



MORTUARY SCIENCE PROGRAM

2020-2021

STUDENT HANDBOOK

(Last updated March 2020)

The Program Handbook and Course Syllabi are the Property of the Salt Lake Community College,
School of Health Sciences, Mortuary Science Program.

Reproduction is prohibited without Written Permission and is Copyright Protected.

This handbook, in conjunction with the College Catalog and the Student Code of Conduct, has been compiled to help you become familiar with the policies of the college and the Mortuary Science Program. Please read both thoroughly as you will be responsible for adhering to these policies as a student at Salt Lake Community College. Please note the contents of this student handbook are current as of the date of issuance. The college and the program faculty reserve the right to add or change college and program policies during the school year. Any such changes are effective upon official action by the College Board of Trustees, Administration, Dean, Associate Dean, and faculty. The college and program faculty will make reasonable efforts to notify students of such changes at the time they become effective, or in advance if circumstances permit. Students are encouraged to raise any questions or concerns about the contents of this handbook, program requirements, or the College's expectations of students with the College Board of Trustees, Administration, Dean, Associate Dean, and faculty at any time.

Table of Contents

PART ONE: GENERAL SLCC INFORMATION

Introduction.....	6
Salt Lake Community College Vision, Mission, and Values	6
Equal Opportunity/Affirmative Action.....	7
Salt Lake Community College Learning Outcomes	7
Student Services.....	7
Financial Aid.....	8
Student Records	8
Center for Health and Counseling.....	8
Administration and Faculty Support.....	8

PART TWO: GENERAL PROGRAM INFORMATION

Mortuary Science Program Aims and Purpose.....	9
Program Objectives/Student Outcomes	9
Application Information.....	10
Program Requirements.....	11
Course Descriptions	12
Graduation Requirements	15
Essential Functions	15
Certification and Licensure.....	16
Professionalism and Ethical Practice	16
Student Code of Conduct and Social Standards	20
Title IX.....	20
Social Media	21

PART THREE: ACADEMIC POLICIES

Grading	23
Examinations.....	24
Advancement in the Program.....	24
Readmission Policy.....	24
Transfer Policy	25
Academic Grievance Policy.....	25
Criminal Background Check.....	26
Drug Screen Policy and Student Responsibility	27
Alcohol Policy and Student Responsibility	28
Immunization/Certification Compliance.....	29
Military Leave.....	30
Jury Duty.....	31
Academic Dishonesty	31
Behavior Policy.....	31
Tape Recorders	33
Confidentiality	33
Disability Resource Center	33
Student Health Policy	33
Student Pregnancy Policy	33
Smoking	34
SLCC Policy on Transmitted Diseases	34
Cell Phone Policy.....	36
Student Attendance	36
Attire	37
Office Hours.....	38
Probation Policy	38

Dismissal Policy.....39
Withdrawal Policy40

PART FOUR: ACTIVITIES, GRADUATION AND PRACTICUM

Transportation to Events and Activities.....41
Graduation.....41
Laboratory Experience.....41
Funeral Service Clinical.....43

PART FIVE: FORMS AND OTHER INFORMATION

Program Evaluation... ..45
Confidentiality Agreement.....46
Student Handbook Agreement..... 47
National Board Examination Statement of Understanding..... 48

PART ONE

GENERAL SLCC INFORMATION

Introduction

Welcome to the Salt Lake Community College Mortuary Science Program! You have begun the steps to a challenging and rewarding career as a funeral service professional. Please read this handbook thoroughly as it contains policies you will be expected to adhere to as a Mortuary Science student at Salt Lake Community College.

Salt Lake Community College Vision, Mission, and Values

VISION

Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of our students.

MISSION

Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.

SLCC VALUES

Collaboration

We believe we're better when we work together

Community

We partner with our community in the transformative, public good of educating students

Inclusivity

We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.

Learning

We learn as a college by building outstanding educational experiences for students and supporting faculty and staff in their professional development.

Innovation

We value fresh thinking and encourage the energy of new ideas and initiatives

Equal Opportunity/Affirmative Action

Salt Lake Community College is an equal opportunity institution providing education and employment opportunities without regard to race, color, gender, sexual orientation, religion, national origin, disability, age and/or veteran status.

See www.slcc.edu/eoo/ for more information.

Salt Lake Community College Learning Outcomes

- Acquire substantive knowledge in the discipline of his/her choice sufficient for further study, and/or demonstrate competencies requires by employers to be hired and to succeed in the workplace.
- Communicate effectively.
- Develop quantitative literacies necessary for his/her chosen field of study.
- Think critically.
- Develop the knowledge and the skills to be civically engaged, and/or to work with others in a professional constructive manner.
- Develop the knowledge and skills to work with others in a professional and constructive manner.
- Develop computer and information literacy.

Student Services

The High Tech Center (HTC) building on the Jordan Campus offers a variety of services including college cashier, bookstore, and copy center. The Lifetime Activities Center on the Redwood Campus is the primary recreational facility for Salt Lake Community College (SLCC). The SLCC General Catalog describes these student services in detail.

Library: The main library is located on the Redwood Campus. A Health Sciences Library is located on the Jordan Campus in the Health Sciences Building on the second floor. A SLCC identification card (One Card) is required to check out materials. In the library, computers are used for word processing and internet research. Individual study/media carrels and coin-operated copy machines are available.

Security and Parking: Security services are provided by SLCC for the safety and welfare of the students, employees, and visitors. Security guards assist campus police in protecting college and personal property, traffic control, parking enforcement, and making arrests. SLCC has an extensive plan for dealing with emergencies and catastrophes. This plan is posted on every level in all buildings. Parking permits are required by all individuals wishing to park on a SLCC campus. A complete set of parking regulations may be obtained at the Public Safety Office, Student Center Cashier, or one of the Student Information desks. It is the responsibility of each person parking on campus to be familiar with these regulations.

Financial Aid

Current information about types of financial assistance provided through SLCC can be found in the current college catalog and on the college website www.slcc.edu by clicking on the Financial Aid Link. External loans, grants, and scholarships available to students are briefly explained in the catalog and online. If more in-depth information is required, the Financial Aid Office in the College Center is available to help students in this area. See www.slcc.edu/financialaid/ for more information.

Student Records

The permanent record (transcript) of each student's academic achievement may be kept in the registrar's office; all official records are kept on secure college servers and follow state, federal, and Northwest accreditation standards for recordkeeping. Confidentiality of Records Policy follows the guidelines set forth by the Family Educational Rights and Privacy Act. Salt Lake Community College abides by this act. Specifics are noted in the Salt Lake Community College General Catalog. An accumulative record is kept on each Mortuary Science Program student. This record includes admission application, immunization record, and other pertinent information such as grades, performance evaluations, etc., which document the student's attainment of the program objectives. Mortuary Science departmental student records are kept in a locked fire-proof file cabinet within the Program Coordinator's locked office for seven (7) years following the student's graduation and kept perpetually as an electronic file on a secure college server.

Center for Health and Counseling

Salt Lake Community College has a staff of health educators, social workers, massage therapists, and medical providers who can offer educational experiences, training, support, and care to keep students well and to help students overcome illnesses should they become sick. Some services are free to students. Contact Center for Health and Counseling for more information about specific services or visit www.slcc.edu/chc.

Suicide Prevention Services: <http://www.slcc.edu/bit/suicide-prevention.aspx>

Administration and Faculty Support

School of Health Sciences Dean: Erica Wight

Health Professions Associate Dean: Brenda K. Lyman

Program Coordinator/Faculty: David S. Hess, Associate Professor

Faculty: Jeffrey A. Zealley, Assistant Professor

Adjunct Faculty: Janika Broomhead, Brad Walker

PART TWO

GENERAL PROGRAM INFORMATION

Mortuary Science Program Description

The Mortuary Science program is designed to educate students in all phases of funeral service with special attention being given to the high ethical conduct within the funeral service profession. The knowledge and skills learned will allow students to acquire positions working in funeral homes as funeral directors, embalmers, grief facilitators and pre-need specialists. In addition, the program is designed to develop funeral service professionals who are active in the community in which they serve, who are knowledgeable and compliant with federal, state and local area guidelines where they practice, who participate in building relationships with bereaved families and those engaged in the funeral service profession and are sensitive to the responsibility for public health, safety and welfare in caring for human remains.

During the course of the program, students will actively participate in embalming and restorative art procedures of deceased humans through lab sessions at the school and by being placed in a funeral home for training purposes. Students will be responsible for providing their own transportation to clinical sites.

Research projects into the field of funeral service will be required. Courses will run in four consecutive semesters. To graduate from the program the student must obtain a C grade or better for all program courses. After completion, students will be prepared for licensure in the state of Utah.

The Mortuary Science program is designed to give students the fundamental knowledge and skills needed to acquire entry-level positions in the funeral service profession and to encourage research in the field of funeral service.

Program Objectives/Student Outcomes

Explain the importance of funeral service professionals in developing relationships with 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.

The American Board of Funeral Service Education (ABFSE) serves as the national academic accreditation agency for college and university programs in Funeral Service and Mortuary Science Education. ABFSE is the sole accrediting agency recognized by the U.S. Department of Education and the Council on Higher Education Accreditation in this field. **The Mortuary Science degree program at Salt Lake Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web www.abfse.org.**

Application Information

General College Admissions

All students seeking a Mortuary Science Associate of Applied Science degree must meet the general admission requirements of Salt Lake Community College prior to acceptance into the program. The requirements for general admissions are located online at www.slcc.edu.

Program Admissions

Salt Lake Community College is an open admission college; however, acceptance into the Mortuary Science Program is a selective admissions process. Each fall, students, who meet all the selective admission criteria and are selected, are identified as candidates for the next academic year beginning classes the following spring semester. All students seeking to be admitted into the Mortuary Science - Associate of Applied Science Program must meet the following criteria:

Applicants Must Complete The Following Steps

- Complete a program application. Application may be found online at www.slcc.edu/mortuaryscience.
- Submit transcript(s) of completed pre-requisite courses.
- Complete program pre-requisites with a grade of “C” or better.
- Submit application materials to the School of Health Sciences Admissions office.

