qualities you have learned in ETHICS that you DID NOT have or did not identify with before taking this course. List two ethical standards that you feel will prepare you for the funeral service profession.</i></p>	<p>The FSE Program continues to set and exemplify ethical conduct. We encourage students as well as professionals to set high standards regarding the funeral service profession.</p> <p>Knowledge of state laws is highly encouraged and demonstrated among the faculty. The instructor will continue to encourage students to complete essays for class participation.</p>

	<p>Graduate and Employer Surveys</p>	<p>The FSE Program predicts that 100% of the Employer-Graduation Surveys will be conducted by Program faculty.</p> <p>Due to the increased volume of funerals, the FSE Program predicts that 70% of the Employers will complete survey and 70% of students will complete the Graduated Survey.</p>	<p>85% of the graduates completed the graduate survey, 17 of 20 graduates completed the survey.</p> <p>65% of the employers completed the employer survey, 13 of 20 employers completed the survey.</p>	<p>The FSE Program will continue follow up on Employer/Graduation Surveys to detect any deficiencies and improve for the FSE Program for 2021 - 2022. The FSE Program has implemented our own graduate-employer survey. There was better participation the past few semesters for the Employer Survey.</p> <p>Graduate and Employer Surveys for satisfaction of program completion and knowledge. The FSE Program has implemented our own graduate-employer survey</p>
<p>SLO 3</p> <p>Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.</p>	<p>The FSE Program offers several courses that the curriculum covers federal, state and local regulatory guidelines.</p> <p>FSE 110 – Funeral Service Law & Ethics FSE 225 & 226 – Funeral Service Management I & II FSE 201 and 202 – Embalming I and II</p> <p>National Board Examination Rates – Regulatory Compliance</p>	<p>The FSE Program predicts students will participate and receive the necessary knowledge regarding state and local regulatory standards. The FSE Program's instructors follow the curriculum set forth by the American Board of Funeral Service Education. An OSHA Hazard Communication Plan, Safety Data Sheet binder project and Bloodborne Pathogen project was assigned to the students to have an active role in funeral home compliance.</p> <p>The FSE Program predicts students will pass this section of the NBE with 75% or better.</p> <p>The Executive Director of the state board and OSHA expert</p>	<p><i>Percentages of students successfully participated and appear to retain the section on state and local regulations:</i></p> <p>FSE 201 Section 1 – 86% (25 of 29 students completed assignment) FSE 201 Section 2 – 97% (33 of 34 students completed assignment)</p> <p>FSE 202 Section 1 – 100% (16 of 16 students completed assignment) FSE 202 Section 2 – 94% (15 of 16 students completed assignment)</p> <p>The FSE Program students was below the 75% set by the FSE Program. According to reported scores only to the Conference are given NOT the total reporting from student, the criteria for regulatory compliance on the National Board Examination is 72. The FSE Program encouraged all students to participate by attending</p>	<p>The FSE Program continues to assist students with study material for federal and state laws for the state and national board examinations. The FSE Program conducted Zoom calls with the Executive Director of the state board and OSHA compliance Brad Kuchnicki educating the student on FTC and OSHA.</p> <p>The FSE Program will continue to monitor the progress of students completing the NBE regarding Regulatory Compliance.</p>

