

Introduction to Funeral Services
FSE 1000
St. Petersburg College
Funeral Services Program

Course: 3 credit hours
Instructor: Gary Brown
Office: 153 Health Education Center
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Required Textbook: The History of American Funeral Directing
Author: Habenstein and Lamers

One World: Sociology & Funeral Service Author: Fritch and Steward

Course Outline:

Course Orientation
Unit 1: Ancient Funeral Customs
Unit 2: American Funeral Customs

Midterm Examination

Unit 3: Contemporary Issues in Funeral Services
Unit 4: Sociology of Funeral Services

Final Examination

Make sure you read this entire syllabus and its associated links. [Mr. Brown's Quick Guide](#) highlights some important aspects found in this document.

Active Participation in this class is defined as on-time completion of weekly assignments/quizzes. If you miss more than two assignments/quizzes, you may be dropped from the class.

Technical Support:

Technical assistance is available by calling the ONLINE Help Desk at 727-341-4357. Contact the help desk 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:

Exams in this course are proctored. You must take your exam at one of the SPC campuses [listed](#) or arrange to have your tests proctored remotely. The exams are only available during the dates specified. Please read the information thoroughly.

Your professor does NOT arrange proctoring. To identify an out-of-county proctor, please go to [this link](#) and complete the required form to submit a proctor request. The testing coordinator will email your proctor the necessary passcode for the test.

The exams are computer based. You may not bring papers, books, disks, or bags to the examination area. Additionally, you may not view other webpages, other than the exam, while testing. To review your exam you must notify me within one week following the test. Please contact me to work out arrangements. Reviews must be conducted at the Health Education Center (HEC) in Pinellas Park, Florida. Due to security issues, reviews are NOT permitted at proctored sites.

Students must complete the exams at the times [specified](#). Failure to take an examination will result in a score of 0% unless the instructor is previously notified 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 0% will be given. Makeup exams are administered at the Health Education Center, St. Petersburg College. A Makeup exam is any exam taken at a time other than the time specified. 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%.

Additional [Exam Information](#) (including testing center / proctor info)

Your final grade in this course is mostly determined by your performance on the Midterm and Final Exams. These exams are randomly generated from a test bank of multiple choice and matching questions. Therefore, each student's test will cover the same topics but will be unique.

Each exam is worth 100 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.

We know from previous statistics that the exams in this class have been designed as good predictors of student performance on the National Board Exam (NBE) for the subject matter in question. Please do not email the instructor with requests for information about what will be on the exams. EVERYTHING within the course, including readings from the textbook, is testable. If it was not important, I would not waste your time having you learn it.

While some things you learn in this course may not appear on the midterm or final exam, that does not mean you will not see the material on the NBE. Providing you with neat lists to study improves class grades, but diminishes performance on the NBE. The PRIMARY goal of this course -- and all courses in the Funeral Services Program -- is to ensure your success on the NBE. A degree in Funeral Services from St. Petersburg College will not enable you to become a licensed funeral director and embalmer UNLESS you successfully pass the NBE.

We do not know what specific questions are on the NBE, we only know the areas that you must show competence. While the NBE contains 300 questions, there are approximately 4,000 items in the NBE question bank from which the 300 question exam is drawn. So please do not request us to narrow down what areas will be covered on exams, as doing so compromises our primary objective: students passing the NBE.

YOU MUST PASS THE FINAL EXAM TO PASS THE COURSE. Regardless of grades earned during a semester, if you score below 70% on the final, the highest grade you will receive for the term is a D.

Special Accommodations:

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 Resource Page](#).

Weekly Quizzes/Assignments:

You will note that the quizzes and assignments play small roles in determining grades; they're used primarily for attendance purposes and NOT as indicators of your mastery of the section in question. You are responsible for learning more information in each section than what is contained in the short quizzes. Hence quizzes and assignments are worth only one point each. The date each quiz or assignment is due is posted on the course schedule.

Each quiz will be worth one point and will consist of five multiple choice questions selected from a test bank. If you do not submit the quiz by the deadline, you will receive a 0%.

Each quiz is due by 11:59 pm on the date listed in the schedule, and will only be available until that date and time. There are no time limits on the quizzes other than their deadlines. BE CAREFUL NOT TO SUBMIT A QUIZ BEFORE YOU ARE FINISHED WITH IT. IF YOU ACCIDENTALLY SUBMIT A QUIZ PREMATURELY, IT WILL NOT BE RESET FOR YOU.

Course software has an internal clock which insures that you complete each quiz on time. AGAIN, PLEASE NOTE THAT ALL QUIZZES MUST BE COMPLETED BY 11:59PM ON THEIR DUE DATE. If you miss a deadline, there will be no makeup quizzes or assignments unless the instructor determines truly extenuating circumstances prevented timely completion.

Makeup quizzes must be taken at the Health Education Center. A makeup quiz is any quiz taken at a time other than the time specified in the course schedule. Students must schedule a makeup quiz within one week from the due date of the original quiz or the score of 0% will be given.

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 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!

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](#)

[Exam Dates](#)

[Online Learning](#)

Assignments:

There is one course assignment during the semester. You may find the following links helpful when writing your paper:

[APA Quick Guide](#)

[Grading Rubric for Written Assignments](#)

[Critical Thinking is Mission Critical](#)

Communicating With Instructor:

While students are welcome to call or visit, please schedule an appointment before making a trip to the Health Education Center to ensure that I will be here when you arrive. The best way to contact me is by email within the course, as I am frequently not in my office. Email submitted outside the course is often mistaken as spam by the college's filtering system, making it likely that I will never see your correspondence.

Discussions:

Because 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 to the bulletin boards. You are responsible for reading all posts and should try to respond to the questions and discussions in these forums. No score will be given for this, but participation will enhance your course experience.

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 [Funeral Services Scholarships](#) 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% (or 196 points and above)
- B 84% - 91% (or 179 points - 195 points)
- C 75% - 83% (or 160 points - 178 points)
- D 70% - 74% (or 149 points - 159 points)
- F Below 70% (or less than 149 points)

[Course Objectives](#)

[Course Schedule](#)

[Funeral Services Online Expectations](#)

[St. Petersburg College Homepage](#)

[St. Petersburg College Disclosures](#)

[St. Petersburg College Libraries](#)

Complete the [Syllabus Confirmation](#)