Students will be notified by email regarding the status of the application and whether they are or are not accepted into the program.

Program Requirements

(AAS Degree - 67 Credits)

General Education Requirements (17 Credits)

Composition (EN) 3 Cr

Any ENGL Composition Course; 3 Cr

* ENGL 1010 Intro to Writing (EN) is *recommended*

*APA Referencing section highly suggested.

Quantitative Studies (QS) 4 Cr

MATH 1010 Intermediate Algebra (QS) 4 Cr

*MATH 1010 or higher; MATH 1030 recommended.

Communication (CM) 3 Cr

COMM 1010, COMM 2110 OR COMM 1020 Prin/Public Speaking (CM, IN) 3 Cr

Human Relations (HR) 3Cr

HR 2050 Cultural, Legal & Ethical Issues in Health Care 3 Cr

Distribution Areas (BS, FA, HU, PS, SS, ID) 4Cr

Any Life Science 4 Cr BIOL Course; 4 Cr

*BIOL 1610 College Biology I (BS) with BIOL 1615 College Biology I Lab (BS) is *recommended*

Major Core Course Requirements (50 Credits)

ACCT 1250 Small Business Accounting	2 Cr	F	None
MGT 2050 Legal Environment of Business	3 Cr	A	admission to the program
MORT 1010 Introduction to Mortuary Science	3 Cr	A	None
MORT 1100 Dynamics of Grief/Death/Dying	3 Cr	Sp	MORT 1010
MORT 1200 Microbiological Studies for MS	3 Cr	Sp	MORT 1010
MORT 1300 Pathology for Funeral Service	2 Cr	Su	MORT 1010
MORT 1400 Embalming I	3 Cr	Su	MORT 1300
MORT 1405 Embalming I Lab	1 Cr	Su	MORT 1300
MORT 1500 Anatomic Principles for Mort Sci	3 Cr	Sp	MORT 1010
MORT 1600 Thanatochemistry	2 Cr	Su	MORT 1300
MORT 2330 Funeral Service Psych/Counseling	3 Cr	F	MORT 1100
MORT 2400 Embalming II	3 Cr	F	MORT 1400/1405
MORT 2405 Embalming II Lab	1 Cr	F	MORT1400/1405
MORT 2600 Restorative Art	3 Cr	F	MORT 1400/1405

MORT 2605 Restorative Art Lab	1 Cr	F	MORT 1400/1405
MORT 2700 Mortuary Law & Ethics	3 Cr	Sp2	MORT 1100
MORT 2730 Funeral Home Mgmt/Merchandising	4 Cr	Sp2	MORT 1100
MORT 2750 Funeral Directing	4 Cr	Sp2	MORT 1100
MORT 2755 Funeral Directing Lab	1 Cr	Sp2	MORT 1100
MORT 2770 National Board Exam Prof. Review	2 Cr	Sp2	MORT2400 & MORT 2600

*Denotes prerequisite of progression or advancement in the program

Mortuary Science Program Schedule

SPRING SEMESTER		SUMMER SEMESTER	
HS 2050 Cultural, Legal, Ethical, Issues	3	MORT 1300 Pathology for Funeral Service	2
MORT 1100 Dynamics of Grief, Death & Dying	3	MORT 1400 Embalming I	3
MORT 1200 Microbiological Studies	3	MORT 1405 Embalming I Lab	1
MORT 1500 Anatomic Principles for Mort Sci	3	MORT 1600 Thanatochemistry	2
		MGT 2050 Legal Environment of Business	3
Total	12	Total	11
FALL SEMESTER		SPRING SEMESTER 2	
ACCT 1250 Small Business Accounting	2	MORT 2700 Mortuary Law & Ethics	3
MORT 2330 Funeral Service Psych/Counseling	3	MORT 2730 Funeral Home Mgmt/Merchandising	4
MORT 2400 Embalming II	3	MORT 2750 Funeral Directing	4
MORT 2405 Embalming II Lab	1	MORT 2755 Funeral Directing Lab	1
MORT 2600 Restorative Art	3	MORT 2770 NBE Professional Review	2
MORT 2605 Restorative Art Lab	1		
Total	13	Total	14

Course Descriptions

ACCT 1250 Small Business Accounting 2Cr

This course covers some accounting basics, which would be beneficial for small business owners. Topics include basic fundamentals in the following subjects: the accounting equation, the required financial statements, ratio analysis, payroll basics, and other small business management topics

BIOL 1610 College Biology I (BS) 4 Cr

Prereq: Grade of C or better in MATH 0990 or equivalent CPT/ACT score AND a grade of C or better in RDG 0990 or equivalent CPT/ACT score. Concurrent with BIOL 1615.

For Biology/Science majors and Health Sciences majors. May be used as a prerequisite for any biology class. Content: biological chemistry, cell structure, metabolism, genetics, evolution, and diversity. Three hours of lecture per week with additional lab component (BIOL 1615) required.

BIOL 1615 College Biology I Lab (GE Distribution) 0 Cr

Prereq: Concurrent with BIOL 1610. Required as lab component of BIOL 1610 College Biology 1. Laboratory observation and experimentation to enhance understanding of biological chemistry, cell structure, metabolism, genetics, evolution, and diversity. One laboratory session per week.

COMM 1020: Principles of Public Speaking (CM) 3 Cr

The course will introduce you to theory and provide opportunities for you to practice in the following areas: presentation of ideas and supporting materials in a clear and organized manner, analytical thinking and listening, techniques of effective oral delivery.

ENGL 1010 I introduction to Writing (EN) 3 Cr

Prereq: WRTG 0990 w/C or better, equivalent or placement.

Development of critical illiteracies-reading, writing, and thinking using methods of knowledge-making. Promotes awareness of rhetorical strategies as they apply to a variety of socio-cultural contexts.

HS 2050 Cultural, Legal, and Ethical Issues in Health Care (HR) 3 Cr

An exploration of ethical issues in health care expressed by society, patients, and health care professionals in a wide range of cultural, social, secular and religious traditions. It promotes awareness and understanding across diverse cultures, religions, social groups, and health care disciplines to improve interaction, communication, wellness, and humane treatment of those in our society.

MATH 1010 Intermediate Algebra (QS) 4 Cr

Prereq: MATH 0970 with C or appropriate CPT score. Linear and quadratic equations, inequities, polynomials, rational expressions, radicals, negative and rational exponents, complex numbers, linear systems, introduction to functions, logarithms, and exponential functions.

MGT 2050 Legal Environment of Business 3 Cr

Mgt 2050 combines lecture, discussion, and field research to help students apply and understand legal concepts. Students are expected to complete the following activities: Participate in class discussions, take part in hypothetical business problems analysis, complete chapter quizzes covering major concepts discussed in the text, complete end-of-chapter case problems, and visit a Small Claims Court or Administrative Law Court, OR complete an assigned book report.

MORT 1010 Introduction to Mortuary Science 3 Cr

Introductory course on the history of funeral service including studies of ancient/historical mortuary practices, caskets and burial containers, and early anatomists/undertakers and their role in embalming history. Modern funeral service practices and basic embalming procedures will also be discussed.

MORT 1100 Dynamics of Grief/Death/Dying 3 Cr

Prereq: MORT 1010. Introduction and analysis of the attitudes towards death, dying and the grieving process, including cultural, religious and historical perspectives, the differing processes for loss, the environmental factors, the legal aspects of death/dying and medical ethics.

MORT 1200 Microbiological Studies for Mortuary Science 3 Cr

Prereq: MORT 1010, Admission to program. Introduction to the basic principles of microbiology as it relates to working in a mortuary. Emphasis will be on sanitation, disinfection, and public health within the practice of embalming. Personal, professional and community hygiene and sanitation practices are also discussed.

MORT 1300 Pathology for Funeral Service 2 Cr

Prerequisite: MORT 1010. Introduction to pathological disease conditions and their effect on various parts of the body. Conditions which affect the embalming or restorative art process will

be emphasized. This course will focus on the functions of the human body systems and their relationship to diseases.

MORT 1400 Embalming I 3 Cr

Prereq: MORT 1300 Co-Req: MORT 1600. Introduction to embalming theory, procedures, techniques, and instruments used in the sanitation, preparation, and restoration of the deceased human body. The use of the vascular system will be emphasized.

MORT 1405 Embalming I Lab 1 Cr

Prereq: MORT 1300. Coreq: MORT 1400 and 1600. Students learn practical application of Embalming lecture content.

MORT 1500 Anatomic Principles for Mortuary Science 3 Cr

Prereq: MORT 1010. Introduction to the basic principles of anatomy as they relate to mortuary science. The course will study the human body with particular emphasis on those systems providing the foundation for embalming, pathology, public health and restorative art.

MORT 1600 Thanatochemistry 2 Cr

Prereq: MORT 1300. Coreq: MORT 1400 and 1405. Survey of general, organic, and biochemistry in mortuary science. Chemical principles and precautions involved in sanitation, disinfection, and public health as related to the embalming application. Review of government regulations for embalming chemicals.

MORT 2330 Funeral Service Psychology and Counseling 3 Cr

Prereq: MORT 1100. Study of the basic principles of psychology and counseling as they relate to Funeral Service. Emphasis will be given to the role of the funeral director within the psychological concepts of grief, mourning, and bereavement.

MORT 2400 Embalming II 3 Cr

Prereq: MORT 1400 and MORT 1405 Coreq: MORT 2405. Continuation of Embalming I. Study and case analysis of various embalming methods, and treatment of specific conditions.

MORT 2405 Embalming II Lab 1 Cr

Prereq: MORT 1405. Coreq: MORT 2400. Practical application of the fundamental principles presented in MORT 2400 - Embalming II.

MORT 2600 Restorative Art 3 Cr

Prereq: MORT 1400 and 1405. Coreq: MORT 2605. An introduction to facial restoration techniques, including restoration of facial expressions and proportions by proper use of instruments and special materials. Emphasis is placed on major restoration including problem cases which require illusionary corrections, waxes, cosmetics, hair restoration, color matching, and masking of small and extensive discolorations.

MORT 2605 Restorative Art Lab 1 Cr

Prereq: MORT 1400 and 1405. Coreq: MORT 2600. Practical application of the fundamentals learned in MORT 2600 - Restorative Art.

