

# Mortuary Science Student Handbook



2006 S. Ankeny Blvd.  
Building 17  
Ankeny, IA 50023  
(515) 965-7171  
<http://funeral.dmaccc.edu>

These requirements are in addition to the published requirements contained within the Des Moines Area Community College Student Handbook.  
These requirements are subject to change without notice.

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## **Mortuary Science Program Accreditation**

The Mortuary Science associate degree and diploma programs at Des Moines Area Community College are accredited by the American Board of Funeral Service Education (ABFSE).

American Board of Funeral Service Education  
992 Mantua Pike, Suite 108  
Woodbury Heights, NJ 08097

Telephone: (816) 233-3747

Website: [www.abfse.org](http://www.abfse.org)

Students and the general public can find National Board Examination Pass rates of the Des Moines Area Community College Mortuary Science Program and all other accredited programs on the website above.

## **Program Competencies (Objectives)**

The central objective of the DMACC Mortuary Science Program is to educate students in every phase of funeral service and thus prepare the Graduates for entry-level employment in funeral service.

In support of this objective, the Mortuary Science Program has adopted the following competencies (learning outcomes):

Upon completion of the Mortuary Science or Funeral Services program, the graduate will be able to:

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

**Admission Policies & Program of Study:**

For a list of courses required as entry requirements or within the program, please see the program information on the DMACC website:

<http://funeral.dmacc.edu>.

**Registration Procedure:**

Prior to the first semester at DMACC, the Student Services department will schedule a registration period for new students. For information on class registration, please visit: [Registration Information | Des Moines Area Community College \(dmacc.edu\)](http://Registration Information | Des Moines Area Community College (dmacc.edu))

**Academic Calendar:**

The academic calendar may be found at [DMACC Academic Calendar - key dates & events throughout the year](http://DMACC Academic Calendar - key dates & events throughout the year).

In addition, the dates for adding and dropping a class and the refund policy are found on the page above.

**Americans with Disabilities Act Accommodations:**

It is the policy of DMACC to accommodate students with disabilities. Any student with a documented disability who requires reasonable accommodation should contact the DMACC Disability Services Office at:

**DMACC Disability Services Office**

2006 S. Ankeny Blvd, Building 6, Room 10B

Ankeny, IA 50023

FAX:515-965-7150

[DMACC Disability Services | Des Moines Area Community College](http://DMACC Disability Services | Des Moines Area Community College)

To receive the needed accommodations, a student must submit a copy of the accommodation letter to each instructor at the beginning of each semester.

**Attendance Policy:**

Mortuary Science students are expected to regularly attend class and be punctual for that class.

- Any student who does not complete the first activity or assignment in each of their courses in Canvas within the first five days of the course will be dropped from the course as a non-attender.
- Any student who does not complete an assessment/assignment due at Midterm will be reported as Quit Attending to the Registrar's office.

**College Closings:**

If there is inclement weather, students receive notification via the college alert system (text/email/phone call) or may visit the DMACC website at [www.dmacc.edu](http://www.dmacc.edu) for closing information. If the instructor needs to cancel class for other reasons, he/she will notify the students via DMACC email and/or a course announcement.

**Cell Phones and Related Devices:**

All electronic devices such as cell phones are to be silenced prior to entering the classroom, library, clinical sites, and streaming lectures to avoid disruption. While emergencies do occur that make these devices necessary, if the device disturbs the class, the student will be expected to leave to attend to the emergency.

Please view DMACC policies and procedures at: [Policies and Procedures \(dmacc.edu\)](http://www.dmacc.edu/policies-procedures)

**Academic Misconduct:**

Acts of academic misconduct and/or inappropriate behavior in any form will not be tolerated within the program. Please refer to the *DMACC Student Handbook* found online at [Policies and Procedures \(dmacc.edu\)](http://www.dmacc.edu/policies-procedures) and DMACC Educational Services Procedures ES 4670 for information on plagiarism, cheating, and appeals procedures or reference publications that addresses this information in detail.

**Software Notice:**

All the software used at Des Moines Area Community College is copyrighted; therefore, it is not for distribution, copying, or personal use. The software is the property of Des Moines Area Community College.

### **Ramification of Convictions:**

Any student convicted of or having plead guilty to any crime may be subject to further discipline of the state licensing agency, including denial of the initial license/internship.

If you have been convicted of or plead guilty to any crime, it is the student's responsibility to contact the state board which regulates the state in which you wish to be licensed to determine if your record will prohibit you from licensure.

As an example of the impact a conviction may have on your licensure opportunities, the state of Florida has cautioned all accredited programs that it may or may not license persons who have had any conviction(s).

### **Dress Code:**

While the Mortuary Science Program does not require professional attire on a daily basis, there are activities on campus that may require professional attire. At the beginning of each semester, the instructor will notify students of any days with specific dress requirements.

### **Syllabi Disclaimer:**

This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Important: **All students are strongly encouraged to visit MyDMACC portal to review policies and procedures.** Any potential exceptions to stated policies and requirements will be addressed on an individual basis and only for reasons that meet specific requirements. If you have any problems related to this class, please feel free to discuss them with me.

## **Late Assignments:**

It is the student's responsibility to submit assignments on time. The instructor of each course will notify students of their late assignment policy.

## **Proctored Examinations and Proctored Quizzes:**

Most courses will require students to take proctored quizzes and examinations.

Proctored quizzes, and/or Midterm and Final Exams are NOT "open-note" exams. They must be taken under the supervision of a proctor at a testing center (approved by the instructor) or at home (utilizing an online proctoring service, which will be described in the Introduction to Funeral Service class) on the scheduled day. Questions can be answered in any order. You may revisit questions after you have answered them.

The exams are computer-based. You may not bring or use papers, books, portable drives, phones, calculators, or bags into the examination area. Additionally, you may not view any webpages other than the exam until after you have submitted the exam for grading.