	Guest speaker from the state board presents the FSE 110 course every fall semester to discuss apprenticeships and basic laws.	visited the FSE 110 class and provided the opportunity for student to ask questions regarding basic laws, FTC, OSHA and maintain their apprenticeship requirements.	lecture that day or see the recorded lecture.	The FSE Programs will continue to education students regarding the federal and state regulatory guidelines.
SLO 4 Apply principles of public health and safety in the handling and preparation of human remains.	Clinical evaluation of students using the Minimum Standard for Embalming Competency checklist Pathology Pretest & Protest Assessment	The FSE Program predicts that 90% of students completing embalming clinical will be able to perform task set forth on the Minimum Standard for Embalming Competency checklist. The FSE Program predicts that 100% of students will complete the 20 clinical embalming cases on an off-campus facility (Funeral Homes). The FSE Program predicts that 100% will complete the course with a "C" or better. The FSE Program predicts that 60% of the students will gain knowledge regarding the basic public health, safety and welfare in caring for human remains for pathological disease that affects the community.	100% of the students successfully completed the FSE 203 course's Minimum Standard for Embalming Competency checklist for 2021 – 2022. 100% completed the 20 clinical embalming and 100% passed FSE 203 with a C or better. The Pre or Post Assessment results will be recorded for the 2021-2022 assessment: FSE 203: Section 1 – 44% (7 of 16 students) 7 improved in content area (100%) Section 2 – 75% (12 of 16 students) 9 – Improved in content area – 75% 2 – Remain the same content area – 18% 1 – Regressed in content area – 8%	The FSE Program continues to consistently monitor the improvement of the FSE 203 students from year to year to meet standards. The FSE 203 is taken during the last semester in the FSE Program. The FSE Program's Program Coordinator continues to review the National Board Examination results for improvement & survey clinical preceptors as well as students for course improvement. The Program will continue to monitor this assessment for progress.
SLO 5 Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.	Clinical evaluation of students using the Minimum Standard for Embalming Competency checklist in FSE 203	The FSE Program predicts that 90% of students completing embalming clinical will be able to perform task set forth on the Minimum Standard for Embalming Competency checklist. The FSE Program predicts that 60% of the students will	100% of the students successfully completed the FSE 203 course's Minimum Standard for Embalming Competency checklist for 2021 – 2022.	The FSE Program continues to consistently monitor the improvement of the FSE 203 students from year to year to meet standards. The FSE 203 is taken during the last semester in the FSE Program. The FSE instructor will continue to promote this project. The project

	<p>The students complete an online OSHA Hazard Communication/SDS Binder Project in FSE 202 – Embalming II</p> <p>Students are required to attend six (6) hours of FSE 214 – Advanced Restorative Art during the summer semesters</p>	<p>complete the OSHA/SDS project. The project is given to educate students on various chemical and protocols of OSHA regarding embalming.</p> <p>The FSE Program predicts that 85% of the students will complete the required six (6) hours of RA Lab to learn the basic technical skills of feature building and review the various items, tools, etc. used in RA.</p>	<p>100% of the students in Section 1 of FSE 202 (16 or 16 students) completed the projects. 94% of the students in Section 2 of FSE 202 (15 or 16 students) completed the projects</p> <p>100% of students (33 out of 33 students) completed RA Lab.</p>	<p>allows students to monitor the safety protocols in the funeral home as well as in the embalming room.</p> <p>The FSE instructor will continue to offer RA Lab (6 hours) to students to educate them on the various skills of feature building in FSE 214</p>
<p>SLO 6</p> <p>Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.</p>	<p>The FSE students are required to obtain an apprenticeship or actively be working in a funeral home before entering the FSE Program. Students are tasked with meeting with families as well as the daily duties at their funeral homes.</p> <p>The students also complete courses that introduces them and is related to bereaved families: FSE 101 - (Funeral Directing) FSE 223 - (Funeral Service Social Science) FSE 225 & 226 (Funeral Service Management I and II)</p> <p>FSE 228 (Internship)</p>	<p>The FSE Program requires that students have an apprenticeship to enter the program. This apprenticeship should expose students to meeting with bereaved families and be engaged in the funeral service profession.</p> <p>The FSE Program predicts that 60% of the students will be exposed to funeral service practices such as: conducting arrangements, religious practices, aftercare knowledge and legislative compliances</p> <p>The FSE Program predicts that 80% of the students completing</p>	<p>100% of FSE students had an apprenticeship or was actively working in a funeral home.</p> <p><i>Percentages of students successfully completing FSE courses with some type of knowledge regarding bereaved families and/or involvement with a funeral service professional:</i></p> <p>FSE 101: Section 1 – 62% (8 of 13 students) Section 2 – 63% (34 of 54 students)</p> <p>FSE 223: Section 1 – 70% (7 of 10 students) Section 2 – 76% (40 of 53 students)</p> <p>FSE 225 – 0% Traditional & 82% DL FSE 226 – 0% Traditional & 93% DL FSE 228 – 100% of the students completed funeral directing task</p>	<p>The FSE Program requires all prospective students must have an apprenticeship or actively working in a funeral home to enter. The FSE Program continues to enforce the policy and continues to seek out opportunity for students to participate in all professional activities.</p> <p>The FSE Program will continue monitoring students' progress and improve retention by continuing to work closely with students being advised. The FSE Program continues to seek ways to encourage student involvement with bereaved families and connected to funeral service professionals.</p> <p>A Task Evaluation Forms is now implemented in FSE 228 –</p>