MORT 2700 Mortuary Law & Ethics 3 Cr

Prereq: MORT 1100. Business/legal principles affecting mortuary practice are surveyed with specific emphasis on business organizational forms, law of sales, funeral disclosure rules, and the legal duties of a funeral service provider. Funeral service ethics are emphasized.

MORT 2730 Funeral Home Mgmt/Merchandising 4 Cr

Prereq: MORT 1100. Principles of funeral home management will be introduced including funeral home operations, management functions, current trends, and computer applications. Buying/selling, pricing/displaying and features of merchandise will be studied.

MORT 2750 Funeral Directing 4 Cr

Prereq: MORT 1100. Introduction of various cultural, ethnic and geographic funeral customs. Discussion of death notification, timeframe for pre/at/post need services, transfer of remains, religious, fraternal and military practices, and cremation procedures.

MORT 2755 Funeral Directing Lab 1Cr

Introduction of procedures to take a first call, remove human remains from the place of death, dress and place human remains in a casket, cremation container, and shipping container, casket placement and removal from a vehicle, and helping a family to make funeral arrangements.

MORT 2775 National Board Exam Professional Review 2 Cr

Prereq: MORT 2400 & MORT 2600. This course prepares students to take the National Board Exam. The course is designed to allow for extensive testing of the student's knowledge, both theoretical and technical. A review of subject areas on the exam will take place and mock exams covering each subject of the curriculum will be administered. Both sections of the official National Board Exam must be completed for passing grade.

Graduation Requirements

Students must complete a minimum of 67 credit hours for the AAS degree with a grade of "C" or higher in all program courses. In addition, students must complete the National Board Exam administered by the International Conference of Funeral Service Examining Boards within three months of completion of program course requirements to be eligible for graduation.

Essential FunctionsEssential Skills for a Funeral Director/Embalmer

- Excellent communication skills
- Excellent social interaction skills
- Ability to stand for long periods of time
- Strong organizational skills
- Willingness to work evenings, weekends and holidays

- Ability to work indoors and outdoors in various weather conditions
- Ability to drive a standard vehicle
- Ability to lift 50 lbs. without assistance and over 50 lbs. with assistance
- Psychological ability to work in severe trauma scenarios
- Attention to detail

Certification & Licensure

All funeral service professionals in the state of Utah are required to obtain licensure through the Division of Occupational & Professional Licensing. In order to qualify for licensure, students must successfully pass the National Board Exam International Conference of Funeral Service Examining Boards. (See, http://www.dopl.utah.gov/licensing/funeral_service.html)

Licensure. All states require funeral directors to be licensed. Licensing laws vary by state, but most require applicants to be at least 21 years old, have two (2)-years of formal education that includes studies in mortuary science, serve a one (1)-year apprenticeship, and pass a qualifying examination. After becoming licensed, new funeral directors may join the staff of a funeral home. Some states require all funeral directors to be licensed in embalming. Others have separate licenses for directors and embalmers, but in those states, funeral directors who embalm need to be licensed in embalming; so most of these professionals obtain both licenses. State board licensing examinations vary, but they usually consist of written and oral parts and include a demonstration of practical skills. Professionals who want to work in another state may have to pass the examination for that state; however, some states have reciprocity arrangements and will grant licenses to funeral directors from another state without further examination. People interested in a career as a funeral director should contact their state licensing board for specific requirements.

***Acceptance into, continuation in, and graduation from the Salt Lake Community College Mortuary Science Program does not guarantee employment within a funeral home/mortuary or other related practice associated with funeral service.*

Professionalism and Ethical Practice

Mortuary Science students will display professional and ethical behavior at all times as a student in the Salt Lake Community College Mortuary Science Program. Interpersonal relationships with both the family and professionalism with co-workers are of vital importance. Behavior and manner of communication should reflect care and concern, and at the same time, confidence and efficiency. The family has every right to considerate, respectful, and competent care.

This code of ethics represents the values of the funeral service profession. Each of the principles is explained below in terms of the expectations of behaviors (at a minimum) expected with the designation of a Mortuary Science student in the professional program. The behaviors listed should be demonstrated in public and private, within the classroom, at clinical sites, while participating at any field trips or other activities of which you are involved both in your professional and personal life. Inability to demonstrate the abilities will result in a warning, loss of professionalism or participation points in a class at the discretion of the faculty observing the offense, probationary status and/or dismissal.

Desirable “qualities” and professional/ethical behavior of a Mortuary Science student includes:

Beneficence: Mortuary Science students/funeral service personnel shall demonstrate a concern for the well-being and safety of the recipients of their services.

Demonstration of this principle includes dedicating self to the study of mortuary science in order to benefit the families we serve:

- Each student must be prepared for a scheduled class period, which means reading the text and completing assignments prior to class. If the student is required to obtain supplies outside of class, each is expected to come prepared and not use class time to obtain supplies. Lack of preparedness may result in class dismissal, loss of attendance/participation points and is considered unethical behavior.
- Each student shall attend, participate in, and complete all learning experiences (including exams, group work, assignments, clinical education, etc.) designed to meet the objectives of the courses in which he/she is enrolled.

Non-maleficance: Mortuary Science students/funeral service personnel shall always refrain from actions that cause harm.

Demonstration of this principle relates to being competent in skills and prudent in the judgment of your own knowledge and skills. Harm can come from physical means as well as psychological and financial means.

- All students shall be respectful of others and not discuss gender role, race, or cultural variation of others outside of a classroom course setting in which the topic is a point of discussion (also covered under Confidentiality).
- All students participating in group projects, carpooling to field work or field trips, or other activities which may cost money or another resource will contribute equally.
- During clinical assignments, each student engages in only those activities for which he/she has been trained, minimizing the probability of physical or psychological harm to the family and liability to the mortuary.

Confidentiality: Mortuary Science students/funeral service personnel shall display respect regarding the personal information of the deceased, their family, peers, and the mortuary.

Demonstration of this principle relates specifically to maintaining confidentiality of the families we serve, the mortuaries in which we work, fellow students, faculty members, and clinical preceptors.

- Information received from a family during clinical work will be discussed only for professional purposes and in private.
- Client information must be heard or discussed in classes or seminars in a way that the identity of the individual is not revealed. Documentation must also not identify the client.
- Personal classmate information must remain confidential and cannot be shared with clinical sites, clinical preceptors, job recruiters, social media, etc. Faculty, clinical preceptor, and other professional persons who have provided personal information in confidence must not be shared.

Social Justice: Mortuary Science students/funeral service personnel shall provide services in a fair and equitable manner.

Demonstration of this skill begins with being responsible for yourself and not expecting your classmates, the program, the college, faculty, clinical preceptors, and others to pick up or clean up after you.

- All students will pick up and clean up after themselves which includes replacing chairs, tables, equipment, supplies, and general maintenance during classes and clinical work.
- Show respect for all individuals and cultures.
- Mortuary Science students shall be loyal to the program.
- Funeral service personnel shall be loyal to their place of employment.

Procedural Justice: Mortuary Science students/funeral service personnel shall comply with institutional rules, local, state, federal, and international laws.

Demonstration of this skill relates to following the policies and procedures of the profession.

- All students are accountable and responsible for knowing and adhering to all rules, regulations, and policies of the Mortuary Science academic program and each clinical site they are assigned.
- Funeral service professionals must be aware of specific standards regarding dress, grooming and customs. A family's first impression of a funeral professional reflects on both the profession and the clinical affiliate as a whole. If a family is to feel confident in the service they are to receive, they must feel comfortable with those serving them.
- If an individual is acting in an unethical or incompetent manner, each student has the responsibility to report the action to an immediate supervisor, faculty, or clinical preceptor. This includes cheating, intoxication or other impairment, illegal activities, or code of conduct violations by a fellow student. This includes threats as well as actions. The student should first report to the instructor of that course. In the case of an instructor or clinical preceptor, the student should report to the Program Coordinator.
- All students will be honest to provide criminal background status in all states and areas in which they have a positive criminal background record prior to beginning the program. Not providing this voluntarily or involuntarily will place the Mortuary Science program professional relationships with clinical sites at risk.

Fidelity: Mortuary Science students/funeral service personnel shall treat colleagues and other professionals with respect, fairness, discretion, and integrity.

Demonstration of the principle includes being on time, attendance, calling, or emailing when ill, absent, or late and treating all members of the healthcare community with respect, fairness, discretion, and integrity.

- Each student shall notify the instructor in the event he/she will not be attending a class or session and the reason for the absence.
- Each student shall be on-time for classes just as it is necessary to be on-time for work.
- All students will be an active participant in classes. Sleeping in class is professionally disruptive and will result in class dismissal, loss of attendance/participation points, and is considered unethical behavior.
- The personal use of cell phones, phone calls, text messaging, use of electronic devices for personal reasons (audio recording), emailing, or other technology not approved by the

instructor during class may be professionally disruptive, unapproved, and should result in class dismissal, loss of attendance/participation points, and is considered unethical behavior. Individual instructors will provide personal policies for the use of technology in each course. Students are responsible to ask instructors of their policy before attempting to use these devices.

- All students will be conscientious of how their actions and comments affect other students. Using a computer printer during a lecture is disruptive and not acceptable. Using a laptop or another electronic device that is not muted is disruptive and disrespectful. Make sure all cell phones are placed on mute (not simply on vibrate) when in the classroom.
- All students shall initiate honest, open discussion with an instructor pertaining to any factors interfering with completion or acceptable progress of coursework. The student cannot wait until a course grade is in jeopardy to begin asking for assistance.
- An honest, rated, and written evaluation of each instructor and course is expected. The course or instructor's evaluation should not reflect negative attitudes based on grades received or personal differences.
- All students shall respect the rights and professional standing of colleagues in their own or other professions. Students who have an issue with another individual or program or program requirement will first address the individual prior to any communication, gossip, written expression, or otherwise demeaning comments with others in person or virtually. Demeaning or derogatory comments about faculty, clinical preceptors, or fellow students via social media will not be tolerated and will result in probationary status.
- Students must be respectful of fellow student classroom and learning time. Asking personal questions or debating the correctness of a test question should not take up classroom time. Specific questions for instructors can be directed and discussed during office hours or by special appointment.
- In the case of an absence or being late for class, the individual student is responsible to obtain information from a fellow student or instructor on what was announced or taught in class. Each student must take initiative to find out what material was missed. Instructors are not expected to and are advised against re-teaching any missed material individually to students.

