

Funeral Service
Professional Review
FSE 2930
St. Petersburg College
Funeral Services Program

Course: 1 Credit hour
Instructor: Gary J. Brown
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While not required, your old textbooks from the following courses will be useful:

Thanatochemistry
Cremation History, Principles & Practice
Funeral Directing
Thanatology
Embalming
Restorative Art
Funeral Pathology
Accounting
Anatomy
Infectious Disease
Business Law
Funeral Law
Funeral Home Management
Supplements:

Glossary Tool in this course.

Course Outline:

Sociology
Business Law
Accounting
Introduction to Infectious Diseases
Psychology Anatomy

Midterm Examination

Chemistry
Funeral Service Law
Pathology
Merchandising
Funeral Directing
Restorative Art
Embalming

Final Examination

Make sure you read this entire syllabus and its associated links. [Mr. Brown's Quick Guide](#) supplements this document.

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 Students classified as "No Show" for both of the first two weeks will be administratively withdrawn.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 Students classified as not meeting the criteria for active class participation will be administratively withdrawn with a "WF".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.

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.

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.

Examinations:

Your final grade in this course is determined primarily by your performance on the Midterm and Final Exams. The exams are randomly generated from a test bank of multiple choice questions. Therefore, each student's test will cover the same topics but will be unique. The midterm exam is worth 90 points and the final exam is worth 110 points and is cumulative, meaning that it may contain any information previously covered. Thus, the final exam will include information that was also on the midterm as well as material learned after the midterm. Please do not email the instructor with requests for information about what will be on the exams. EVERYTHING within the course, including linked material and readings from the textbook is fair game for testing.

Exams taken in Pinellas County will be given at the St. Petersburg College locations listed by eCampus on the date and time stated. Also See the [Exam Information](#) for additional details.

Students must complete the exams during the dates and times specified by eCampus. Failure to take an examination will result in a score of 0%, unless the instructor was notified prior to the examination and gives permission for missing it. If the instructor gives permission for missing an exam, the student must schedule a makeup with the instructor within one week of the date of the original exam or a score of 0% will be given.

All makeup exams will be given at the Health Education Center. A Makeup exam is any exam taken at a time other than the time specified by eCampus. Any exam not taken by two days prior to the date Final Grades are due, as published in the college calendar, will be scored a 0%.

The exams are computer based. You may not bring papers, books, disks, or bags to the examination area. Additionally, you may not view any other webpages, other than the exam until you have submitted the test for grading.

Following the examination, any student may review his/her test within one week. The Final exam may be reviewed up to the first week of the next semester. To review the Midterm Exam, please schedule an appointment with the instructor. To review the Final Exam, please email the instructor prior to the end of the semester in which the test was taken to make an appointment to review the exam the first week of the following semester. All reviews must be conducted at the HEC in Pinellas Park, Florida due to security issues and will NOT be permitted at proctored sites.

EACH STUDENT MUST PASS THE FINAL EXAM TO PASS THE COURSE.
Regardless of grades earned during a semester, if a student scores below 70 on the final, the highest grade that will be given for the semester is a D.

Weekly Quizzes:

In an effort to keep students from lagging behind, the instructor will have 14 quizzes corresponding to the lessons in the course. One lesson (quiz) will be due each week. The date each quiz is due is posted in the course schedule. Note that the quizzes play a lesser role in determining grades, used primarily for attendance purposes and NOT as indicators of your mastery of the section in question. You are

responsible for learning far more information in each section than what is contained in the short quizzes. Quizzes are worth 10 points each.

If you do not submit the quiz by the time required, the score of 0% will be given and you will be counted absent. Each quiz is due by 11:59 pm on the night listed in the course schedule, and will no longer be available after this time and date. If you miss a deadline, there will be no makeup quiz. MyCourses software has an internal clock which insures that you complete each quiz on time.

Hard drive failures, viruses, down or slow internet connections, power surges, etc. may all be legitimate problems, however, they are modern day equivalents to "the dog eating your homework" and are NOT acceptable excuses. Since all the quizzes are open from the beginning of the semester and are without time limits, I encourage you to start them early to avoid any of these potential situations. Do not wait until the last minute to complete your assignments! There's no penalty for turning work in early.

Note there are a number of quizzes with short answer questions in this class. Our learning management system (MyCourses) attempts to grade these, but isn't very good at it. I review all quizzes AFTER the deadline passes and adjust the grades accordingly. Please give me time to do this before sending me your panicky emails.

DO NOT SUBMIT A QUIZ UNTIL YOU ARE FINISHED. IF YOU ACCIDENTALLY SUBMIT THE QUIZ BEFORE YOU ARE READY, THE QUIZ WILL NOT BE RESET FOR YOU.

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.

Assignment:

There are no assignments in this course, however, you may find the following links helpful when writing papers for other classes:

[APA Quick Guide](#)

[Grading Rubric for Written Assignment](#)

[Critical Thinking is Mission Critical](#)

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](#)

[Online Learning](#)

[Syllabus Addendum](#)

[Important Deadlines](#)

[Exam Dates](#)

Scholarships:

In an effort to make certain that students know of potential money that exists for Funeral Services Students and providing interaction between students and various Funeral Service Organizations, included here is a link of a few scholarships that are generally available to our students. Click on the [Funeral Services Scholarships](#) link for further details.

Grades:

Grades will be determined on a percentage basis of the total number of points accumulated throughout the semester. To compute your grade, you may fill in the accompanying chart of [Points Possible](#). 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
- F Below 70

[Course Objectives](#)

[Course Schedule](#)

[Funeral Services Online Expectations](#)

[St. Petersburg College Homepage](#)

[St. Petersburg College Disclosures](#)

[St. Petersburg College Libraries](#)

After reading this syllabus and all its associated links, complete the [Syllabus Confirmation](#).