	<p>Additional engagement with the funeral service profession: NFDA Certified Crematory Operator Program, Vantage Vaults, Messengers and Matthews International Educational Seminars</p>	<p>FSE 228 will be exposed to bereaved families, transfer of remains, notification of death and attend funeral services.</p> <p>The FSE Program offers to student various professional development for the funeral service profession.</p>	<p>sheet. This form allowed students to meet with bereaved families and attend various types of funeral services to be engaged with the funeral service profession.</p> <p>Summer 2022, the FSE Program was able to have NFDA's Certified Cremation Operator Program on campus. 50% of the participants were JSCC students during the summer 2022 semester. (18 of 36 participants)</p> <p>Messenger's Make It Personal Assignment: Section 1 – 96% (26 or 27 students) Section 2 – 92% (35 of 38 students)</p>	<p>Internship to assist the program. Student are completing at 100%. The Funeral Directing Task Evaluation Form appears to be working well. All students and supervising funeral directors are completing task with no problems. This again, is allowing students to meet with bereaved families, learn the various funeral service forms, and attend several types of services. The FSE Program meet this standard (5.4.8).</p> <p>The FSE Program will provide registration list of all participants to effectively collect data to support this assessment. The roster will be maintained by the FSE Program for assessment purposes.</p>
<p>SLO 7 Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.</p>	<p>The main courses within the FSE Program that measures the students: FSE 110 – Funeral Service Law & Ethics FSE 101 – Funeral Directing FSE 223 – Funeral Service Social Science</p> <p>State Apprenticeship Requirement</p> <p>NFDA Certified Crematory Operator Program, Legacy of Hope, Matthews International</p>	<p>Students are required to serve a two-year apprenticeship with their prospective states, 100% enter the FSE Program had an apprenticeship</p> <p>The FSE Program predicts that over 60% of its students will participate in all education</p>	<p>100% of students are serving their apprenticeship to perform various tasks regarding the knowledge of the funeral service profession.</p> <p>The FSE Program offered NFDA's Certified Cremation Operator Program on campus during the 2021 – 2022.</p>	<p>The FSE Program will continue to enhance student responsibilities of the funeral service profession. The FSE Program's instructors follow the curriculum set forth by the American Board of Funeral Service Education.</p> <p>The FSE Program will continue to build relationship with the state board of funeral service and ensure requirements are met. The FSE Program offered the NFDA's CCO Program option to students. FSE Program did not</p>

	<p>Educational Seminars, Presentation to students by Vantage Vaults</p> <p>FSE 101 – Funeral Directing, U.S. Flag Presentation. The students learn how to fold and present that flag to the family at the end of committal service.</p>	<p>seminar and programs offered at the college for funeral service professions.</p> <p>The FSE Program predicts that 85% of the students will participate and demonstrate how to fold the U.S. Flag for burial.</p>	<p>50% of the students participated with the CCO Program (18 of 36 students participated)</p> <p>None of the following was offered in person during the 2020 – 2021 due to COVID 19:</p> <ul style="list-style-type: none"> • State Board Meetings – Quarterly • Alabama Funeral Directors Association Mid-Winter Meeting. • Alabama Funeral Directors and Morticians Association Convention – June 2022 • Alabama Funeral Directors Association Convention • Presentation by NFDA Certified Crematory Operator (CCO) Program – June 2022 <p>100% - Section 1 (13 of 13 students) 93% - Section 1 (50 of 54 students), participated in the flag folding presentation for FSE 101. The project entailed how to fold and present to a family at the end of the committal service.</p>	<p>meet the 60% benchmark but will continue to offer the course to students at a discount.</p> <p>The FSE Instructor found this project for the students to be helpful and informative. Helps to build the students understanding and comfort for talking to the family.</p>
<p>SLO 8</p> <p>Describe methods to address the grief-related needs of the bereaved.</p>	<p>The main course within the FSE Program that measures the students understanding of human services is FSE 223 (Funeral Service Social Science). FSE 223 helps to develop the student understanding regarding grief counseling and death & dying. The student will also give their experiences regarding grief, dying, etc.</p>	<p>The FSE Program predicts that 60% of the students will participate, using a rubric, in the course assignment for FSE 223 regarding grief and counseling. This task consists of a written presentation as well as an oral presentation, this should better their knowledge regarding human services profession.</p>	<p>The FSE Students completing FSE 223 met criteria for written and oral presentations (see below). The students completed the term paper and verbally discuss the paper to the class using the subject matters discussed in lectures.</p> <p style="text-align: center;"><u>FSE 223 Project</u></p> <p>Written: 100% - Section 1 – (10 of 10 students) 96% - Section 2 – (51 of 53 students)</p>	<p>The FSE Program faculty will continue to strengthen student understanding regarding grief, counseling and death & dying. The curriculums for these courses are followed and improved as needed. The FSE Program is now offering FSE 223 every week instead of every other week during the fall semester to increase student knowledge and NBE scores.</p>