Compassion: Mortuary Science students/funeral service personnel shall always remain compassionate and respect the feelings of the family.

- Always attempt to relate to the thoughts of the families we serve by placing yourself in their position. Always understand the “family” comes first.
- Personal and private matters should never interfere with providing quality care and service to the families.

Honesty: Mortuary Science students/funeral service personnel shall always be prepared to admit mistakes. This is demonstrated by being upfront with the families we serve, our co-workers, and employers.

Student Code of Conduct and Social Standards

This program adheres to the policies of prescribed conduct as listed in the Salt Lake Community College Code of Conduct, which can be obtained from Student Services. The primary objective for the administration of discipline under the Student Code of Conduct is to foster ethically responsible behavior and protect the campus community. Components of the Student Code of Conduct are delineated in the College Catalog. The Fair and Equitable Disciplinary Process is also located in the College Catalog.

See https://www.slcc.edu/policies/policies/student_affairs/8.1.050.aspx for more information.

SLCC extends the privilege of attendance to those persons who meet entrance requirements, standards of health, character, and prior appropriate conduct. The student enters college by choice and is not required by law to attend. Students are subject to federal, state, and local laws, as well as college rules and regulations. Appropriate standards of campus “good citizenship is expected as outlined in the Student Code of Conduct. Students found guilty of violations of college rules and regulations are subject to such disciplinary action as outlined in the college policy, department policy or procedures (including this handbook), clinical policy or procedures, and/or instructional syllabi.

See https://www.slcc.edu/policies/policies/student_affairs/8.1.050.aspx for more information.

Title IX

20 U.S.C.A. Section 1681 (a): TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity receiving federal funds.”

Examples of violations (but not limited to)

- Sexual advances, requests for sexual favors and sexually motivated physical conduct
- Overt or subtle pressure for sexual activity
- Sexually offensive verbalization including remarks, “teasing”, slurs, and innuendo
- Repeated inappropriate jokes or comments about sex or gender specific traits
- Conduct that is demeaning or derisive and occurs substantially because of one’s gender
- Sexual assault
- Sexual Violence
- Gender based disparate treatment

Violations can occur in any college environment, such as (but not limited to)

- Field Trips
- Classrooms/Clinical Sites
- Student Clubs
- Athletics

- Transportation
- On Campus Events

If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint please contact:

Students-

Dean of Students, 801-957-4776, STC 276 A (Redwood)

Employees or Community members-

Title IX & Discrimination Manager, 801-957-5027, AAB 211G (Redwood)

Online Reporting Form-

https://cm.maxient.com/reportingform.php?SaltLakeCC&layout_id=20

Salt Lake Community College has a strong prohibition against RETALIATION! The college does not tolerate acts of retaliation against anyone for engaging in filing a complaint or participating in an investigation.

Social Media

Students in the Mortuary Science Program at Salt Lake Community College have the right to develop Facebook or other social media pages; however, no student may represent or hold themselves to represent SLCC or the Mortuary Science Program through a Facebook or social media page. Canvas is the only program that is a part of classes. Postings on Canvas should be considered relative to the class and if it concerns confidential information, it should not be shared on other media sources.

Student organizations should work with the Health Sciences Social Media Manager to set up social media pages and or groups that have the SLCC name or branding as part of it. Administrative rights -at a minimum- should be given to the student organization advisor and Social Media Manager. Others may request it. No student that has graduated should have administrative rights to the site.

Any other social media pages should not be set up as official SLCC sites if they have not been set up using college protocols, this includes using the name SLCC or Salt Lake Community College or any logos.

If a page is created, it shall not include the name Salt Lake Community College or Mortuary Science Program anywhere on the page. Students in the Mortuary Science Program shall understand that the page is not an extension of the program or the classroom.

At no time shall confidential or personal information about the deceased, the deceased’s family, the mortuary, classmates, faculty, or information of a private nature discussed in class be posted on social media. Any student violating this policy will be placed on immediate probation and/or dismissed from the program. Confidential or personal information shall include but is not limited to:

- Name, age, weight, address, medical information, family members of the deceased, or anything that can possibly identify the deceased.
- Business practices or financial information of the clinical site.

- Personal information of a clinical preceptor, faculty, and classmates. This includes academic information of classmates.
- Derogatory comments about faculty, clinical preceptor, or classmates.
- Any embalming procedures performed on the deceased at a clinical site or at work in a mortuary/funeral home.
- Lecture content of embalming procedures.
- Classroom discussion of procedures performed during clinical education or on the job as an employee of a mortuary/funeral home.

Social media shall constitute the following but not be limited to:

Facebook
Reddit
Twitter
MySpace
Instagram
YouTube
9GAG

LinkedIn
Pinterest
Snapchat
TikTok
Tumblr
4chan

PART THREE

ACADEMIC POLICIES

Grading

100-95 = A
94-90 = A-
89-87 = B+
86-83 = B
82-80 = B-
79-78 = C+
77-75 = C
74-71 = C-
70-67 = D+
66-64 = D
63 and below =E

Grades are issued at the close of each academic term on a letter basis indicating quality of academic work. Grades issued by Salt Lake Community College are

<u>GRADE</u>	<u>PTS</u>	<u>QUALITY</u>
A	4.0	SUPERIOR GRADE
A-	3.7	
B+	3.4	
B	3.0	ABOVE AVERAGE GRADE
B-	2.7	
C+	2.4	
C	2.0	AVERAGE GRADE
C-	1.7	
D+	1.4	
D	1.0	
D-	0.7	LOWEST PASSING GRADE
E	0.0	FAILING GRADE

NOT USED IN GPA COMPUTATION ARE

W – WITHDRAWAL
P – PASSING GRADE
I – INCOMPLETE GRADE
AU – AUDIT
EX – EXTENSION

Examinations

Students who are absent on examination days must make up the exam within one week of arrival back to school following the absences. The only excuses accepted are the following: documented illness as witnessed by a medical provider (requires proof), death in the student's immediate family (not someone else's and requires proof from the funeral home assisting the family), or an auto accident with proof of accident report. In case of auto trouble (car not starting, stalling), call the office (801-957-6205) immediately and arrive at school as soon as possible with proof of the trouble (tow bill, part receipt, etc.), and you may take the exam as soon as you arrive the same day as the regular scheduled exam date, but not later than the examination day. The following will not be excused absences: "I slept in," "Alarm didn't go off," "I couldn't get a ride to school," "I forgot." All other excuses will be reviewed on a case-by-case basis. Make-up examinations are the responsibility of the student and not the instructor. Make-up exams will be given at the convenience of the instructor. See Attendance Policy for additional information.

Advancement in the Program

A grade of "C" (75%) or better is required in all Mortuary Science Program courses, which also includes courses that are part of the Mortuary Science Curriculum but taught through another department (a "C-" is **NOT** considered a "C" grade). If a student earns below a "C" in a course taught in another department, the student must petition the Mortuary Science Program Coordinator in writing to continue in the program. A review and consideration will then be given by the Mortuary Science Program Coordinator whether to allow the student to continue in the program. If the student is allowed to continue, a written contract specifying a timeline of completion for the course(s) will be agreed upon by both the Program Coordinator and the student. Failure to attain these grade requirements and denial of petition will result in dismissal from the program.

Individuals dropped from the program will be allowed to reapply only once and the application will be reviewed for re-admittance in the fall semester proceeding the spring semester of the new academic year. Students will reenter the program at the point in which dismissal took place. (See Readmission Policy below).

Note: Students are able to track their grades via Canvas. If marginal academic or professional performance is in question at midterm, the faculty and student are expected to discuss performance and set up a learning contract in order to help the student become successful in the course. Students are ultimately responsible for their own academic and/or professional performance and should be expected to self-monitor.

Readmission Policy

Students who do not complete the program for reasons other than unprofessional or unethical behavior will be allowed one (1) readmission. The most qualified applicants will be readmitted first. Students being readmitted will compete with all other applicants requesting entrance into the program. It is recommended that no more than twelve (12) months will have elapsed between the successful completion of the last Mortuary Science Program taken and readmission to the program. Placement in the program will be made according to current program objectives as well

as space availability. Also, proficiency exams will not be allowed following a failed course within the Mortuary Science Program. The student who wishes to apply for readmission must notify the Program Coordinator, in writing, and submit a new application for the current year to the Admissions Office.

In order to assure both clinical competence and preparedness for the conference examination, any student readmitted to the program may be required to repeat one or more of the MORT course(s) that were previously completed successfully. This determination will be based on the following: student's prior academic performance in the program, including overall GPA, length of time elapsed between readmission and last MORT course successfully completed, and competency testing, as needed to assess the student's current level of knowledge and skills.

Students who voluntarily withdraw from the program related to reasons of unprofessional or unethical conduct may apply for readmission and will be subject to readmission policies. Students who were dismissed from the program due to unprofessional or unethical conduct or where a student's conduct would serve to bar the student from obtaining the necessary clinical experience for completion of the program will not be readmitted to the program.

The readmission process may not be used to seek reconsideration on an appeal of the underlying dismissal, and the program is bound by the decisions of the administration issued pursuant to the appeal process. An individual will be deemed to have fulfilled the one readmission opportunity upon application for readmission, even if the program denies the application. Otherwise, application for readmission will be reviewed on an individual basis.

Transfer Policy

Students transferring from another funeral service education program to Salt Lake Community College's Mortuary Science Program must complete the regular admission procedure. Transfer students in allied health/health professions programs are eligible for admission if they meet all the admission requirements. Transfer students who leave their last college under any condition other than good standing must be approved for admission. It is recommended that no more than twelve (12) months will have elapsed between the successful completion of the last mortuary science course and admission to the program at Salt Lake Community College. A minimum of 17 credit hours must be taken at SLCC for graduation eligibility.