In most courses, students may use a piece of scratch paper during a proctored exam or quiz at a Testing center or if taking the exam on campus, though the scrap paper is to be returned at the end of the exam; or may utilize a small clean whiteboard that can be shown to the proctor before and after the exam when using Honorlock.

## **Students are required to utilize the most recent version of Chrome.**

### **Exam Proctors:**

All proctored quizzes and examinations will be proctored by the instructor, Honorlock online proctoring service, or an approved testing center.

**Each student must complete the Proctor Request Form by 8:00 am on the fifth day of classes during each term.** You will need to complete this form EACH AND EVERY semester in which you have an online course. Please note that if any information is missing (like the name of the proctor, the email address of the proctor or any other items) your passwords will not be sent to the proctor.



## **Proctor Options:**

### **1. Honorlock**

Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account, download software, or schedule an appointment in advance. Honorlock is available 24/7, and all that is required is a computer, a working webcam/microphone, your ID, and a stable internet connection.

**To get started, you will need Google Chrome and download the [Honorlock Chrome Extension](#).**

When you are ready to complete your assessment, log into your school's learning management system (e.g. Blackboard, Canvas, etc.), go to your course, and click on your quiz or exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session through your webcam, microphone, and recording your screen.

Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device. To utilize Honorlock, you will be required to complete an environmental scan of the room you are in. If you do not want an environmental scan, you may choose the Testing Center option described in #2 below.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact them through live chat on the support page or within the exam itself. Here are some links/guides you should review:

- [Honorlock Minimum System Requirements](#)
- [Student FAQs](#)
- [Honorlock Knowledge Base – End of Exam Procedures](#)
- [YouTube video on How To Use Honorlock](#)

## **Honorlock Standard Exam Guidelines**

### **Testing Area**

- Lighting in the room must be bright enough to show the student's face and the surrounding area in a clear and detailed manner.
- Students should be seated at a desk or table. Laying down in bed or elsewhere when taking the exam is not allowed.
- Students should clear their desk or table of all other materials (e.g., books, papers, notebooks, calculators, etc.)
- Students must show the work area as well as the entire room during the room scan.
- No visible writing on the desk or walls is permitted.
- All third-party programs and windows (websites, Excel, Word, etc.) on the testing computer must be closed before logging into the proctored test environment.
- Loud music, television, or other distractions playing in the background are prohibited.
- No other people or parties aside from the exam taker is permitted near the testing environment, and all communication between the exam taker and other people is prohibited.

### **Testing Behavior**

- Students must not leave the room during the testing period at any time or take the computer into another room without Honorlock's permission.
- No breaks will be permitted.
- Use of hats, hoodies, headsets, or earplugs is prohibited.
- Cell phone use is prohibited.
- The student's face must remain within view of the camera at all times.
- Honorlock will not add additional time for proctoring questions or technical issues encountered during the exam.
- Students may not speak out loud during the testing period.
- At the conclusion of the quiz/exam, students must show their erased whiteboard to the camera.

## 2. Testing Centers

The testing center must be a community college or university which can provide a quiet testing area with a computer that has internet access. If you are have trouble finding a testing center, you may use this link: <http://www.ncta-testing.org/cctc/>. The testing center may charge a fee, but that is up to each individual testing center. If they charge a fee, the student is responsible.

Be sure to save all answers before submitting and click "Submit" before the time expires. Once submitted, the computer will automatically grade the exam and you should see the score in either your assessment page or in your grades page of the course.

### **Exam Time Limits:**

Your completion time is measured from when you click "Begin" to when you click "Finish".

Generally, for any proctored exam, you will be allotted 60 minutes; for any proctored quiz, you will be allotted 30 minutes.

**VERY IMPORTANT: You must complete the quiz BEFORE the scheduled closing time. If you start the exam a few minutes before it closes, you will not be able to continue taking it after the closing time has passed. The quiz will close automatically at the scheduled closing time.**

### **Exam/Quiz Dates:**

The dates/times will be listed in the course schedule and/or syllabus at least one week prior to the scheduled exam.

Each instructor will determine and announce their exam policies in the syllabus of his/her course.

**Grading Policy:**

Unless otherwise stated, all courses will have the following grading policy:

To pass the course, you need an overall percentage of 78.0%.

**Grading Scale:**

Grade	Overall %
A	93.0-100
B	86.0-92.99
C	78.0-85.99
D	70.0-77.99
F	Less than 70.0

\* The grade in this course will not be rounded beyond the above criteria.

**Course Descriptions:**

The Course Descriptions for the Mortuary Science courses are found at [Course Descriptions \(dmacc.edu\)](http://dmacc.edu)

**Transfer Credits:**

Except in rare instances, the DMACC Mortuary Science Program does not accept transfer credits from other institutions for Mortuary Science courses. The only exceptions are the following courses that may be substituted:

- MOR 215 – Funeral Law I
- MOR 331 – Funeral Home Management
- MOR 366 – Funeral Pathology

The Substitution will only be approved if the prior course has an earned grade of C or better (C- and D's will not be accepted).

Any course used to substitute for one of these courses will not count toward your admission requirements.

## **Degree / Diploma Options:**

The DMACC Mortuary Science Program has two options for students:

**Funeral Services Associate of Applied Science (AAS) degree;** and  
**Mortuary Science Advanced Standing Diploma (Adv. St. Dip.).**

Both options satisfy the American Board of Funeral Service Education accreditation requirements for taking the National Board Examination by the International Conference of Funeral Service Examining Boards, Inc. and licensure requirements of an accredited mortuary science program.

### **Funeral Services Associate of Applied Science (AAS) degree**

The Funeral Services AAS requires 18 credits of general education in addition to the 46 credits of Mortuary Science specific courses. This option is most appropriate for students seeking to become a licensed funeral director/embalmer in states requiring an associate degree.