			<p>Oral: 100% - Section 1 – (10 of 10 students) 87% - Section 2 – (46 of 53 students)</p>	
<p>SLO 9 Explain management skills associated with operating a funeral establishment.</p>	<p>The ABFSE curriculum course offering really satisfies this objective. The curriculum in several courses helps to give the student a broad aspect of funeral service, the necessary skills needed for the profession. This is covered in all the Arts courses as well as Sciences.</p> <p>Funeral Arrangement Project in FSE 226 with Messenger’s Make It Personal Assignment.</p>	<p>The FSE Program predicts that 100% of the instructors within the FSE Program will follow the curriculum set forth by the American Board of Funeral Service Education.</p> <p>The FSE Program predicts that more than 60% will meet the criteria for the Phases 1 - 3 Funeral Arrangement project in FSE 226.</p>	<p>100% of the curriculum and guidelines is being followed by all instructors within the FSE Program: Venus Smith, Jzyk Ennis, Jonathan Friend and Jonathon Oswalt.</p> <p>Phases: 93% - Section 1 (25 of 27 students) 92% - Section 2 (35 of 38 students) of the students successfully completed Phase 1 of the assessment; sitting in on actual arrangement conferences with family, this evaluated their critical thinking skills.</p> <p>93% - Section 1 (25 of 27 students) 92% - Section 2 (35 of 38 students) of the students successfully completed Phase 2 of the assessment; assist with some part of the arrangement conference. This evaluated their basic knowledge and critical thinking skills.</p> <p>93% - Section 1 (25 of 27 students) 92% - Section 2 (35 of 38 students) of the students successfully completed Phase 3 of the assessment, mock arrangements. The FSE faculty then has an open discussion on the pros and cons of the mock arrangements.</p>	<p>The FSE Program’s Program Coordinator checks to ensure that all curriculum and guidelines are being followed at yearly reviews with instructors. Curriculum updates are given to instructors as updated by ABFSE. New faculty is expected to start Fall 2022 for the certificate option – Randall Anderson</p> <p>The Make it Personal project in FSE 226 continues to help develop proficiency and skills necessary for the profession. The students love this project.</p>

	<p>Apprenticeship Requirement</p> <p>Graduate survey from employers, discussion with owners/managers of funeral homes.</p> <p>Maintain ABFSE Program accreditation</p>	<p>Students are required to serve a two-year apprenticeship with their prospective states, 100% enter the FSE Program had an apprenticeship</p> <p>The FSE Program predicts that 100% of the Employer-Graduation Surveys will be conducted by Program faculty.</p> <p>The FSE Program will continue to maintain accreditation standards.</p>	<p>100% of students are serving their apprenticeship to perform various tasks regarding the knowledge of the funeral service profession.</p> <p>The FSE Program conducts their own Employers and Graduate Surveys for the purpose of maintaining accreditation. JSCC also conducts graduate surveys, they are maintained in the Institutional Effectiveness Department. However, informal discussions with owners-managers were conducted during the funeral home visits. This is an excellent way for the FSE Program to effectively gather constructive comments from owners.</p> <p>The FSE Program currently has a seven-year accreditation. The 2018 Annual Report was successfully completed and accepted.</p>	<p>The FSE Program will continue to build relationship with the state board of funeral service and ensure requirements are met.</p> <p>The FSE Program will continue follow up on Employer/Graduation Surveys to detect any deficiencies and improve for the FSE Program for 2021 - 2022. The FSE Program has implemented our own graduate-employer survey. There was a very low participation of Graduate Surveys this year due to COVID 19 and the transition to 100% online.</p> <p>The FSE Program will continue to maintain ABFSE accreditation and maintain the standards.</p>
<p>SLO 10</p> <p>Demonstrate verbal and written communication skills and research skills needed for funeral service practice.</p>	<p>Jefferson State Community College offers professional development to all faculties; the FSE Program faculty takes advantage of most of the professional development opportunity when offered.</p> <p>FSE 226 – Funeral Service Management II class has a research assignment that the students are partner with Messenger Finer Funeral Stationery (Project is titled -</p>	<p>100% of the full-time faculty in the FSE Program will participate in professional development activities, seminar, events, meetings, etc.</p> <p>The FSE Program predicts that more than 60% of the students will complete the Messenger Assignment.</p>	<p>100% of the full-time faculty participated in professional development meetings, seminar and activities. The faculty is very active in state and national associations where membership and officers are held: NFDA, NFDMA, AFDA, AFDMA, ABFSE, FAMIC and AL State Board</p> <p><i>Percentage of Students:</i> Section 1 – 96% (26 of 27 students) Section 2 – 92% (35 of 38 students)</p>	<p>The FSE Program will continue to be a driving force regarding professional development. The college supports the faculty 100% to participate in professional development.</p> <p>The FSE Program will continue to promote the students' interaction with vendors and resourceful communication.</p>