Transfer students will be admitted on a space available basis. Acceptance of transfer credits will be determined individually by joint agreement of the appropriate Program Coordinator and the registrar. Placement in the program will be made according to current program objectives.

Academic Grievance Policy

In accordance with the Salt Lake Community College Student Code of Conduct, https://www.slcc.edu/policies/policies/student_affairs/8.1.050.aspx, the grievance policy for students with reference to academics can be found in Section III. Students are encouraged to seek resolution with the instructor(s) whenever possible.

It is the goal of the School of Health Sciences to be forthright and consistent with specific academic policies throughout divisions and programs. This policy singularly addresses academic issues and the general principles for disciplinary actions as noted in the Student Code of Conduct Section III. It should be noted it is up to the faculty's discretion to provide warning (verbal or written), suspension, or dismissal based upon program policy and severity of the issue at hand. It is realized in some health sciences programs a failing grade, as stated in the syllabus and/or policy manual, may result in program dismissal.

STEP ONE: A student has the right, as per college policy, to grieve a grade, warning (verbal or written), suspension, or dismissal received within a program of study. A student, as per policy, must make an appointment to meet with the instructor of the class. A meeting, for anything other than a final grade, should be made within ten (10) days of the incident. Final grade disputes require a meeting within 30 days of the student receiving the grade. Every effort should be made to find resolution and provide evidence from both parties with respect to the grade issued.

STEP TWO: If a resolution cannot be made, the student must request in writing five (5) business days from the date of meeting with the faculty, a committee review of the grievance to the Associate Dean of the specific division. The grievance will be reviewed by a committee consisting of three (3) to five (5) faculty outside the program in which the student is enrolled. This will include the following members, the Associate Dean and two to four faculty members outside the discipline. The Associate Dean will serve as committee chair. One faculty and the program coordinator of the program involved in the grievance can attend the procedure, as can the student with one representative. Each of these parties will only be allowed to present evidence to the committee and not vote on the issue in question. Legal representation is allowed by either party. The proceedings will be recorded for accuracy. Upon completion of the proceedings, the committee ONLY will vote on the issue(s) noted in the student's grievance. A formal letter will be provided by the committee chair within ten (10) business days of the end of the proceeding with the committee's decision regarding the issue.

STEP THREE: If the student is not satisfied with the outcome, they may appeal to the Academic Dean of the School of Health Sciences. This must be done in writing within five (5) days of receiving the formal letter from the grievance committee chair. The Dean will review the appeal, all evidence, and render a decision to the student within ten (10) days of receiving the formal letter from the student. The decision of the Dean of the School of Health Sciences is final and cannot be appealed.

Criminal Background Check

Students are required to submit a criminal background check and drug screening test. Additional information will be given to accepted students by program faculty and division staff regarding testing sites that have been approved by SLCC for both drug-screening test and criminal background check. The expenses for these requirements are additional student costs. *The clinical site will make the final decision about accepting students for placement at their facility, and may decline to have a student placed at their facility based on the criminal background and drug testing record of the student. This action may cause the student not to be able to complete*

all the program requirements. The program is not responsible for any placement issues arising from information found in a student's background. Students are advised to consult with the division associate dean regarding any questions.

This information was provided to you at the time you were conditionally accepted into the program. This is just a reminder regarding information that may have appeared on your criminal background check: You assume the risk if your criminal background check is not clear. If you do not pass the background check, you may not be able to complete clinical assignments that are a part of the program you are in. This may result in dismissal from the program or an inability to take advantage of certain clinical sites. If an issue arises you may be asked to withdraw from the program and it may be after the tuition refund deadline has passed. The clinical placement agencies make the final determination about accepting students for clinical placement. It is strongly recommended that if you know of any incidences that may impact you related to the past, that you take measures to have criminal offenses (felonies and or misdemeanors) expunged or sealed from your record if possible. Please consult with either your program coordinator or the appropriate associate dean.

Drug Screen Policy and Student Responsibility

The Salt Lake Community College Health Sciences Programs conform to the common health profession requirement for drug screening. Both enrollment in the program and subsequent placement at clinical sites is contingent upon presentation of a negative drug screen. This program supports and enforces a zero (0) tolerance drug policy.

The timing for a drug screen is random, but within the academic year, and at the discretion of program faculty. A student has 24-hours to complete the drug screen once instructed to do so by faculty. Exceptions to the 24-hour period will not be allowed based on personal needs including work obligations. The drug screen must be conducted as per program requirements. Failure to meet these requirements will result in the student's dismissal from the program.

A student taking prescription medication must provide the lab a copy of the physician's script or a prescription label prior to the screening. A student taking prescription medication may be contacted by the testing facility's physician for verification and confirmation of the prescribed substance.

A student who refuses a drug screen within 24 hours, or whose test results are positive for controlled substances, will be dropped from the program unless documentation justifying the positive result is provided by the testing facility to the College's Risk Department or Division Office.

If a student receives a negative dilute report, the student is responsible for the cost of additional testing. A second drug screen must occur within one week of the first.

If a student receives a second negative dilute or failed screen, the student will be dropped from the program.

A negative dilute (also referred to as specific gravity) drug screen may occur by adding a substance to the urine or drinking large amounts of liquid. This may occur unintentionally or intentionally. As a student, eat a good meal two (2) to four (4) hours before taking the drug screen and limit the intake of fluid. If the student gets two (2) diluted drug screen test results, the student will be dropped from the program.

With suspicion of drug intake, use, or abuse; as identified by performance problems or displayed behavior (a reasonable cause basis); faculty will take immediate action. Two or more faculty/administrators will collaborate on the need for a student to have an additional drug screen. A student will be responsible to pay the cost of this additional drug screen. In the case of intoxication, a student will be held at their location until transportation can be arranged to transport the student to the designated drug screen site.

Student Responsibility for Professional Behavior

While serving in a capacity representing the college as a student, professional behaviors are expected. A student has the responsibility to refrain from manufacturing and/or distributing, dispensing, possessing, and using or being under the influence on college campuses, clinical placements, and other sites (including but not limited to conference attendance, meetings, study groups, etc.). Students who violate this, will be subject to program discipline, including program dismissal.

Student must take the responsibility that personal actions, such as those listed above, affect others within their presence. Please refer to the College's "Drug Free Workplace" policy C252.08.

Alcohol Policy and Student Responsibility

The Salt Lake Community College Policy C3S2.01 prohibits:

- (1) Public intoxication, use, or possession of alcoholic beverages on college property
- (2) Providing or possessing alcohol contrary to law

Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off campus, may be disciplined if violations of alcoholic beverage laws or of college regulations occur. Individual students who plan, sponsor, or direct such functions also may be subject to sanction.

Student Responsibility for Professional Behavior

With suspicion of student alcohol intake, use, or abuse; as identified by performance problems or displayed behavior (a reasonable cause basis); faculty will take immediate action. A student will be held at their location until transportation can be arranged to transport the student. A student will be immediately dismissed from the program if having had or expected to have client contact while under the influence, especially when occurring at clinicals or during clinics. Program dismissal may also occur with intoxication or possession, while in contact with fellow students, faculty, and other stakeholders of the program or college when serving in the capacity or identifying oneself as a college student.

Immunization/Certification Compliance

Curriculums in Health Sciences include practical clinical/fieldwork experiences for students. Most clinical/fieldwork experiences are arranged off-site of campus and require contractual agreements with facilities such as outpatient clinics, hospitals, long-term care facilities, funeral homes, etc. Contracts (verbal and written) are mutual agreements between parties. One mutual agreement is that all students must be compliant with immunization and certification requirements before placed.

Student Responsibility

- Upload all immunization and certification paperwork to the correct file or location in Complio.
- Complete required immunizations and certifications by due dates set by the program.

Academic Clinical/Fieldwork Coordinator Responsibility

- Notify the student who is out of compliance in Complio.
- Mentor the student to become compliant with immunizations/certifications.
- Contact sites requesting acceptance of a student for the clinical/fieldwork if the student is working towards immunization compliance—such as with the Hepatitis B Vaccination series.
- Refer the student to the division if any additional paperwork is required.
- Assure no student is placed at a clinical/fieldwork site until full compliance can be determined on the division spreadsheet or cleared through the division.

Possible Reasons for Noncompliance

- Paperwork has not been uploaded or uploaded into the wrong area.
- Overdue dates for annual immunizations/certifications.
- Not completing paperwork with the division office.

What to Do if Showing Noncompliant in Complio

- Contact your academic clinical coordinator immediately.
- Non-compliance may trigger a consequence as set by each individual program. Students unable to complete clinical/fieldwork experiences cannot progress in the curricular sequence. Lateness in completing responsibilities for immunizations/certifications (as listed above) may trigger loss of a clinical/fieldwork site resulting in student dismissal from the program for lacking expected professional behavior.

Military Leave

Military Leave/Deployment Student Responsibility

A student called up for active duty or active service (not including the 2-week required annual training) in a branch of the United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserve) in ‘times of national emergency’ and who requests a Military Activation Drop must:

Provide the college a completed “*Military Activation Drop Form*” found online at www.slcc.edu/veterans along with their call up orders as soon as possible after receiving military orders. The notice need not include a statement of an intention to return to the college. If military necessity renders it impossible to provide advanced notice, initiate a Military Activation Drop by providing notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached, to Salt Lake Community College Veteran’s Services Office, STC 059, P.O. Box 30808, 4600 South Redwood Road, Salt Lake City, UT 84130; or by FAX to (801) 957-4987 or by email to: veterans@slcc.edu. The “*Military Activation Drop Form*” and call up orders may also be provided by a designated family member should mobilization be immediate. **NOTICE:** If using educational benefits, the VA will determine if there is an over payment (Housing /BAH – Book Stipend) due to military call-up.