### **Mortuary Science Advanced Standing Diploma (Adv. St. Dip.)**

The Mortuary Science Adv. St. Dip requires an associate degree or equivalent prior to admission into the program option plus the 46 credits of Mortuary Science specific courses. This option is most appropriate for students seeking to become a licensed funeral director/embalmer in states requiring 60 credits in addition to the Mortuary Science program.

Examples of states requiring 60 credits in addition to the accredited Mortuary Science program include but are not limited to Iowa, Michigan, and North Dakota.

## **Licensure Requirements:**

To see a complete list of the licensure requirements of the states, please visit The International Conference of Funeral Service Examining Boards website at <https://theconferenceonline.org/licensing-requirements/>.

## **Scheduling:**

Each student will select from a full-time, part-time, or accelerated program sequence.

The program is sequenced to begin each fall semester. Students unable to begin in the fall, but admitted by December 1st, may begin in January on a space-availability basis with no guarantee of admission until December immediately prior to the beginning of the semester (i.e. if there are seats in the courses, we will admit you to begin in January; if no seats are available, you would be placed in the fall cohort later that year.)

If you have completed Anatomy or Business Law I, please notify the program chair, as you may not need to repeat either course.

**MAY TERM:** In order to comply with Iowa law, which requires an option to complete the program in 52 weeks, students will be taking MOR 302 – Cremation Services during the May term, which is offered BETWEEN the Spring and Summer semesters. Please plan accordingly for this two-week session.

**Textbooks:**

MOR 215 Funeral Law I

- E-Book and MindTap online resource: *Law for Business* by Ashcroft, Ashcroft, and Patterson

MOR 302 Cremation Services

- *Fires of Change* by Fritch and Altieri

MOR 315 Funeral Law II

- *Mortuary Law* by Gilligan and Stueve

MOR 320 Thanatology

- *Grief Counseling and Grief Therapy* by Worden
- *Educating the Families You Serve about the Why of the Funeral* by Wolfelt

MOR 323 Funeral Directing I

- *Fundamentals of Funeral Directing: Building a Professional Cornerstone* by Fritch & Altieri
- *Counseling Skills for Companioning the Mourner* by Wolfelt
- *A Tale of Two Funerals: The Throw Rug and the Tapestry* by Wolfelt

MOR 331 Funeral Home Management

- *Fundamentals of Funeral Directing: Building a Professional Cornerstone* by Fritch & Altieri

MOR 333 Funeral Directing II

- *Fundamentals of Funeral Directing: Building a Professional Cornerstone* by Fritch & Altieri
- *Types of Funeral Services and Ceremonies* by National Association of Colleges of Mortuary Science

MOR 335 Embalming I

- *Embalming: History, Theory and Practice* by Gee-Mascarello

MOR 340 Embalming II

- *Embalming: History, Theory and Practice* by Gee-Mascarello

MOR 345 Restorative Art

- *Restorative Art: Foundation and Practice* by Fritch

MOR 365 Survey of Infectious Disease

- *Pathology and Microbiology for Mortuary Science* by Mullins and Brennan

MOR 366 Funeral Pathology

- *Pathology and Microbiology for Mortuary Science* by Mullins and Brennan

The following courses do not require the purchase of a textbook:

MOR 301 Introduction to Funeral Service

MOR 324 Funeral Home Operations I

MOR 334 Funeral Home Operations II

MOR 336 Embalming I Clinical

MOR 341 Embalming II Clinical

MOR 390 Professional Review

MOR 940 Funeral Capstone

MOR 941 Funeral Service Practicum

## **Delivery Method**

The DMACC Mortuary Science Program is offered in a Funeral Home-based online program. Certain courses require a funeral home affiliation in order to be taken in the Funeral Home-based option:

- MOR 324 – Funeral Home Operations I
- MOR 334 – Funeral Home Operations II
- MOR 336 – Embalming I Clinical
- MOR 341 – Embalming II Clinical
- MOR 941 – Funeral Practicum

## **Funeral Home-based Online Program**

**The DMACC Mortuary Science Program Funeral Home-based program is designed for students who are employed in a funeral home.**

Students in the Funeral Home-based program will be required to have a funeral home affiliation agreement and a completed video tour of the funeral home. As part of the affiliation, the student will be able to gain practical professional experiences as required by the program.

To complete some of the interactive sessions of the program, students will be required to have the capability to communicate with the faculty via video and audio (webcam) for this option.

All students in the Funeral Home-Based Program are encouraged to attend posted virtual streaming sessions during the semester. This is a way for the instructor to answer questions and interact with the students face-to-face in an online virtual office. Information regarding online office hours and streaming sessions will be provided in each applicable course.

## **State Authorization Information for Online Students**

DMACC is a SARA-approved institution. You can appeal problems with your online course using the policies found on this page: [Student Policies \(dmacc.edu\)](https://dmacc.edu/student-policies)

Below is a phone number and website that provides information (either contact or otherwise) about authorization of distance education.

- Phone number for questions: 877-272-4456
- [Iowa College Aid Student Dispute Resolution Form](#)



## **On-Campus Requirements for Funeral Home-Based Students**

In addition to the online notes, quizzes and exams, each student in the Funeral Home-Based Option is required to attend the following on-campus activities in person for the following courses. The activities will generally begin or end on the Ankeny campus of Des Moines Area Community College.

### **MOR 334 – Funeral Home Operations II**

- Generally held in late March/April (or October) each year, all students will travel to Des Moines and tour various places of worship to observe funeral rituals. In the past, we have visited a Jewish synagogue, Roman Catholic Church, non-liturgical Protestant church, Muslim cultural center and a Greek Orthodox Church.
- In addition, students will complete on-campus activities including working in groups of 3 to 5 students to prepare and present a non-religious funeral ceremony.

### **MOR 940 – Funeral Capstone**

- Held in the final semester of the program, students will complete the embalming certification procedure adopted by the Program which requires each student to schedule a meeting with a faculty member in Ankeny, Iowa (Des Moines area). Each student will work directly with the instructor in a one-on-one environment and will be required to demonstrate basic embalming proficiency.
- To comply with accreditation standards, each student must meet on campus to complete Restorative Art activities.
- During the time on campus, each student will complete their restorative art modeling of the facial features of the eyes, nose, mouth and ears.