	<p>Messenger's Make It Personal)</p>	<p>The FSE 226 course facilitates a learning opportunity for students regarding how to research and use publications in the center.</p>	<p>FSE 226 completed the Learning Resource Center during the summer 2021 semester the College's Learning Resource Center/Library the orientation covered the facilities, how to research information, etc.</p>	<p>FSE 226 class visits Learning Resource Center every summer to complete an overall of the resources with a Learning Resource Personnel</p>
<p>Plan submission date: 09/23/2022</p>			<p>Submitted by: Venus N.R. Smith</p>	

Evidence in support of SLO 1

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FSE 228
Prefix Number

Funeral Service Internship
Course Title

Prerequisite
Admission to the program

Credit Hours: 3

Contact Hours:

Lecture
Clinical

Laboratory
Activity 3

I. Course Description:

This course is based upon experiences in funeral home under the supervision of a licensed funeral director and/or embalmer. Supervisors will assist faculty with practical work-based experiences and direct client care. Professional duties are supervised and evaluated for progress. Students will be able to demonstrate proper techniques of funeral directing and funeral home operation. (Fall, Spring, Summer)

II. General Course Competencies:

- A. The student will be able to analyze the business functions relative to the operation or management of a funeral home.
- B. The student will be able to analyze the embalming operation from first call to completion.
- C. The student will be able to correlate the funeral service with all activities incident to the funeral.

III. Course Objectives Stated in Performance Terms:

The course objectives will vary from student to student. The faculty advisor will counsel the student in planning course of study; to help the student select the proper setting to participate in the internship class; to work with the student and out of class supervisor in planning learning objectives for the student; to coordinate supervisor evaluation and the student's and to assign a grade for the student's experience. All activities, skills, or knowledge to be learned by the student which will be outlined on the internship agreement will be stated in such manner that they can be measured or evaluated quantitatively and qualitatively.

IV. Class Activities:

Student activities will include on the job experience relative to funeral service as outlined on the internship agreement.

V. Evaluation:

The student must achieve a minimum of 70% of those objectives listed on their internship agreement to receive a grade of "C" or better.

Funeral Service Education Employer Survey - Fall 2022

The Funeral Service Education (FSE) Program at Jefferson State Community College is interested in your views and opinion concerning how the college can better serve the needs of funeral service.

Your responses to these questions will be treated confidentially. Your answers will only be a part of the Funeral Service Education (FSE) Program's Assessment Report in which your (individual) response will not be identified.

Thank you for your time!

 ferragamo8.vs@gmail.com (not shared) [Switch account](#)



How did you hear about the Funeral Service Education Program at Jefferson State Community College?

Your answer

Rate the FSE Program's ability to aid you in the following: Basic Funeral Home Knowledge

1 - Not Applicable

2 - Poor

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Exam Outline Review

The Funeral Service exam is split into two tests, NBE-Arts and NBE-Sciences, which are administered separately. Even though they are administered separately, you must pass BOTH tests to pass the Funeral Service exam and obtain certification. Each test contains 170 multiple-choice questions, 20 of which are unscored questions that are being evaluated for use on future exams. You will be given a time limit of 170 minutes (2 hours and 50 minutes) per test.