Military Leave Program Standing

- Students will receive an excused absence from each class for a two (2) week annual training. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed no later than two (2) weeks of return. Preference is to turn in assignments and complete exams prior to the absence, if possible. A required military annual training will not affect a student’s standing in the program.
- Students absent over two (2) weeks and up to a year will receive a program withdrawal (in good standing). The student will be provided admission preference into the next year’s cohort beginning with courses not completed.
 1. Example--if withdrawn in the 4th semester of the program, student tuition will be returned (according to federal law) for that semester. Educational VA benefits will restart for a repeat of that 4th semester the following year.
 2. Example--if returning before the 4th semester of the program, students may (and are advised to) audit courses previously taken again to be current with the material. Contact the SLCC Vet Services for tuition waiver opportunities for auditing.
- Students deployed over one (1) and up to two (2) years will be given admission preference into the next year’s cohort, but must begin with first semester courses. Contact the SLCC Vet Services for tuition waiver opportunities.
- Students deployed over two (2) years will need to reapply to the program.

Jury Duty

Jury Duty Program Standing

- Students will receive an excused absence from each class for a two (2) week period of jury duty. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed no later than two (2) weeks of return. Preference is to turn in assignments and complete exams prior to the absence, if possible. A required jury duty will not affect a student's standing in the program.
- Students with jury duty for two (2) weeks and up to a year will receive a program withdrawal (in good standing). The student will be provided admission preference into the next year's cohort beginning with courses not completed.
 1. Students may (and are advised to) audit courses previously taken again to be current with the material.
- Students with jury duty for one (1) and up to two (2) years will be given admission preference into the next year's cohort, but must begin with first semester courses.
- Students with jury duty over two (2) years will need to reapply to the program.

Academic Dishonesty

Academic dishonesty refers to forms of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise (all forms of work submitted for credit or hours) or receiving credit for work which is not their own (Kibler, et al., 1988, p. 1). Cheating on exams can include looking on another student's answer sheet, using notes during an exam, or exchanging information with another while taking an exam. Cheating on class preparation or written assignments includes using work prepared by another person. Examples of academic dishonesty in the clinical area include fabricating verbal or written reports, falsifying data or copying another student's embalming reports or journal.

Plagiarism is the deliberate "appropriation or imitation of the language, ideas, and or thoughts of another author, and representation of them as one's original work" (Stein, 1988, p. 1014).

Violators will be subject to the Procedures for Academic Dishonesty found at:
https://www.slcc.edu/policies/policies/student_affairs/8.1.050.aspx.

Behavior Policy

A student can be dismissed or suspended immediately for serious incidents such as those involving a gross insubordination, disclosure of confidential information, falsifying student or agency records, cheating, theft, willful damage to college or agency property, reporting to class or clinical site under the influence of alcohol or drugs, unlawful sale or distribution of any drug

or narcotic, possession of a dangerous weapon, or for any one of a combination of the causes set forth above.

The following is a list of examples of unacceptable behavior warranting disciplinary action. These are examples and as such are not all inclusive but are representative. They are meant to guide students as to what types of behavior are unacceptable.

- Unethical behavior.
- Reporting to class or clinical site under the influence of alcohol or drugs.
- Unauthorized possession of a weapon.
- Insubordination, threatening, coercing, or physical fighting on clinical site or college premises.
- Making false or malicious statements about the agency, agency personnel, funeral directors, peers, or clients.
- Mishandling of confidential information by divulging personal information of the deceased, the deceased's family, or business information of clinical sites. This includes divulging information on any form of social media. Any form of audio or video recording by students is prohibited in the program laboratory or program clinical sites.
- Failure to immediately report any incident regarding client or personal safety.
- Willfully misusing or damaging property of clinical site, college, or co-worker.
- Theft, unauthorized use, or careless waste of agency, agency personnel, college, peer, or client's property.
- Unauthorized vending, soliciting, or collecting of contributions on clinical site premises.
- Removing, altering, or posting any material on bulletin boards or clinical site or college property without prior authorization.
- Unauthorized use of clinical site or college faculty telephone.
- Excessive personal conversation and/or "gossiping" to the extent that the department efficiency is affected.
- Smoking in prohibited areas.
- Failure to notify the clinical site of absence or leaving the department during assigned clinical hours without consent.
- Excessive tardiness or absenteeism.
- Failure to adhere to college dress code or grooming standards.

It should be noted that Mortuary Science students are responsible for their own acts of negligence, if these acts result injury. Students will be held to the same standard of care that would be used to evaluate the actions of funeral directors and embalmers.

UNDER NO CIRCUMSTANCES SHOULD A STUDENT ATTEMPT A PROCEDURE IF UNSURE OF THE CORRECT PROCEDURE.

****PLEASE NOTE:*** Many employers within the funeral industry are referring to social media such as Facebook as well as many other web-based researches when considering both the acceptance and employment of staff within the funeral home setting. Please be advised that you may want to remove any and all information contained within your own personal pages as well as those associated with your pages that may jeopardize your placement for practicum within this program or your future employment in the funeral service profession.

Tape Recorders

Tape recorders cannot be used in any class or clinical activity due to the potential for discussion of content considered to be confidential. Persons with special needs, as documented by the Academic Support Services through the DRC, will be allowed to use a tape recorder in class.

Confidentiality

As part of your educational and professional duties you will have access to information about the deceased human body that is considered confidential and every attempt needs to be made that this information remains confidential. At NO TIME shall any personal information about the deceased or information about procedures performed regarding the deceased leave the classroom. Also, anything personal to the deceased body shall not leave the embalming lab except when performing services that are contracted through mortuaries in which the program has an affiliation agreement and the deceased's family requests a viewing at our facility. Also any form of audio or video recording by students is prohibited in the program laboratory or program clinical sites. Any violation of this confidentiality will result in immediate probation and possible dismissal from the program and may expose the student to civil liability.

Disability Resource Center

SLCC values inclusive learning environments and strives to make all aspects of the college accessible to our students. If you have a disability and believe you need accommodations to improve access to learning materials or the learning environment, please contact the Disability Resource Center: (phone) 801-957-4659; (email) drc@slcc.edu; (website) www.slcc.edu/drc.

Student Health Policy

After conditional acceptance into the program, students will be required to receive the Hepatitis B Vaccine. Students may be in the process of receiving the vaccine before enrollment but must complete the series by the beginning of the summer semester. Students will also be required to have on file the following immunizations:

- Tuberculosis: 1-step PPD. If positive, you must submit a chest x-ray demonstrating no active disease. Chest X-ray results are good for 3 years. Students will repeat the 1-step PPD after one year as this is an annual test. First test will be required after classes begin.

Students may obtain a waiver for immunizations but may not be able to participate in any externships, practicum or clinical training and as such may not be able to complete the program.

Student Pregnancy Policy

If a student becomes pregnant at any time during their participation in the program, the student is encouraged to inform the Program Coordinator of the pregnancy as soon as possible; however, notification by a student to program officials regarding pregnancy is voluntary.

Students who are pregnant or become pregnant during the time of enrollment within the Mortuary Science Program may be limited or restricted to some activities within the program. These limitations include all activities involving the embalming laboratories that a student may be enrolled in, as well as practicum participation with host funeral homes. These restrictions result from research pertaining to the use of formaldehyde as well as other chemicals that persons are exposed to during the embalming process in the laboratory setting. Additionally, certain lifting restrictions will be in place for both the practicum of the program as well as embalming laboratory.

The pregnant student may choose from one of the following options: Continue in the program throughout the pregnancy. If the student so decides, she may continue in the program and will be expected to satisfactorily meet the same standards of clinical and classroom performance as are all other students enrolled in the program. A pregnant student wishing to remain in the program must sign a waiver releasing the school and any of its affiliated clinical agencies from ANY liability concerning her pregnancy or the unborn child; or withdraw from the program with the understanding that the student may reenter the program at the corresponding point during the next cohort, dependent upon space availability.

The student is required to follow all state/ federal guidelines regarding occupational exposure to formaldehyde and blood-borne pathogens. Appropriate accommodations will be made to assure fetal protection as outlined in state and federal guidelines. The student will also be expected to follow all pregnancy-related policies and procedures outlined at clinical site assignments.

Smoking

Smoking is discouraged. It is harmful to health, and we should serve as positive role models for a healthy lifestyle. If you do smoke, do so within the guidelines of Salt Lake Community College.

SLCC Policy on Transmitted Diseases

Every precaution must be taken when working around blood and body fluids to avoid exposure to blood borne pathogens. If there is a chance that you may have been exposed to blood borne pathogens during the course of study, the college has provided you with specific training and procedures on preventing exposure to blood borne pathogens. You should always have personal protective equipment (PPE) available. Please keep the following procedures readily available and follow them immediately if you feel you have been exposed to a blood borne pathogen. Even though training has been completed and PPE's used, it is possible that you may have an accidental exposure to blood borne pathogens.

Health Sciences Bloodborne Pathogens Policy: <https://www.slcc.edu/hs/docs/blood-borne.pdf>

If you feel you have been exposed, follow these procedures **IMMEDIATELY. It is crucial that you do not wait to report the incident or to seek medical attention.** Any significant exposure should start treatment within 1-2 hours of the exposure.

- **Identify source of exposure.** If you are exposed directly by another individual, get the individual's name and learn how that individual can be reached for immediate follow-up

testing if necessary. If you were exposed through a wound inflicted by needle or other contaminated article, carefully bag the item or, if you are uncomfortable doing so, keep item protected and isolated so you supervisor or Risk Management can retrieve it.

- **Contact your supervisor immediately.** Tell your supervisor you have had a blood borne pathogen exposure immediately.
- **Report to Risk Management by the next business day.**

Mikel Birch
(801) 957-4041
mikel.birch@slcc.edu

For Medical Care, go to Intermountain Healthcare WorkMed:

1685 W. 2200 S.
Murray, UT 84107
801-288-4900
M-F 8 AM – 5 PM

201 East 5900 South #100
SLC, UT 84119
801-972-8850
M-F 7:30 AM – 5:30 PM

For a Blood Borne Injury follow the protocol at the facility where you were injured; if the facility does not have a protocol go to:

University of Utah
Infectious Diseases
University Hospital
Clinic 1A
50 North Medical Drive
Salt Lake City, UT 84132
801-585-2031
M-F 8 AM – 5 PM, Call for an appointment.

For after-hours care please go to the nearest Intermountain Healthcare InstaCare. Locations and hours can be found at the following link:

<http://intermountainhealthcare.org/facilities/results.html?brand=ih&name=&type=Urgent+Care+Clinics&city=&zipCode=&county=&x=42&y=15>

If you go to an InstaCare, you will need to follow-up the next business day at WorkMed.