## **Distance Learning Academic Integrity and Privacy Policy Statement:**

The Mortuary Science Program of Des Moines Area Community College seeks to ensure academic integrity in all courses. To ensure the academic integrity online, all students taking online courses will be required to:

- Participate in any applicable on-campus requirements;
- Communicate with the college faculty utilizing the email within the learning management system or the dmacc.edu email system (both systems are password protected to ensure the privacy of students); and
- Take examinations at a proctored location (for those courses which require examinations). The proctored location will generally be the testing center of an institution of higher learning, or through an online proctoring service.

The records of distance learning students are protected in the same manner as that of the records of students taking courses on-campus, with the following addition: the learning management system utilized for online and web-blended courses is password protected and allows only those students enrolled to gain access to the online/web-blended course material. In addition, the courses are then capable of being saved at the end of each semester, with a copy of the backup file saved on a server where the only access is by the full-time faculty members in the Mortuary Science program.

Des Moines Area Community College has a fee structure for online and web-blended courses which is slightly higher than the fees for traditional courses; it is generally \$30 per credit for online courses. To see the exact fee for each course, please visit the DMACC college catalog or the DMACC website ([www.dmacc.edu](http://www.dmacc.edu)). The total fee differential is approximated on the Mortuary Science Program website. In addition, if students utilize an exam proctor other than DMACC and the proctor charges a fee for the proctor services, the student is responsible for bearing the cost of those proctor fees.

**Graduation requirements:**

- Students must complete BIO 733 or BIO 164 and all MOR courses with a C or better.
- Special Note: The Registrar's office considers a C- as less than a C, so a C- will not meet the graduation requirements.
- Complete the DMACC Graduation Application  
Students will complete a Graduation application by the beginning of the semester in which they take MOR 390, MOR 940, and MOR 941.

**Professional Requirements:****MOR 324 – Funeral Home Operations I****1. Observe and Conduct Arrangement Conferences**

Students will work with their preceptor to discuss how arrangement conferences are conducted at your funeral home. The course will require two (2) observations and two (2) role-play activities. Each student will observe two (2) at-need arrangement conferences to focus on listening to how information is shared during the arrangement conference. Each student will also meet with the preceptor to conduct two (2) mock arrangement conferences. The preceptor will role-play the part of the informant, and the student will serve as the funeral director in obtaining the information.

**2. Death Certificate Assignments**

The student will use the DMACC e-form to complete their own death certificate as well as death certificates for the arrangement conferences they observe / conduct in a simulated format. Even though not all students are in Iowa, we utilize a generic DMACC Death Certificate formatted after the Iowa Death Certificate. For non-Iowa students, the format may be different but the material in it should be the same.

**3. Register Book Assignments**

Students will input their own information in addition to the information obtained in the simulated arrangement conferences to prepare register books and other memorialization paper products for the services.

#### 4. Burial Transit Permit Assignment

The student will use the DMACC e-form to complete a burial transit permit or disposition permit based on a scenario. Even though not all students are in Iowa, we utilize a generic DMACC Burial Transit Permit formatted after the Iowa Burial Transit Permit. For non-Iowa students, the format may be different but the material in it should be the same.

#### 5. Receive Notifications of Death Calls

Students will receive two (2) notifications of death during the semester. We utilize the DMACC Notification of Death form while this form may be different from the student's funeral home's notification of death form, the material on the form should be similar.

#### 6. Complete Federal and Veterans Forms

The student will complete a variety of government forms such as Social Security Statement of Death by Funeral Director and Veterans Administration forms related to veteran's benefits.

#### 7. Transfer of Remains

Students will work with their preceptor to discuss the process of transferring a decedent from a place of death to the funeral establishment. Each student will assist their preceptor with one (1) transfer or remains.

#### 8. Visitation Observation

Each student will assist their preceptor in setting up and preparing for one (1) visitation.

#### 9. Funeral Observation

Each student will observe one (1) funeral during the course.

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## **MOR 334 – Funeral Home Operations II**

### **1. Observe Religious Funeral Ceremonies**

During the semester, all students will visit various places of worship in the Des Moines area, as examples:

- Roman Catholic church;
- Islamic Cultural Center;
- Jewish synagogue; and a
- Greek Orthodox church.

### **2. Create/Conduct a Non-Religious Funeral Ceremony**

While on campus, students will be assigned to random groups and will be given the task of organizing, planning and executing a non-religious funeral ceremony. The group will produce a register book, memorial folders, etc., and will be responsible for all music and/or video production.

The instructor will provide an example of a non-religious funeral and information about how to conduct a non-religious funeral. The groups will work together to plan and conduct the funeral and committal service on the date scheduled.

### **3. Observe and Document Funeral Ceremonies**

During the semester, each student will observe at least five funerals and provide documentation of each funeral. The funerals will be from the following categories:

- Military Service
- Fraternal Service
- Roman Catholic Service
- Eastern Orthodox Service
- Liturgical Protestant Service
- Non-Liturgical Protestant Service
- Jewish Service
- Muslim Service
- Buddhist Service
- Hindu Service
- Secular Service

### **4. Visitation Set Ups**

Students will assist in setting up two visitations.

### **5. Flag Display**

The student will demonstrate the ability to properly display a US Burial Flag on an open and closed casket and fold the flag into a triangular fold.

#### 6. Observe Arrangement Conferences

Students cannot effectively conduct funeral arrangements without first observing an arrangement conference. We expect students to observe their preceptors conducting at-need arrangement conferences. Each student will observe their preceptor/funeral practitioner as they meet with two (2) families to arrange a funeral for a decedent.