NBE-Arts (170 questions)

The NBE-Arts test is split into five sections:

- I. Funeral Arranging and Directing (51 questions)
- II. Funeral Service Marketing/Merchandising (21 questions)
- III. Funeral Service Counseling (19 questions)
- IV. Legal and Regulatory Compliance (35 questions)
- V. Cemetery and Crematory Dispositions (24 questions)
- Unscored Questions (20 questions)

NBE-Sciences (170 questions)

The NBE-Sciences test is split into four sections:

- I. Embalming (62 questions)
- II. Restorative Art (34 questions)
- III. Other Preparation of the Deceased (28 questions)
- IV. Funeral Service Sciences (26 questions)
- Unscored Questions (20 questions)

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Evidence in support of SLO 4

FSE 203
Prefix Number

Embalming Laboratory
Course Title

Prerequisite
Admission to the program

Credit Hours: 3 Contact Hours:

Lecture Laboratory
Clinical 3 Activity

I. Course Description:

In this course students demonstrate the knowledge, skills, and abilities needed to function as an embalmer. Emphasis will be placed on the students ability to demonstrate proper practical embalming techniques, including posing of features, raising of vessels, mixing embalming fluids, injecting fluids, aspiration and suturing of incisions. Embalming reports will be completed to document cognitive processes used to plan, prescribe, apply, and evaluate, embalming treatments used. Students must be certified as being proficient by a Qualified Instructor on those techniques before a grade will be issued for completion of the course. Students will be required to obtain insurance as required by program. Apprentice Certification is required from the State in which the embalming laboratory is conducted. (Fall, Spring, Summer)

II. General Course Competencies:

- A. The student will acquire a basic knowledge of embalming techniques.
- B. The student will acquire knowledge of principles of embalming sanitation.
- C. The student will acquire knowledge of the concept of teamwork in completing embalming operations.

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Evidence in support of SLO 5

FSE 214

Prefix Number

Advanced Restorative Art

Course Title

Prerequisite

Admission to the program

Credit Hours: 3

Contact Hours:

Lecture

Clinical

Laboratory 3

Activity

I. Course Description:

This course is a continuation of FSE 213. Color theory is emphasized using mortuary or ordinary cosmetics and special lighting. Students will be able to demonstrate proper techniques of restorative art in an on-campus laboratory setting. (Summer)

II. General Course Competencies:

- A. The student will be able to apply the principles of modeling and feature building.
- B. The student will learn how to correlate all phases of restorative art.
- C. The student will learn the various methods and techniques employed in color and cosmetology.

III. Course Objectives Stated in Performance Terms:

- A. The student will be able to apply the principles of modeling and feature building.
 - 1. The student will construct a canon with wax as it relates to surface bones and feature building.
 - a. The student must show satisfactory progress in building the facial bone structure and feature building.
 - b. The student must be able to correlate all restorative treatments in constructing their canon.
- B. The student will study, identify and describe the use of various cosmetic and restorative treatments.
 - 1. The student will classify and explain the principles of color.
 - 2. The student will learn to correlate the application of cosmetics to specified cases.
- C. The student will participate in lecture discussion sessions concerning modeling and color.
 - 1. The student will be able to explain modeling as it relates to certain types of cases.
 - 2. The student will be able to explain the correlation between modeling and the application of cosmetics.

Subject Description (ABFSE): This outline is a survey of the basic principles of Restorative Art as they relate to Funeral Service. Especially stressed are the techniques and importance of creating an acceptable physical appearance of the deceased for the benefit of the surviving family members.

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Evidence in support of SLO 6

**FSE 228
Internship**

Student Name _____ Evaluator/Licensee Name: _____

***Student must have a copy of the designated Supervising Employer's Funeral Director's license and a copy of the Funeral Home's Establishment License**

***Grader/Supervisor/Funeral Director:** In each category, please grade the student based upon your observation and initial next to grade. The **Grader/Supervisor/Funeral Director** must be a licensed funeral director and a license must accompany the files for all **Grader/Supervisor/Funeral Director**.

Tasks	10-9 Points - Excellent	8-7 Points –Good	6-4 Points - Acceptable	3-0 Points – Needs Work
5.4.8.c First Call - Students must demonstrate the process of receiving five (5) first calls. (This can be done in a simulation setting)	1	GRADE: _____ Points INITIAL: _____ Comments:	GRADE: _____ Points INITIAL: _____ Comments:	GRADE: _____ Points INITIAL: _____ Comments:
	2	GRADE: _____ Points INITIAL: _____ Comments:	GRADE: _____ Points INITIAL: _____ Comments:	GRADE: _____ Points INITIAL: _____ Comments:
	3	GRADE: _____ Points INITIAL: _____ Comments:	GRADE: _____ Points INITIAL: _____ Comments:	GRADE: _____ Points INITIAL: _____ Comments:
	4	GRADE: _____ Points INITIAL: _____ Comments:	GRADE: _____ Points INITIAL: _____ Comments:	GRADE: _____ Points INITIAL: _____ Comments:
	5	GRADE: _____ Points INITIAL: _____ Comments:	GRADE: _____ Points INITIAL: _____ Comments:	GRADE: _____ Points INITIAL: _____ Comments:

