

## End of Program Requirements

All students are expected to follow the end of program and graduation requirements listed in the College Catalog in order to graduate. While the requirements are the same for both on-campus and online students, they may differ in logistics and when a requirement(s) is fulfilled. All students must refer to the Comprehensive Exam Policy, Graduation Requirement Policy, and End of Program Schedule for further information.

### Embalming Clinical Requirement

Each student enrolled in the accredited associate's program must complete the Embalming Clinical requirements. All associate's program students are required to participate in a minimum of twelve (12) embalming cases under the supervision of an approved clinical preceptor. The details of the clinical requirements are described below:

#### A. Required Embalming Cases and Approved Preceptor

- 1) Students will be required to complete a minimum of eleven (11) of the required twelve (12) embalming clinical cases prior to the end of all embalming coursework. The College has an extensive list of locations that are approved for students to complete this requirement. Please see this list on the Moodle site under "Student Resources". Should a student not select from the list of already approved preceptors, the student must locate a site that may be inspected and certified by the College. Students who select from the list of already approved sites or choose an alternative location, must inform the College Clinical Coordinator in a timely manner in order to ensure site availability or site inspection is completed. The approval must be finalized one quarter prior to being enrolled in the first embalming course. The minimum requirements for site inspections are as follows:
- 2) The funeral director in charge of a student-chosen location must fill out the Affiliation Agreement. The location must be inspected by a qualified staff member or representative of Pierce Mortuary Colleges. The location must meet the qualifications to serve as a clinical embalming location. These requirements will be included with a packet that will contain all the necessary information and forms for meeting the clinical guidelines
- 3) All embalmers that will be working with the student must complete the Offsite Clinical Preceptor Application and meet the requirements to serve as a preceptor. Again, these requirements will be included with the aforementioned packet
- 4) All preceptors will be required to complete the preceptor training course provided as a part of the Offsite Clinical Location Visit
- 5) The preceptor will need to be approved and certified by the College

#### B. Clinical Embalming Proficiency Observations

- 1) Students will be required to complete the last embalming case for the program on-campus or in the presence of a qualified faculty member as described by the American Board of Funeral Service Education (ABFSE). This is to fulfill the requirement that the program must provide substantive evidence of the technical competence of each graduating student. Such certification must be performed by a qualified faculty member.

# GUPTON-JONES COLLEGE OF FUNERAL SERVICE

The *Wilbert* Group

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If a preceptor meets all requirements to qualify as a faculty member, embalming preceptors may be appointed as such by the College. Only these will be allowed to certify technical competence outside of the College

### **On-Campus Students**

On-campus students will complete this certification as a part of the embalming coursework. Students will be divided into groups of no more than five (5), to actively participate in at least one (1) embalming, in the presence of the College's Clinical Embalming Preceptor or another College approved qualified faculty member.

### **Distance Learning Students**

If the student is not previously certified prior to the on-campus end of program requirements, distance learning students will complete their last embalming during the period they are on-campus for comprehensive exams, boot camp, and the restorative art laboratory. Students will be divided into groups of no more than five (5), to actively participate in at least one (1) embalming, in the presence of the College's Clinical Embalming Preceptor or another College approved qualified faculty member. See End of Program Schedule.

### **Funeral Director Practicum**

Each student enrolled in an associate's program must complete the Funeral Director Practicum requirements. This is completed in multiple phases and classes throughout the program. This program requirement must be completed before a student is eligible for graduation. The details of what the practicum requires are described as:

- A. Each student must complete a total of five (5) initial calls, participate in five (5) arrangement conferences, and participate in body removals. These may be completed in a simulated setting
- B. As a part of the arrangement conferences, the student must utilize or create each of the following at least once:
  - 1) First Call Sheet
  - 2) Arrangement Form
  - 3) Embalming Authorization Form
  - 4) Cremation Authorization Form
  - 5) Federal Trade Commission Compliant General Price List
  - 6) Federal Trade Commission Compliant Casket Price List
  - 7) Federal Trade Commission Compliant Outer Burial Container Price List
  - 8) Death Certificate
  - 9) Burial Transit Permit
  - 10) Statement of Death by a Funeral Director
  - 11) Death Notice
  - 12) Obituary
  - 13) Veteran's Flag Application
  - 14) Veteran's Burial Benefits Form
  - 15) Veteran's Headstone and Marker Forms
  - 16) Federal Trade Commission Compliant Statement of Funeral Goods and Services Selected.