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## **MOR 336 – Embalming I Clinical**

### **1. Embalming Chemicals Inventory**

While learning the science and art of embalming, it is crucial for students to understand the chemicals they are using. So often, students are simply told to “add a bottle of this and two bottles of that” but they are not told what the chemicals are or why they are being used. In this course, the student will submit a complete list of all prep room chemicals to the instructor by the end of the second week of the semester.

The list should contain arterial fluids, supplemental fluids (e.g. pre/co-injection fluids, humectants, edema fluids, water correctives, etc.), cavity fluids, accessory chemicals (e.g. autopsy compounds, embalming powders/gels, etc.) and any other chemicals pertinent to the embalming process.

### **2. Embalming Cases**

Each student must complete a minimum of **five embalming cases** during the semester.

### **3. Embalming Proficiency Checklist**

The student will be required to submit the Proficiency Checklist in order to pass the MOR 336 Clinical course. This e-form, signed by the preceptor, will be submitted by the Friday before Finals week.

### **4. Preparations for Disposition**

Each student will participate in cosmetic applications, dressing, and casketing of five (5) deceased human remains during the course.

### **5. Terminal Disinfection**

Each student will be responsible for terminally disinfecting embalming instruments, embalming equipment, and the embalming preparation area five (5) times during the semester.

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## **MOR 341 – Embalming II Clinical**

### 1. Embalming Cases

Each student must complete **five (5) embalming cases** during the semester.

### 2. Embalming Proficiency Checklist

The student will be required to submit the Proficiency Checklist demonstrating competency in all items in order to pass the MOR 341 Clinical course. This e-form, signed by the preceptor, will be submitted by the Friday before Finals week. This form is required to complete the embalming certification in MOR 940.

### 3. Preparations for Disposition

Each student will participate in cosmetic applications, dressing, and casketing of five (5) deceased human remains during the course.

### 4. Terminal Disinfection

Each student will be responsible for terminally disinfecting embalming instruments, embalming equipment, and the embalming preparation area five (5) times during the semester.

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## **MOR 940 – Funeral Capstone**

### **1. Embalming Certification Process**

To successfully complete the certification process, each student must demonstrate embalming proficiency for each item on the Certification Rubric.

The student will be required to demonstrate the general techniques of embalming including embalming analysis, mixing solution, setting features, raising vessels, arterial solution injection, suturing incisions, aspiration and cavity treatment, and primary, concurrent, and terminal disinfection.

To be certified, the student will embalm a case under the direct supervision of a DMACC faculty member, at which time the student will embalm the body, start to finish, without assistance from the instructor. Failure to successfully embalm the body will result in a failing grade for the course.

### **2. Modeling Activities**

Each student must complete the wax restoration of eyes, ears (right and left), a nose, and a mouth on a plastic skeletal armature. The student will have access to videos to guide them and will also have time on campus to complete the wax restorations.

### **3. Religious Visitations Setup**

During their time on campus, all students will set up two visitations (e.g. casket/urn, lamps/candles, crucifix, prie dieu, etc.) for the various religious customs discussed in previous courses. The student will select random visitation scenarios and set it up under the supervision of a faculty member.

### **4. Conduct One Arrangement Conference**

The student will conduct one mock funeral arrangement conference. The student will assume the role of the funeral director and the instructor will assume the role of a family member planning funeral ceremonies for a deceased relative. The student will receive basic information about the “decedent” prior to the arrangement conference. The “family member” (i.e. instructor) may desire a variety of services and goods, so the “funeral director” (i.e. student) should be knowledgeable in all areas to present the goods, services and prices in an intelligent and understandable manner. The student is expected to comply with all FTC and state regulations.

At the conclusion of the arrangements conference, the student will provide the “family member” with an itemized statement of goods and services (per FTC regulations.) Following the arrangement conference, the student will complete a number of deliverables, such as a death certificate, full obituary, register book, memorial folders, and an arrangement worksheet.

#### 5. Transfer of Remains

The student will demonstrate their ability to transfer a decedent from a bed to a cot in a dignified manner. The student will demonstrate their ability to operate an occupied cot.

#### 6. Dressing and Casketing Remains

The student will demonstrate their ability to dress and casket remains in a dignified manner.

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## **MOR 941 – Funeral Practicum**

This course provides students with practical experiences in a funeral home setting. During the Practicum, students will work in a funeral home and participate in embalming cases, funerals, and any other required tasks available at the time. Students will be assigned to a funeral home (approved by DMACC) to learn procedures and policies of the funeral home and perform duties directly relating to the practice of funeral service as assigned by the preceptor, licensed funeral home staff and faculty members. The required activities of this course are as follows:

### **1. Embalming Cases**

The student will participate in the embalming of a minimum of five (5) decedents.

### **2. Taking a Notification of Death**

The student will take a minimum of five (5) notifications of death.

### **3. Transfer of Remains**

The student will assist the preceptor/funeral director with two (2) transfers of remains during the course.

### **4. Preparations for Disposition**

The student will participate in five (5) preparations for disposition including the application of cosmetics, and dressing and casketing of deceased human remains.

### **5. Visitation Setups**

The student will assist the preceptor/funeral director in setting up two (2) visitations.

### **6. Participation in Funeral Services**

The student will participate in five (5) funerals during the Practicum. This can include duties such as seating guests, distributing memorial folders, briefing casket or urn bearers, or greeting guests at the door. The student should have an active role in the service, not be relegated to observation. The student will document their participation by submitting an artifact to the instructor.

### **7. Observe Arrangement Conferences**

The student will observe the preceptor/funeral director as they meet with a family to arrange a funeral with five (5) families. During the observation, the student will be required to record the information in an arrangement conference worksheet and electronically submit this worksheet to the instructor.

### **8. Complete 240 hours in the funeral home setting**

The student will document 240 hours of funeral home experience and will complete weekly funeral home hours logs.

**Reports for Course Requirements:**

The reports for the program are located on the Course Content or Assignment pages within Canvas for each course.

