

Funeral Service Computers
FSE 1204
St. Petersburg College
Funeral Services Program

Course: 1 Credit hour

Instructor: Gary J. Brown
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Scholarships:

Money exists for Funeral Services students; and students may also interact with various funeral service organizations. Here is a link to a few [scholarships](#) offered by funeral service organizations.

Assignments:

There are 8 assignments during the semester, which may be found in Course Contents. Each assignment must be typed and will be worth 10 points.

You may submit all work electronically. If you choose to send it to me via U.S. mail, it must be post marked by the deadlines indicated in the course schedule. My mailing address is:

Gary Brown
Funeral Services Program
St. Pete College
P.O. Box 13489
St. Petersburg, FL 33733

Remain cognizant of the due dates. Late work will be accepted only at my discretion and with an academic penalty. The funeral service profession requires attention to numerous details, the most important of which is meeting deadlines. Late and inaccurate submission of required documentation -- such as death certificates, burial transit permits, and embalming affidavits, inter alia -- remains

the number one cause for disciplinary action on individual licensees by the Board of Funeral, Cemetery, and Consumer Services.

You may find the following links helpful when writing papers for this class, as well as other courses:

[APA Quick Guide](#)

[Grading Rubric for Written Assignments](#)

[Critical Thinking is Mission Critical](#)

Attendance Policy:

Instructors will verify that students are in attendance at least once each week during the first two weeks of class. Students classified as "No Show" for both of the first two weeks will be administratively withdrawn.

Immediately following the 60% point of the term, each instructor will verify which students are actively participating in class as defined in the course syllabus. Students classified as not meeting the criteria for active class participation will be administratively withdrawn with a "WF". Students will be able to withdraw themselves at any time during the term. However, requests submitted after the 60% deadline will result in a "WF". Students and instructors will automatically receive an e-mail notification to their SPC email whenever a withdrawal occurs.

Active Participation in this class is defined as on-time completion of weekly assignments/quizzes.

Communication:

Although students are welcome to phone me, I'm not always in my office. The best way to contact me is via email, but please utilize the email within this course. My external college email account receives a lot of SPAM and there is an excellent chance I will never receive your message if you use that account. I teach a number

of classes, so please include your course and section number in your email. Again, Do NOT use my external college email account if you need to contact me -- use the email within this course and include your class and section number. I will respond to your email within 24 hours in most instances, and within 48 hours on weekends and holidays.

Technical Support:

Students can receive technical assistance by calling the student ONLINE Help Desk at 727-341-4357. Since persons who man the help desk are more technically literate than the instructor, the student should contact the help desk first with any technical issues. [Technical Requirements](#)

Student I.D.

College policy requires students to wear their student identification whenever on a SPC campus or visiting sites off campus in a student capacity.

Special Accomodations:

St. Petersburg College recognizes the importance of equal access for all students. Disability Resources (DR) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with DR, who have a letter requesting accommodations, are encouraged to contact the instructor early in the semester. Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact DR for a confidential discussion at 727-341-3721 (V/TTY) or at silvers.stefanie@spcollege.edu. Additional information is available at the college-wide [Disability Resources](#) website.

Discussions:

Because I believe you can learn from other students and interaction is important in any class, discussion is encouraged for this class. During the semester, the instructor or other students will periodically post questions and discussion topics. You are responsible for reading all posts and should try to respond to the questions and discussions. No score will be given for this, but participation will enhance your course experience.

Online Expectations:

Log in to the course daily and check the discussions, news items and email for important messages. Please read the following links in their entirety and send me an email via this course verifying that you understand and agree to the expectations of the college and program:

[Student Support Services](#)

[Syllabus Addendum](#)

[Important Deadlines](#)

[Online Learning](#)

Software Plugins:

In this course, I may link you to pages that require Adobe Acrobat reader to view. Adobe Acrobat reader is a Free software Plugin that can be added to your computer. It will allow you to view files which are saved in pdf format.

Grades:

Grades will be determined on a percentage basis of the total number of points accumulated throughout the semester. At any time you may compute your grade by adding up the number of points you have earned and dividing by the number of [Points Possible](#). The following scale will be applied to the semester average:

A = 92 - 100

B = 84 - 91

C = 75 - 83

D = 70 - 74

Other Important Information:

[Course Objectives](#)

[Course Schedule](#)

[Funeral Services Online Expectations](#)

[St. Petersburg College Homepage](#)

[St. Petersburg College Disclosures](#)

[St. Petersburg College Libraries](#)