Final Approval:

Student

Supervising Employer

Faculty Advisor – V. Smith

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NFDA Cremation Certification Program

NFDA CREMATION CERTIFICATION PROGRAM

Program Schedule



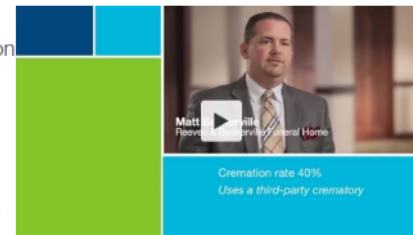
Home > Education > Certification & Training Programs > NFDA Cremation Certification Program

NFDA Cremation Certification Program

The recognized certification standard for funeral service professionals

Cremation litigation is on the rise. Protect your firm through cremation due diligence practices and provide your families with the best cremation service possible.

This program offers a must-have certification for everyone offering cremation to the families they serve. Whether you currently own or operate a crematory, are thinking of opening one, or want to evaluate a third-party crematory, this training is necessary for your success.



About the Course

The recognized certification standard for funeral service professionals, NFDA's Cremation Certification Program covers best practices for safe, proper, and ethical crematory operations, excellence in service to cremation families, and much more.

Attendees may choose the designation they will earn upon successful completion of the program:

- **CCSP - Certified Cremation Services Provider:** For funeral directors and staff that offer cremation services through the use of a third-party crematory
- **CCO - Certified Crematory Operator:** For crematory owners and/or operators

**FSE 223 – Funeral Service Social Science
(Includes elements of Psychology, Counseling, and Sociology)
Tentative Class Schedule - 2022**

Contact Information: Jzyk S. Ennis, Ph.D.
Funeral Service Education/JSCC
2601 Carson Road - Birmingham, Alabama 35215
205-856-7852 Telephone (Direct Line)
jennis@jeffersonstate.edu

<u>DATE</u>	<u>DESCRIPTION/LECTURE</u>	<u>Quiz Due by End of Day:</u>
Aug. 17, 2022	Distance Learning Orientation	None
Aug. 24, 2022	In-class Orientation & Library Tour (Virtual and In-Class).	None
Aug. 31, 2022	Klicker Chapters 1, 2, 3 Grief and the purposes of a funeral/memorial service	None
Sept. 7, 2022	Klicker Chapter 4 Theories of Grief	Vocab Set 1/Aug. 31 st material
Sept. 14, 2022	Klicker Chapters 5-6 Mediators of Grief & Ego Defense Mechanisms	Vocab Set 2/Sept. 7 th material
Sept. 21, 2022	Klicker 8-9 Children and Grief & 7-10 Complicated Grief & Family Systems	Vocab Set 3/Sept. 14 th material
Sept. 28, 2022	Klicker Chapters 11-12 Grief Counseling & Interpersonal Skills	Vocab Set 4/Sept. 21 st material
Oct. 4, 2022	Midterm Exam (Includes Vocab Sets 1, 2, 3, and 4 & Lecture material)	Midterm exam only
Oct. 5, 2022	No Class – Term paper research and writing. Speech prep.	None
Oct. 12, 2022	No Class – Term paper research and writing. Speech prep.	None
Oct. 19, 2022	Term Papers Due by 4:00 p.m. Central Time/ EVERYONE Term Paper Oral Presentations (In-Class)	None
Oct. 26, 2022	Klicker Chpts 13-14 “Good” Counseling & Intervention Strategies	None
Nov. 2, 2022	Klicker Chapters 15-16 Crisis Intervention Counseling & Aftercare	Vocab Set 5/Oct. 26 th material
Nov. 9, 2022	Klicker Chapters 17, 18, 19 Stress, Burnout, and Caring for the Caregiver	Vocab Set 6/Nov. 2 nd material
Nov. 16, 2022	One World: Sociology Chapters 1, 2, 3 Sociology & Funeral Service	Vocab Set 7/Nov. 9 th material
Nov. 23, 2022	NO CLASS – THANKSGIVING HOLIDAYS	None
Nov. 30, 2022	One World: Sociology Chapters 4-5 Society Influence / Review for final exam	None
Dec. 6, 2022	Final Exam (Comprehensive – all lecture materials and vocab sets)	Final exam only