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- C. Students must arrange to attend and observe five (5) funeral-related practices **with no duplications**. Three (3) of the five (5) must be from the following list:
- 1) Liturgical Church Service
  - 2) Non-Liturgical Church Service
  - 3) Secular
  - 4) Chapel
  - 5) Graveside
  - 6) Military
  - 7) Fraternal
  - 8) Memorial Service (without the deceased)
  - 9) Direct Cremation
- D. To receive credit for attendance at the event, the student will be required to provide documentation of the service (via service folder, obituary, prayer card, or other artifact), his/her level of participation in the activity, and designate the participants involved (clergy, celebrant, funeral director, family, or others)
- E. Students will be required to upload all documentation into the College's Student Information System (SIS)

### **On-Campus Students**

On-campus students will complete the initial calls, arrangement conferences, and body removals, in a simulated setting in multiple phases and courses throughout the program. The attendance at and observance of the five (5) funeral-related practices must be arranged by the student outside of class time, and must be completed as directed by the College to meet graduation requirements.

### **Distance Learning Students**

Distance learning students will complete the initial calls and arrangement conferences, in a simulated setting in multiple phases and courses throughout the program. The attendance at and observance of the five (5) funeral-related practices must be arranged by the students outside of class time, and must be completed as directed by the College to meet graduation requirements. The body removal requirement may be completed as a part of the embalming clinical experience or, in a simulated setting when the student is on-campus at the end of the program. See End of Program Schedule.

### **Restorative Art Requirements**

Each student enrolled in the Associate's Program must complete the Restorative Art Requirement. Each student must participate in an on-campus course in which the application of Restorative Art principles are practiced in a laboratory setting. The student will have the opportunity throughout their final quarter to practice laboratory skills. College issued laboratory supplies will be provided.

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### **On-Campus Students**

On-campus students will practice these principles throughout the quarter in the Applied Arts Lab, under direct supervision of the instructor.

### **Distance Learning Students**

Distance learning students will practice these principles throughout the quarter under supervision of their instructor. This will include both live presentations by the instructor, as well as online tutorial videos. Students will be required to submit photo and video evidence of the work they complete. Distance learning students will complete the remaining portion of the Restorative Art Requirements at the College during the period they are on-campus for comprehensive exams, their last embalming case, and boot camp. When arriving on-campus at the end of the program, the student will be provided with a set of supplies that will be returned to the College on the last day of their scheduled lab. They will then meet the on-campus course requirement over the three (3) afternoons following comprehensive exams. See End of Program Schedule.

## **Comprehensive Exams Requirements**

Each student enrolled in an associate's program must complete and pass the Comprehensive Exam Requirement. All students take the comprehensive exams on-campus. Comprehensive Exams are not permitted to be taken online for any reason. See Comprehensive Exam Policy and End of Program Schedule.

### **On-Campus Students**

On-campus students will complete their comprehensive exams on-campus. See End of Program Schedule.

### **Distance Learning Students**

Distance learning students will complete their comprehensive exams on-campus. See End of Program Schedule.

## **Boot Camp**

Each student must participate in an on-campus Boot Camp. The student will have the opportunity to participate in extensive preparation and study to further assist the student in passing the College Comprehensive Exams and National/State Board Exam(s). The College Boot Camp is tied-in to the Capstone Courses as part of their grade. Boot Camp is provided only on-campus and is a rigorous program designed to enhance a student's success with the Comprehensive Exams and the National/State Board (s). Boot Camp is an all-inclusive experience, immersing students in each core funeral service subject area. Students will experience content lectures packed full of activities, workshop(s), intensive preparation, and test experiences, which will assist students boost their scores! See End of Program Schedule.

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### **On-Campus Students**

On-campus students will complete their Boot Camp while on-campus. See End of Program Schedule.

### **Distance Learning Students**

Distance learning students will complete the Boot Camp on-campus. See End of Program Schedule.