Go to the emergency room only for threat of life or limb, or if WorkMed and InstaCare are closed and you need immediate treatment (for example stitches). If you go to the emergency room, you will need to follow-up the next business day at WorkMed or with a specialist, if the emergency room physician refers you. Follow-up appointments should be in the physician's main office and not the hospital. Also, if you visit the emergency room, you will need to obtain a return to work note.

Employees and students File Claim with SLCC Office of Risk Management,
801-957-4533 or 801-957-4041

**** If at any time you feel that that the exposure results in an eminent health issue, call 911 or go immediately to the closest emergency room.**

Cell Phone Policy

- Cell phones must be on vibrate and kept screen side down on your desk or put away.
- Cell phone conversations and/or text messaging will not be tolerated during class.
- No recording of classes is permitted.
- Cell phone use is not permitted during embalming lab sessions.
- If the cell phone rings or vibrates during an examination or quiz, the student will be asked to leave the room and receive a zero (0) for the examination or quiz.

Student Attendance

- It is essential that students be present and punctual at each scheduled class and clinical assignment. Students must be seated ready for class prior to the posted start time of class. If you must be absent or late for class you are required to notify your instructor as if you would an employer, failure to do so will result in the loss of course points.
- You are expected to be in class unless you have a serious illness or an emergency. Students who are absent for an entire day will accumulate one absence for the day. Notification of the instructor does not assume the absence is excused. Being late to class, not coming back on time from break or leaving early is also considered an **absence**. Three (3) absences per semester will be followed with a verbal warning. Five absences per semester will result in a Letter of Warning. Seven absences per semester will result in probation and/or dismissal from the Mortuary Science Program due to lack of performance or lack of professionalism.
- The final course grade will be lowered one full letter grade at the completion of the course for any assignment or online quiz that is not completed and submitted to the course instructor. ***It is the student's responsibility to complete work missed as result of being absent.***
- Students are not permitted to wear sunglasses in class.
- Facial piercing, plugs, and fillings are not permitted in clinical lab.
- There will be a variety of outside educational experiences offered throughout the year. These might include guest speakers or field trips. These will be considered **required** events that are for the purpose of replacing or enhancing a portion or portions of required educational material in one or more course. Attendance will be **required** at these events. If for some reason you will not be able to attend an event, you will need to present this to the instructor of the course. If permission is granted to miss the event, then an alternative is given to the student, which may include a written report, presentation, speech on a related subject matter, or deduction of points from classes.
- Vacations and holidays can be found in the current College Catalog or online.
- Some of the field trips may have costs involved. This may include some food items, travel, etc. These costs are to be considered part of the student's education and are not available for reimbursement by the college or the program.

Attire

Students are not required to wear dress clothes to class except when attending field trips, at clinical sites, when guests are to be present at the school, and on days designated by the course instructor for professional conduct days. Please refer to the following guidelines below. These guidelines have been adopted based upon acceptable practice within the funeral service profession. Failure to abide by this policy may result in the exclusion from certain activities within the program.

General

- Practice good hygiene for both appearance and protection.
- Each student will be required to have a change of clothing while attending laboratory sessions.
- Each student will be required to dress professionally for graduation.

Females

- Dresses or pantsuits – clean and wrinkle free. Dresses are to be no shorter than two inches (2”) above the knee. Pant uniforms should be two-piece tops that extend to approximately the level of the hips. No jeans, shorts, mid-calf pants, leggings, tights, spandex, or sweat suits.
- Appropriate dress shoes – clean and polished. Clogs, crocs, or sandal type shoes are not permitted.
- Hose should be worn with dresses.
- Fingernails are to be kept clean and trimmed short. Bright finishes and/or ornamentations are not allowed on nails. Acrylic nails are NOT permitted.
- Use discretion when applying make-up. Heavy eye shadow is not appropriate and scented products, if used, should be of a light scent.
- Tattoos **must be covered** at all times for professional meetings, field trips, practicum, and when guest speakers are present.
- Body piercing fillings of any form are not permitted with exception of one pair of small, simple earrings, one per lobe.

Males

- Suit coat, pants, tie, and dress shirt should be worn, clean, and wrinkle free.
- No jeans or corduroys.
- Shoes are to be dark colored, smooth leather loafers or ties. Tennis shoes, biking shoes, sandals, boots, etc. are not acceptable.
- Socks and appropriate undergarments are to worn at all times.
- Hair should be reasonable length, preferably no longer than the bottom of the earlobe.
- Mustaches and/or beards are allowed if kept neatly trimmed and well groomed. Beards are to be no longer than 2 inches in length.
- Fingernails are to be trimmed short and clean.
- Scented products if used should be of a light scent.
- Tattoos must be covered at all times for professional meetings, field trips, practicum, and when guest speakers are present.
- Body piercing fillings of any form are not permitted.

Office Hours

Faculty will post office hours at the beginning of each semester. Please make yourself aware of these hours so that you can make appointments with faculty during these times. Faculty schedules are tight and you are encouraged to make appointments ahead of time so that the faculty person can schedule enough time to meet your needs.

Probation Policy

Students will follow guidelines and understand their rights and responsibilities regarding grades and professional/ethical behaviors. Failure to follow guidelines will result in probation and/or dismissal from the program.

Probation will supersede direct dismissal from the Mortuary Science Program unless indicated in other policies. Probationary status can be the result of any one or more of the following reasons as noted below. Reasons for probationary status have been outlined through this student handbook.

Unprofessional behaviors can directly result in probation or dismissal based on the severity and implication of the offense. Although every effort is made to outline specific instances, not every instance can be addressed in the handbook and may need to be dealt with on an individual basis. Once a student is on probationary status, they will remain on probation for the duration of their enrollment in the Salt Lake Community College Mortuary Science Program until officially graduated.

Probation Will Result From

- Seven (7) absences per semester.
- Loss of all participation/professionalism points in any one class.
- One violation of the Mortuary Science Program's Code of Ethics Policy. The standard of ethics and conduct for the Mortuary Science student is dictated by those moral and personal qualities inherent in the professional role, i.e., honesty, responsibility, dependability, accountability, and concern for others.
- Violations of significant consequence or behavior that is:
 1. Problematic to self/others.
 2. Clearly observable, irresponsible, or destructive.
 3. Directly reflective of the program or profession in a negative manner.
- One violation of the Student Confidentiality Policy.
- Non-compliance to the Professional Presence/Uniform/Dress Code more than once per semester.
- Election to withdraw or walk out from a clinical placement.
- Accountability issues such as:
 1. Failure to honestly communicate verbal or written information. For example cheating, not completing their share of group work, or plagiarism.
 2. Failure to report unsafe/incompetent practice of self or peers.
- Any other circumstance also outlined in this handbook.

Probationary Procedure

A verbal warning or email from an instructor or Program Coordinator may or may not precede a formal letter of probation, depending on the circumstances and/or severity of the situation.

- The student will be asked (via email or verbally) to meet with the Program Coordinator and one other college employee. The student will be verbally informed of probation status in this meeting. If the student refuses to meet or is unable to schedule within the time period established, an email will be sent requesting a meeting.
- An official letter from the Mortuary Science Program notifying the student of the probationary status will be given to the student. The terms and reasons for probationary status will be outlined in the letter.
- Students may elect to meet with the Mortuary Science Program Coordinator to develop a behavioral contract and should do so within five academic days of receipt of the letter of probation. A contractual agreement demonstrates the student's initiative to desire to remain in the program and graduate since it identifies areas of needed improvement and the student's willingness to make a positive change.
- A meeting to discuss the contract must be scheduled by the student and attended within ten academic days of initial notification/contact.
- Both student, Program Coordinator, and any involved faculty or college employee will sign the contract.
- Probationary status will remain in effect throughout the program. A student on probation is not considered in "good standing" with the program.

Dismissal Policy

Dismissal is serious and practice/behaviors as outlined below have zero tolerance. These practices indicate the student has committed a violation that requires automatic and immediate dismissal from the Mortuary Science Program. Being dismissed means not attending any more class sessions, finishing a semester, or completing the program. Students who are dismissed will receive the grade earned at the time of the dismissal and not allowed to have grades for additional assignments, quizzes, or tests. A student dismissed is not allowed to reapply to the Mortuary Science Program again through selective admissions. A dismissed student is not allowed in the physical space of the Mortuary Science Program.

Dismissal Will Result From

- Two (2) letters of probation
- One (1) Mortuary course grade below "C" competency
- Alcohol or drug intoxication or abuse in the program or public
- Walking out on a clinical site
- Unsafe behavior practiced in the classroom, laboratory, or clinical site as defined below:
 1. One (1) potentially life-threatening incident
 2. One (1) accident contributing to the injury or death of another
 3. One (1) incident of placing a client, fellow student, or faculty in harm's way

Procedure for Dismissal

- Completion of an incident report by a faculty describing the incident. Incident reports may also come from a clinical educator.
- A meeting between the student and Program Coordinator will occur immediately upon receipt of the form and occur no longer than FIVE (5) academic days following the incident. A decision by the Program Coordinator will be rendered immediately following the meeting.
- If dismissal is the recommended action, an appeal may be initiated by the student. *See Grievance Procedures in this handbook.

Withdrawal Policy

It is the student's responsibility to request a withdrawal or drop from each individual instructor. Students who quit attending class without an official withdrawal initiated by the student will remain on each instructor's class roster and continue to accrue a grade until a withdrawal or drop in that class has been completed. Faculty will not automatically withdraw or drop individual students from courses or the program without a written request and completed paperwork that meets the withdraw criteria past the withdraw date. If the student does not initiate a drop or withdrawal, a failing grade for the coursework could result. Instructors will not sign a withdrawal if the student is failing the course at the time of the request.

If a student wishes to withdraw from the program a formal letter of withdrawal must be submitted to the SLCC Mortuary Science Program Coordinator stating their withdrawal from the program and if they are intending to apply for re-admission into the program.