If any student does not complete the required reports by the due date, the student will earn a failing grade and must repeat the course at the next scheduled course offering.

**Program Preceptors:**

In keeping with our accreditation standards, each funeral director who works with a DMACC student must be approved as a preceptor. Part of the approval process includes a visit to or virtual tour of the funeral home.

**Preceptor Requirements:**

In keeping with our accreditation standards, each funeral director from whom you learn must be approved as a preceptor. Part of the approval process includes:

1. The funeral director must complete preceptor training. The training can be found under "Continuing Education and Training" tab on the Mortuary Science website at <http://funeral.dmacc.edu>.
2. The preceptor must be a funeral director/embalmer licensed in the state in which the funeral director and student will be working.
3. The funeral director with whom the student is working must have been licensed for at least 1 year and not have had discipline by the state licensing agency for 5 years prior to working with the student.
4. The funeral home/funeral director/student must comply with state laws in the state in which professional duties are practiced.

The program will verify funeral director licensure by one of the following ways:

1. An official transcript from the accredited funeral service institution from which the preceptor graduated plus a copy of his or her state license;
2. A copy of the preceptor's license from the State Board of Funeral Service and Embalming (if the state requires graduation from an ABFSE accredited program); and/or
3. A copy of verification from the State web site that the preceptor is licensed in the state with the name of the preceptor and date of the issuance of the license.

## **Online Expectations**

### **What You Can Expect from the Instructor.**

Your instructor is responsible for creating a safe and interesting learning environment for all students. The instructor will help students learn by providing activities, media sources, discussion topics, and, when needed, individualized attention. The instructor is a thought-provoker and an educational trainer challenging you to reach the high expectations we have for this class, but is NOT the sole source of information.

The instructors are not responsible for telling students “what to study for the test.” We will go over most, but not every piece of information that you will need to know for exams or quizzes.

### **Instructor Communication & Feedback**

**Emails:** You can expect your instructor to respond to phone messages or emails in a timely manner; this is generally within 48 hours. Due to varying instructor schedules, you may get a more prompt response to your email than a phone call. Due to the online component of the courses, this mode of communication is actually preferred and expected.

**Office Hours:** Office hours will be posted in the Canvas course. These are times when the instructor will attempt to be in the office and can visit with the students in person, take phone calls, or meet online.

**Class Cancellation:** On certain occasions (weather, travel, etc.), class may be cancelled. During winter months, the student should check on the main DMACC website ([www.dmacc.edu](http://www.dmacc.edu)) to see information about the college closing due to inclement weather. DMACC will post this information very early in the morning (often before 6 AM). If the instructor must cancel class for any other reason, the students will be notified by email.

In the event campus is closed, the instructor will still hold class online.

## **What the Instructor Expects from You.**

Given the reverent nature of funeral service, it is expected that the student will conduct themselves in a civil, respectful manner in the classroom (both on-campus and virtual classrooms). This applies to interactions with both the instructor(s) and fellow classmates.

The instructor expects that you will place your mortuary science education high on your priority list. Working at a funeral home while attending school can certainly provide valuable experiences but it can also detract from the primary goal of the student: graduating from the program. DO NOT let working at a funeral home interfere with your academic pursuits.

## **Academic Expectations**

The following information is designed to help you navigate and successfully complete the DMACC Mortuary Science Program.

Below is a list of expectations each student is expected to follow during the course.

1. Each student is expected to read the syllabus, course objectives, course schedule, course grading scales and any other general information.
2. Each student is expected to check their DMACC email on a daily basis and read announcements every time you enter the course. These are the methods used to communicate with the entire class.
3. Each student is expected to read the information found in all lessons.
4. Each student is expected to put the proper amount of time into studying for each course.

## **Time Requirements:**

If the course is a 3 credit hour college course, you should be working on the course between 6-12 hours per week in the Fall and Spring semesters and between 9 and 15 hours per week in the Summer semester (in addition to the time you spend learning to use the computer and the software for the course.)

If the course is a 2 credit hour college course, you should be working on the course between 4-8 hours per week in the Fall and Spring semesters, and between 6-12 hours in the summer semester (in addition to the time you spend learning to use the computer and the software for the course.)

5. Each student is expected to stay current.

It is the student's responsibility to stay current on all lessons. The instructor has written the schedule to enable you to stay current, but it is up to you to complete the course. Do NOT get behind. The instructor will not grade any late work.

6. Each student is expected to complete all class activities by/on the due date or the assigned date. The instructor of each course will notify students of their late assignment policy.

7. Each student is expected to complete each lesson in the proper order.

A. The lessons should be completed by reading the assigned material first!

B. After reading the material, the student should look at the key points in the instructor notes. Some of these points will be repeated from the reading while other points are new. Many students try to study by reading the questions and then searching for the answers. This usually proves to be a very poor method of learning.

C. After reading the assigned material and the discussion points, the student should then answer the study guide questions from the lesson and hand-write or type the answers into the pages.

8. Each student is expected to contact the instructor immediately via email if a problem arises.



## **Health and Safety Policies**

### **Clinical Overview:**

Clinical and/or Practicum courses give the student an opportunity to gain valuable experience in the funeral home setting. Interaction with licensed funeral directors allows the student to gain a better understanding of the theories and procedures discussed in class. Although many of the same rules and policies apply to both the classroom and the funeral home, the clinical environment and the nature of the learning process are quite different. In the funeral home and preparation room, the family's privacy and the funeral home policies are always top priority.

Students are invited guests in the funeral home and must abide by the rules and regulations of the facility. The preceptor should inform the student of the funeral home policies on the first day of Practicum or Embalming Clinical. The importance of learning and maintaining high standards of professional conduct are paramount in the Clinical and Practicum settings, and are the primary goal of the Mortuary Science Program. The college reserves the right to suspend or dismiss from the Mortuary Science Program any student who does not demonstrate the knowledge, behavior, ethics or skills deemed necessary in the practice of the profession.