### **End of Program Schedule**

Pierce Mortuary Colleges require all students to be on-campus to complete the comprehensive examinations, a portion of the Restorative Art Laboratory course, Boot Camp, and a determination of the level of technical competency in the preparation room (last embalming) if not previously determined. All students must refer to the End of Program Requirements and End of Program Schedule for complete details referenced specifically for on-campus and distance learning students. Several of the End of Program Requirements must be fulfilled on-campus at the end of the final quarter of the program. All travel, meals, lodging, etc. are the responsibility of the student unless otherwise indicated. It will be necessary for students to plan for up to seven (7) full day's on-campus. The on-campus End of Program Schedule will consist of five (5) days; Clinical Embalming Proficiency Observations, comprehensive review, Boot Camp, comprehensive exams and the final restorative art project. The Retake Comprehensive Exams will consist of two (2) days. It will be necessary for students needing to retake any failed comprehensive examinations to extend their time for up to two (2) additional days. Please see the below chart for details. See End of Program Requirements and Comprehensive Exam Policy

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## End of Program Schedule

| Day       | Time             | Activity  | Distance Learning and On-Campus Student Requirements   |
|-----------|------------------|---|--|
| Sunday    |                  |   | - <u>Distance learning students</u> should plan to arrive in plenty of time to be present at the college by 7:30am of the first required on-campus day<br>- <u>On-Campus students</u> will already be in close proximity to the campus   |
| Monday    | 7:30am - 4:30pm  | Clinical Embalming Proficiency Observations           | - <u>Distance learning students</u> who have NOT met this requirement will be required to be on campus<br>- <u>On-Campus students</u> will not attend this day   |
| Tuesday   | 7:30am - 4:30pm  | "Boot Camp" Comprehensive Exam Preparation            | - <u>All Students: Distance Learning and On-Campus students</u> must be present on-campus on this day  |
| Wednesday | 7:30am - 11:30am | Comprehensive Exams - Day 1                           | - <u>All Students: Distance Learning and On-Campus students</u> must be present on-campus on this day<br>- Please refer to Comprehensive Exam Policy in the College Catalog.   |
|           | 1:00pm - 5:00pm  | Restorative Art Lab - Day 1                           | - <u>Distance learning students</u> must be present on-campus<br>- <u>On-campus students</u> will not attend at this time<br>- Please refer to the Embalming Clinical, Funeral Directing Practicum and Restorative Art Requirements within the Academic Programs section of the College Catalog  |
| Thursday  | 7:30am - 11:30am | Comprehensive Exams - Day 2                           | - <u>All Students: Distance Learning and On-Campus students</u> must be present on-campus on this day  |
|           | 1:00pm - 5:00pm  | Restorative Art Lab - Day 2                           | - <u>Distance learning students</u> must be present on-campus<br>- <u>On-campus students</u> will not attend at this time  |
| Friday    | 7:30am - 11:30am | Comprehensive Exams - Day 3                           | - <u>All Students: Distance Learning and On-Campus students</u> must be present on-campus on this day  |
|           | 1:00pm - 5:00pm  | Restorative Art Lab - Day 3                           | - <u>Distance learning students</u> must be present on-campus<br>- <u>On-campus students</u> will not attend at this time  |
| Saturday  | 8am              | Comprehensive Exams - Retake 1<br><b>If necessary</b> | - <b>If a student is not required to retake any of the comprehensive exams and is not participating in a Commencement Ceremony, the student may return home after Friday events.</b><br>- <u>All Students: Distance Learning and On-Campus students</u> who are required to retake any comprehensive exam must be present on-campus<br>- Refer to Comprehensive Exam Retake Policy in the College Catalog. |
| Sunday    | 8am              | Comprehensive Exams - Retake 2<br><b>If necessary</b> | - <u>All Students: Distance Learning and On-Campus students</u> who are required to retake any comprehensive exam must be present on-campus  |

## Commencement Ceremony Schedule

Commencement ceremonies are offered in March and September

|         |        |  |   |
|---------|--------|--|---|
| Monday  | 8:30am | Commencement Rehearsal and Class Meeting | - Please refer to the Graduation Requirements in the College Catalog<br>- All students who are participating in the Commencement Ceremony are requested to be present |
| Tuesday | 8:30am | Commencement Ceremony                    | - <b>All students are requested to arrive at the Commencement location by 8:30am</b>  |

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