PART FOUR

ACTIVITIES, GRADUATION, AND CLINICALS

Transportation to Events and Activities

- Transportation costs to and from school, either at the main campus or to other locations where courses are offered, will be done so at the expense of the individual student.
- Transportation to and from field trips (unless transportation is to be provided) is also the responsibility of the individual student without reimbursement from either the College of individual program.
- Transportation to and from place of practicum site is the responsibility of the individual student without reimbursement from either the college or the individual program.
- While attending outside events and meetings, students should be attentive and **NO** outside materials or newspapers should be read.

Graduation

Meeting graduation requirements as stated in the Salt Lake Community College Catalog is the individual student's responsibility. Graduation from the program mandates that students complete all the requirements as outlined in the program handbook, published college program standards, and any additional requirements or standards as mandated by the accrediting body. As these may change, students are required to seek consultations with an academic advisor and the program coordinator. Students should familiarize themselves with the graduation requirements and check with the registrar to determine if they meet the requirements.

Students must meet all didactic and clinical program requirements, as well as those requirements stated in the College Catalog.

Laboratory Experience

Each student is required to actively participate in the arterial and cavity embalming of at least ten (10) deceased human bodies under the direct supervision of a licensed funeral director/embalmer preceptor. This requirement must be completed in order to graduate from Salt Lake Community College Mortuary Science Program.

Laboratory Rules

- Under no circumstances may body material be removed from the laboratory.
- Photographs may NOT be taken in the laboratory.
- Only authorized personnel are allowed entrance into the laboratory.
- There shall be no smoking, use of other tobacco products, eating, or drinking within the laboratory setting.

- It is expected that all persons within the laboratory setting will maintain a professional demeanor and maintain proper respect for the deceased human body. It is to be further expected that this professional attitude will be maintained outside the laboratory setting. No discussion of content of the laboratory must be made in any public setting such as general classrooms, public areas such as restaurants, or social media. Report of such information to the Program Coordinator may result in dismissal from the program. Any audio or video recording by students is prohibited.
- It is the responsibility of each assigned lab group to follow all directions of the clinical instructor as well as to maintain a clean environment in which to work.

Laboratory Environment

The laboratory is to be maintained in a clean and orderly manner so that it remains a safe area throughout the year.

- Students are required to have a change of clothing to wear in the laboratory environment when embalming a deceased human body, and when handling human remains or body fluids.
- Students are required to have a clean change of clothes to change into after laboratory sessions. At no time are personal protective equipment (PPE) to be worn outside the laboratory. Students must have a separate pair of shoes to wear in the laboratory. Shoes that entirely close the student's foot are required. Sandals, open-toed shoes, or clogs are not allowed.
- Upon arrival to the laboratory setting, immediately place proper protective equipment on. This includes disposable gown, gloves, shoe covers, and face shield. These are to be worn at all times when embalming.
- Under NO circumstances shall the deceased human remains be removed from the cooler until the lab instructor has arrived to supervise the movement of the body.
- Soft contact lenses are not recommended during the embalming process since they will absorb preservative chemicals.
- All jewelry MUST be removed prior to putting on your PPE to prevent cross contamination. This includes rings, earrings, watches, bracelets, and neck chains that are exposed. Neither the Mortuary Science Program, the college, nor the lab instructor is responsible for lost or stolen personal effects during laboratory sessions.
- All sharps are to be disposed of in the proper sharps container as directed by the lab instructor.

** Failure to follow the above listed requirements may result in the individual student being dismissed from the lab and no credit given for that lab session.

Illness in the Laboratory

If you experience illness within the laboratory setting despite the protective measures outlined above, or you have a known sensitivity to any of the chemicals, or a latex allergy, notify the lab instructor immediately and proper measures will be taken to accommodate you.

If you sustain a wound while embalming, report this to the lab instructor. The lab instructor will assist the student and will call 911 if indicated. Any injuries must be reported to Risk Management immediately by both the instructor and the student. Please review the college policy at <http://www.slcc.edu/risk-management/services/reporting-risk-issues.aspx>. For more information please contact the Office of Risk Management at 801-957-4533 or mikel.birch@slcc.edu.

Funeral Service Clinical

All students must participate in the clinical experience. Students will be required to report to their assigned clinical sites as scheduled. The following guidelines must be followed:

- All clinical sites must be pre-approved by the Salt Lake Community College Mortuary Science Program Coordinator and/or faculty.
- Students will be assigned to a funeral home by the clinical coordinator to complete their clinical hours.
- Complete the required clinical tasks as assigned by the clinical coordinator.
- Assist embalming a minimum of 10 cases under the direct supervision of the assigned preceptor. This may require the student to work evening and weekend shifts.
- Students must not be paid during the time spent completing coursework requirements.
- Student must follow directions given by clinical site supervisor and other designated personnel of assigned funeral home during the clinical period.
- Students must report any absences or lateness to the clinical site supervisor.
- Students must comply with all internship site policies, procedures, and dress code as directed by the clinical site supervisor.
- Students may not disclose any personal information regarding the deceased or the client-family outside of the lab/clinical or classroom setting. Violation will result in immediate probation in the Mortuary Science Program.

If a student is dismissed for violations of the clinical rules or for student misconduct, she/he will not be able to continue in the program and will be subject to the dismissal and readmission policies. See page 21 of the Student Handbook concerning due process.

A list of performance and competencies that are required for each student to perform while in attendance at the clinical site will be given to the student the first week of the semester of clinical work by the clinical coordinator. Clinical hours and work requirements are determined by the individual funeral home.

Placement

Students are assigned by the Mortuary Science Program Coordinator to an approved funeral home. This will be the laboratory sessions for MORT 2400.

Several factors are used in determining the placement of students. These include but not limited to the following:

- Needs of the funeral home

- Individual student needs
- Employment needs of the student
- Location of the funeral home

Once a student is assigned to a funeral home, he or she may only be reassigned for unlawful or unethical behavior towards the student by the clinical site preceptor.

The College does not approve paid clinicals or simultaneous paid employment when meeting coursework objectives. If students are employed by their fieldsite, they must clock in/out of regular employment when completing educational requirements. The preceptor is responsible to authorize and supervise that process.

A more complete listing of requirements will be given just prior to the start of the clinical.

Due to contracts and regulation with some of our clinical partners, there may be additional tests or screens that you will be required to complete in a timely manner to be placed at that facility per our contract agreement with the particular facility. You will be notified of these as a part of the placement process. If you choose not to complete these additional tests, you will be placed at another facility.

If the student has a criminal background issue, placement for clinical education would be dependent on finding a site which allows a student with a positive criminal background which may not happen depending on the particulars of the crime. The program is not required to reassign a student to another site due to issues in a student's background if a site refuses to take a student due to a background issue. The program will attempt to find one placement for each student, but cannot accommodate multiple attempts to place students at alternate sites due to background issues. Students should seek the advice of the division associate dean and legal counsel regarding any issues found in a student's background report. A criminal background check may also be completed by the clinical site in which the student must participate and may be asked to pay for. Expungement of the offense is suggested before entering the professional program. ** *It is the student's responsibility to check the licensing agency of the state in which he/she wished to practice to determine that state's requirements.*

PART FIVE

FORMS AND OTHER INFORMATION

Program Evaluation

Salt Lake Community College Mortuary Science Program will evaluate their educational effectiveness through the survey of currently enrolled students, graduates, alumni, and employers. All evaluations are confidential, and only summarized results are utilized to evaluate the curriculum and determine the need for program improvement.

Students will have several opportunities to evaluate the program. Students will evaluate course content, instructors, practicum settings, clinical experience and educational material at the end of each semester and at the conclusion of the completed program.

Program evaluations are completed by graduating students at the time of program completion and within six months post-graduation. The completions of the evaluations are required and must be submitted.

Employers of Mortuary Science graduates have the opportunity to complete performance evaluation six months post-graduation of each graduate.

**SALT LAKE COMMUNITY COLLEGE
MORTUARY SCIENCE PROGRAM
CONFIDENTIALITY AGREEMENT**

Academic Year _____

The Salt Lake Community College Mortuary Science Program recognizes the professional responsibility of the students to maintain confidentiality of the information throughout classroom and practicum activities. Issues of confidentiality could include students, faculty, clients, and/or agencies or funeral homes.

Confidentiality is defined as “private, secret; entrusted with confidences; containing information whose unauthorized disclosure could be prejudicial” (Webster’s New Collegiate Dictionary, G & C Merriam Company 1973). This includes any verbal, non-verbal, inference, explicit, or implicit information received by the student while engaged in an academic endeavor and as a student of Salt Lake Community College.

Disclosure of any information by a student to any third party is a violation of confidentiality. The duty of confidentiality may not be waived. Upon a request of a disclosure of information by any individual or agency, including law enforcement agencies, the student should immediately consult with his/her instructor and/or Risk Management.

I do hereby state that I understand the definition of confidentiality; I understand the right to confidentiality; I understand the consequences of breach or violation of confidentiality; and I agree to uphold and an individual or agency’s right to confidentiality while enrolled in the Salt Lake Community College Mortuary Science Program.

Name _____

Signature _____

Date _____

**SALT LAKE COMMUNITY COLLEGE
MORTUARY SCIENCE PROGRAM
STUDENT HANDBOOK AGREEMENT**

Having read this student handbook and the College Student Code of Conduct, I now understand what is to be expected of me and I agree to abide by all of the terms that are listed within this Mortuary Science Program Student Handbook. I also understand that I may not be allowed to return to either a present or former employer (either paid or non-paid position) for the practicum period and further agree to participate in the program's educational assessment process.

I further agree to participate fully in the program's educational assessment process.

Name _____

Signature _____

Date _____

**SALT LAKE COMMUNITY COLLEGE
MORTUARY SCIENCE PROGRAM
NATIONAL BOARD EXAMINATION STATEMENT OF
UNDERSTANDING**

I understand that as a requirement for graduation from the Salt Lake Community College Mortuary Science Program that I must sit for both the science and art sections of the National Board Examination prior to the granting of my degree from the college. The cost of this exam is the responsibility of the student. Upon notification from the International Conference of Funeral Service Examining Boards, Inc. regarding my completion of the examination, the registrar will then grant the degree if all other requirements for such degree are met.

Name _____

Signature _____

Date _____