Each funeral home will have a preceptor or faculty member in charge of students. Students are never to act on their own judgment. They must always seek approval by the supervisor/preceptor. A college faculty member is assigned to each embalming clinical. The primary responsibilities of the faculty member are to monitor student progress toward meeting the course objectives and to coordinate clinical experiences. After receiving input from the preceptor's evaluation and student's reports, the faculty member assigns the student a grade for the clinical course.

Students in a clinical setting will accept no monetary payments and they will not be considered employees. Students may not assume the responsibilities of or take the place of an employee.

## **Hepatitis B Vaccination:**

Students are required to make individual arrangements for receiving the Hepatitis B Vaccine prior to matriculation into Embalming Clinical courses. Students must sign the Hepatitis B Vaccination statement on the Affiliation Agreement noting either they have completed the hepatitis B vaccination series or their declination of the vaccine. The form must be submitted prior to the first Embalming Clinical class.

## **Personal Protective Equipment:**

The wearing of protective apparel will be required of all Mortuary Science students during Clinical and Practicum courses. Clothing worn at clinical sites will comply with the individual funeral home dress code and infection control policies.

At the beginning of Embalming I Clinical, the instructor will supply PPEs to the students. When additional PPEs are needed, the instructor will supply them to the students.

The PPEs will be mailed to Funeral Home-Based students during the first few weeks of classes, provided the student has submitted the required Materials and Supplies form. Each student enrolled in MOR 336 is issued the following Personal Protective Equipment for the entire program:

Gowns	Face shields (face length)
Gloves	Face masks (cover nose/mouth/chin)
Shoe covers	or Face masks with built in face shield
Head covers	

## **Exposure Incidents:**

In the event of an exposure incident in a clinical embalming setting, the student must contact the program chair immediately and follow the guidelines listed in the DMACC Procedures for Bloodborne Pathogen Exposure. The program covers the cost of initial diagnosis following an exposure, but the student is responsible for any medication or follow-up treatment.

## **Mortuary Science Clinicals:**

To promote a safe and sanitary environment, no eating or drinking is allowed in clinical embalming settings.

## **Attendance and Punctuality:**

Students are expected to be present for all scheduled hours of Funeral Home Operations, Embalming Clinical, and Practicum courses. Any student not completing the required hours for these courses during the semester will receive a failing grade. If a student is unable to attend a scheduled professional experience, he/she should contact the preceptor or faculty to inform them that they will be late or absent.

Due to the unpredictable nature of funeral service, cases may not always be available during your scheduled hours. For this reason, it is often necessary for students to coordinate professional opportunities outside of scheduled times.

## **Professional Attire Policy:**

Students must strictly abide by the dress code policies of the assigned funeral home and classroom. All students should dress neatly in keeping with the dignity of the profession. All clothing should be clean and pressed. Inappropriate dress will result in the student being sent home to change clothing. As a supplement to any funeral home dress code, the following guidelines apply:

- All attire should be professional and conservative in nature.
- Shoes should be kept clean, polished, and in good condition.
- Acceptable hygiene and grooming habits are to be demonstrated. Facial hair may be permissible if the assigned funeral home approves, if so, facial hair will be trimmed to be able to accommodate a respirator. Nails should be trimmed so as not to puncture gloves.
- It is highly recommended that no jewelry be worn in the preparation room.
- No shorts, open toe shoes, or tank tops will be allowed during embalming clinicals.
- Students must wear personal protective equipment during all clinical embalming experiences.
- Given the conservative nature of the funeral industry, students may want to consider covering any visible tattoos and removing any visible piercings other than the ears when entering the funeral home. DMACC students are expected to comply with their affiliate funeral home's policies on tattoos and piercings.

**Transportation:**

Students are responsible for providing their own transportation to and from professional activities and field trip experiences. Students should take precautions when traveling to off-site locations due to weather and traffic conditions.

Additionally, students should be aware of their own safety when traveling to and from these locations due to entering and leaving the funeral home at different times of day (i.e. late at night). If the student perceives the environment is unsafe, he/she should ask a funeral home employee for assistance.

**Personal Phone Calls:**

Personal phone calls are not to be made or received while in a funeral home. Emergency calls of a personal nature are to be directed to the preceptor or instructor who will then contact the student. No cellular phones will be allowed at clinical locations.

**Pregnant Students:**

Due to exposure to hazardous chemicals, pregnant students must inform the program chair of their condition. Based upon the recommendation of the student's physician, the program chair will work with the student to either continue in the course or withdraw from the course and develop a plan to complete the coursework at the soonest possible opportunity.

Should the student elect to continue in the course, the student is responsible for obtaining and presenting to the program a letter from her health care provider (i.e. physician, nurse practitioner) indicating:

- recommendation of participation (or non-participation) as a student in the program during the pregnancy
- any limitations the student may have due to the pregnancy, and
- any specific protective equipment needed (in addition to the OSHA-mandated PPEs provided by the program).

A list of hazardous chemicals to which the student may be exposed during clinicals is available in the program chair's office.

## **Program Participant Qualifications:**

Each student will be required to:

### **Exhibit Mortuary Science Performance Standards**

#### **A. Physical requirements**

1. Ability to tolerate walking and standing for sustained periods of time
2. Capable of frequently lifting and/or carrying up to 50 pounds from floor to waist level
3. Capable of using hands and arms to handle, install, position and move materials, such as chemical bottles
4. Capable of transferring and positioning deceased human remains

#### **B. Sensory abilities**

1. Visual ability to see details at a close range and to make observations and assessments necessary in clinical embalming. Be able to use instruments and equipment in a safe manner.
2. Auditory ability sufficient to monitor and assess family needs. Hear warning sounds from instructors and/or preceptors of impending danger/injury.
3. Tactile ability sufficient for physical assessment and to perform embalming duties.