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FSE 226 – Funeral Service Management II

Contact Information: **Jzyk S. Ennis, Ph.D. * Funeral Service Education/JSCC**
 205-856-7852 Telephone (Direct Line)
jennis@jeffersonstate.edu

<u>DATE</u>	<u>VOCAB SET</u>	<u>DESCRIPTION / LECTURE</u>
May 31, 2022		Orientation / Lecture: Entrepreneurs, Venture Capitalists, and “Angels”/ Starting a business from scratch / The Family Business Model / Chapter 19 Klicker <i>Make It Personal by Messenger Assignment Introduction</i>
June 7, 2022	1	Lecture: Developing the New Venture Business Plan / Location Plan / How to Make Funeral Arrangements
June 14, 2022	2	A Firm’s Sources of Financing / Cash Flow / Review for Midterm Exam
June 21, 2022	3	Catch up from previous weeks / Review for midterm exam
June 21, 2022		Deadline to turn in your Make It Personal assignment (NOON CT)
June 28, 2022		Midterm Exam (Everyone)
July 5, 2022	4	Lecture: Cremation /Preparation of the un-embalming body /Coroner & ME
July 12, 2022	5	Merchandising (Chapters 10-11 Klicker)
July 19, 2022	6	Lecture: Managing the Firm’s Assets / Managing Risk in the Small Business - Insurance / Deadline to turn in all Arrangement Conference Assignment Sheets.
July 26, 2022	7	Lecture: Managing Human Resources / How to Motivate Employees Management Styles & Personality Tests
Aug. 2, 2022		Final Exam (Everyone)

* This schedule is tentative and is subject to change.

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JSCC Libraries

[MyJSCC](#) [OneACCS](#) [Blackboard](#) [Staff Login](#)

Funeral Services

Guide to library resources in support of Funeral Service Education.

Library Resources

- [Search All Resources](#)
- [Funeral Services AND Psychology OR Sociology](#)
- [Recommended Research Databases](#)
- [Professional Journals](#)
- [Selected Electronic Books](#)

Academic Success

[College Success Skills](#)

Regulatory Agencies and Licensure

[Small Business Resources](#)

[Microbiology](#)

[Computer & Technology Skills](#)

[Job and Career Accelerator](#)

Search All Resources

[Search everything](#) [Suggest Materials or Resources](#) [How to Use the Library Website](#)

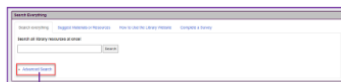
Search all library resources at once!

- [Advanced Search](#)

Use this option to create an advanced search using multiple search terms or limiting to content type.

Funeral Services AND Psychology OR Sociology

- Click on the image below to view a short tutorial on finding articles related to the funeral service industry and psychology or



Ask A Librarian

Do you need help?
The librarian is online.

Professional Journals

American Funeral Director: Details the professional and business side of the funeral field including management, advertising, and public relations education. [Jefferson Campus has issues from the current year.] Also available [online](#).

Director: Publication of the [National Funeral Directors Association](#). Current month available [here](#).

Dodge: An educational magazine for funeral directors published by the [Dodge Company](#). Current students can [sign up for a free account](#), which provides access to The Dodge Magazine, technical sources, and catalogs.

Mortuary Management: A trade publication designed for funeral directors and others related to the funeral service industry. [Available online from Associates Programs Source Plus]

- [Funeral Service Journals Online](#)
Link out to electronic journals covering the funeral service industry.
- [Death & Dying](#)
Link out to journals and electronic book content on the psychological and sociological aspects of death and dying.

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Selected Electronic Books



Career As a Funeral Director

Call Number: Ebook
ISBN: 9781423799344
Publication Date: 2006-01-01

Part counselor, part business person and part technician, the funeral director's career allows those who enter it opportunities to exercise business expertise, and technical and interpersonal skills, and can provide an ever-changing work environment.



Death, Dying, and Bereavement by Judith M. Stillion

Call Number: Ebook
ISBN: 9780826171412
Publication Date: 2015-10-01

"Delivers the collective wisdom of foremost scholars and practitioners in the death and dying movement from its inception to the present."



Handbook of Death and Dying by Clifton D. Bryant (Editor)

Call Number: Ebook
ISBN: 9780761925149
Publication Date: 2003-10-01

The Handbook of Death and Dying takes stock of the vast literature in the field of thanatology, arranging and synthesizing what has been an unwieldy body of knowledge into a