#### **C. Mental**

1. Amenable to learning the safe handling and embalming of deceased human remains without fear. The deceased deserves the utmost respect and dignity.
2. Willingness to perform a variety of routine embalming procedures.
3. Capacities to read, hear, understand and quickly execute complex verbal and written instructions given in English
4. Possess emotional stability when performing duties in the funeral home setting or other stressful situations
5. During emergencies, be able to respond promptly and appropriately

## **Maintain the strictest confidentiality for all work in the funeral home setting**

It is of the utmost importance that students maintain proper confidentiality with regard to funeral home and family information. Students may not discuss nor refer to the embalming procedure outside of the clinical or classroom setting. This includes, but is not limited to: talking about a deceased human remains; describing specific aspects of a deceased, such as the cause of death, tattoos, piercings, etc.; commenting on the embalming procedure; posting comments or photos on Facebook or any other social media; and texting or photographing any aspect of the deceased or embalming procedure.

## **Conduct oneself in a professional manner**

All students are expected to act in a responsible manner at all times while on college property or while at a funeral home. Self-discipline and sensitivity to the rights and interests of others are the principal elements of our disciplinary policies.

Each student WILL show respect for the deceased human remains, family members being served, funeral home, funeral profession, and each other.

## **Criteria for Unacceptable Performance:**

Unprofessional conduct of any kind will subject a student to disciplinary measures, which may include dismissal from the program.

Commentary outside of the funeral home, embalming preparation room, or the classroom, regarding either the deceased or family information or funeral home matters, shall be grounds for disciplinary action.

Unacceptable conduct includes but is not limited to: repeated or deliberate disregard for rules and regulations; disrespect toward instructors, preceptors, co-workers, families, job, or fellow students; cheating in any form; failure to maintain acceptable performance in all courses (C or better is required); failure to exhibit the performance standards above; practice in an unsafe manner; posting exam questions/answers on any social media; violation of the confidentiality and professional expectations of the program; and failure to attend or arrive on time when expected at the funeral home.

## **Acknowledgement of Clinical Site Interruption:**

A preceptor may dismiss the student and interrupt the Affiliation Agreement by notifying the student and/or the course faculty.

The Program may remove the student from a clinical site and interrupt the Affiliation Agreement by notifying the student and the preceptor.

## **Withdrawal and Re-Entry of Students:**

Students who withdraw from all MOR courses or who fail to register for classes in a given semester will be considered withdrawn from the program, unless the student coordinates with the Program Chair.

### **Course Withdrawal**

Students wishing to withdraw from a course should follow the DMACC procedures outlined at [Registration Information | Des Moines Area Community College \(dmacc.edu\)](https://dmacc.edu/Registration-Information)

### **Program Withdrawal**

If you withdraw from the program may return to the program on the following conditions:

Students wishing to apply for re-entry must contact the Program Chair. A "Vocational Technical Restart" form must be completed by the student and Program Chair. The form stipulates the conditions and required remediation that must be met for re-entry. Students failing to meet the conditions outlined on the form by the specified deadline will not be permitted to re-enter the program for the semester in which a seat was offered. Readmission is never guaranteed and re-entry is dependent upon space availability. After completing the form and remediation requirements by the assigned deadline, students will be prioritized for re-entry into the program based on their completion of assigned remediation and their program application date.

Students returning within three years of the last semester enrolled in MOR courses will work with the Program Chair to develop a program of study and it may include repeating courses.

Students returning after three years will be required to repeat the entire program.



## Exposure Information

In the event that a student is exposed to blood, body fluids, or chemicals while fulfilling DMACC Mortuary Science professional requirements, the student will complete the following procedure:

1. If you are a **student injured during the course of instruction**, please call the EMC OnCall Nurse phone line to immediately report your injury.
2. Notify the instructor / program chair as soon as possible.
3. The DMACC Mortuary Science program will bear the expense of the initial evaluation; the student will bear the expense of subsequent treatments and medications.



## **Des Moines Area Community College**

### **Mortuary Science Program**

2006 South Ankeny Blvd  
Ankeny, IA 50023

Phone: (515)-965-7171

Fax: (515)-965-7082

<http://funeral.dmacc.edu>

### **Pregnancy and Embalming Information**

Due to exposure to hazardous chemicals, pregnant students must inform the program chair of their condition. The student will be presented with the option of continuing in or being withdrawn from the course(s) with potentially harmful exposure.

The program chair and instructor will work with the student to either continue in the course or withdraw from the course and develop a plan to complete the coursework at the soonest possible opportunity.

Should the student elect to continue in the course, the student is responsible for obtaining and presenting to the program a letter from her health care provider (i.e. physician, nurse practitioner) indicating:

- recommendation for participation (or non-participation) as a student in the program during the pregnancy
- any limitations the student may have due to the pregnancy, and
- any specific protective equipment needed (in addition to the OSHA-mandated PPEs provided by the program).

Each student enrolled in MOR 336 is issued the following Personal Protective Equipment:

Gowns  
Gloves  
Shoe covers  
Head covers

Face shields (face length)  
Face masks (cover  
nose/mouth/chin) or  
Face mask with built in face  
shield

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### **Online Exam Proctor Procedures**

**Each student in an online course will select one of the following two proctor options:**

#### **I. Honorlock**

1. Download the Honorlock browser extension for Chrome.
2. Take the proctored quiz or exam during the scheduled time.

#### **II. Testing Center - at a college or university (libraries are not allowed)**

1. Submit the Proctor Request Form (located in each course) by 8:00 am on the fifth day of each term.
2. If utilizing a Testing Center, you will also select all the courses in which you are enrolled for that semester. If you fail to select a course(s), the proctor will NOT get the corresponding password(s).
3. Approximately 1 to 2 weeks before each exam, the program chair will email the information to the proctors. You will also receive an email notification that the passwords have been sent and this will be your notification to contact the proctor to schedule the exam(s).

\* If the Testing Center charges a fee, the student is responsible for paying that fee.