

Faculty Handbook & Safety Manual

2016-2017 Academic Year



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FMC



FINE
Mortuary
College

FINE Mortuary College, LLC: A Private Two Year College

150 Kerry Place
Norwood, MA 02062

Environmental Policy

FINE Mortuary College, LLC: A Private Two Year College (FMC) places great importance on the environment and aims to manage its activities, the building and its surrounds in a manner that promotes environmental sustainability, conserves and enhances natural resources and prevents environmental pollution. It will strive to deliver a continual improvement in its environmental performance.

Equal Opportunity & Inclusion Policy

Fine Mortuary College, LLC: A Private Two Year College (FMC) remains committed to providing equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics or political affiliation. Employment discrimination based on these traits is unlawful under both state and federal law. In addition to federal law requirements, FINE Mortuary College, LLC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, training, and other terms and conditions of employment. FINE Mortuary College, LLC expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of FINE Mortuary College's employees to perform their job duties may result in discipline up to and including discharge.

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No part of this document, including the cover and graphic designs, may be reproduced or transmitted in any form, by any means (electronic, photocopying, recording, or otherwise) without the written prior permission of the College.

The Faculty Handbook & Safety Manual are designed to familiarize faculty with FMC standards of conduct, academic requirements, practices, policies, and procedures. All faculty members are expected to adhere to the standards set forth in this document. Failure to adhere to these standards may result in disciplinary action up to and including termination of employment. The content of this Faculty Handbook & Safety Manual is subject to continuous review by the leadership and governance of FMC. Content may be changed without notice by the leadership and governance. Each subsequent edition of the Faculty Handbook & Safety Manual shall supersede all prior editions. Comments and criticism may be directed to the leadership of FMC.

The Faculty Handbook & Safety Manual have undergone annual revisions. This document does not constitute a contract between FMC and the employee, but rather, it has been prepared to assist in the process of being a successful and committed faculty member of FINE Mortuary College, LLC. All faculty members are encouraged to familiarize themselves with the information contained within. The most up-to-date Faculty Handbook & Safety Manual are on the FMC website.

Revised July 2016

Dear Faculty,

Welcome!

We are grateful you have chosen to teach for FINE Mortuary College, LLC: A Private Two Year College (FMC).

Funeral service education has an invaluable impact on our communities as it prepares traditional funeral professionals to assist families during a most challenging and emotional time. Therefore, educating students for a future in the funeral service profession has a value without measure.

In support of what you do, we have prepared this Faculty Handbook and Safety Manual, which seeks to:

- Provide important information, policies, and procedures pertinent to FMC faculty.
- Promote communication among faculty, staff, administration, and students, serving as a constant means for improving the College.

Please review this handbook carefully, and let College administration know if you have any questions.

Sincerely,

President Sherry Jones
FINE Mortuary College, LLC: A Private Two Year College

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Important

Materials belonging to FINE Mortuary College, LLC: A Private Two Year College (FMC)

Faculty should be aware that all courses and all materials relating thereto, in whatever form, that the faculty member is engaged to teach are and shall remain the sole and exclusive property of FINE Mortuary College, LLC: A Private Two Year College, and that all models, curricula, programs, materials, and systems designed or developed by the faculty member in connection with the teaching of course(s) shall be and remain the sole and exclusive property of FMC. The faculty member also hereby grants to FMC an unlimited license to use any content that the faculty member creates as part of teaching the College's course(s), such content to be provided in a form satisfactory to FMC that can be archived and that may be used by FMC in any future FMC courses.

Fall 2016 Academic Calendar

Milestone	Week	Fall 2016
Orientation Day (B=Break)	B3	Wednesday, August 10, 2016
First Day of Term / Classes Begin	1	Monday, August 15, 2016
Last Day to Drop/Add without penalty	1	Thursday, August 18, 2016
Labor Day - College Closed	4	Monday, September 5, 2016
Midterms (Week of)	5	Monday, September 12, 2016
Registration week begins for next term	7	Monday, September 26, 2016
Finals (Week of)	10	Monday, October 17, 2016
Last Day of Term	10	Thursday, October 20, 2016
Grade Reports Posted	B1	Thursday, October 27, 2016
Break Week	B1	Monday, October 24, 2016
Break Week	B2	Monday, October 31, 2016

Winter 2016-2017 Academic Calendar

Milestone	Week	Winter 2016-17
Orientation Day (B=Break)	B2	Wednesday, November 2, 2016
First Day of Term / Classes Begin	1	Monday, November 7, 2016
Last Day to Drop/Add without penalty	1	Wednesday, November 9, 2016
Thanksgiving Holidays Start	B	Monday, November 21, 2016
Classes Resume	3	Monday, November 28, 2016
Midterms (Week of)	5	Monday, December 12, 2016
Winter Holiday Break (Week of)	B1	Monday, December 26, 2016
Winter Holiday Break (Week of)	B2	Monday, January 2, 2017
Classes Resume	7	Monday, January 9, 2017
Registration week begins for next term	7	Monday, January 9, 2017
Finals (Week of)	10	Monday, January 30, 2017
Last Day of Term	10	Thursday, February 2, 2017
Grade Reports Posted	B1	Thursday, February 9, 2017
Break Week	B1	Monday, February 6, 2017
Break Week	B2	Monday, February 13, 2017

CALENDAR CHANGES. The College's Academic Calendars are subject to change at administration's discretion, and from time to time, weather and other events may require that College adjust regularly scheduled classes, events, and other College activities. All students are expected to monitor College communications for updates regarding any changes.

Spring 2017 Academic Calendar

Milestone	Week	Spring 2017
Orientation Day (B=Break)	B2	Wednesday, February 15, 2017
First Day of Term / Classes Begin	1	Monday, February 20, 2017
Last Day to Drop/Add without penalty	1	Thursday, February 23, 2017
Midterms (Week of)	5	Monday, March 20, 2017
Registration week begins for next term	7	Monday, April 3, 2017
Finals (Week of)	10	Monday, April 24, 2017
Last Day of Term	10	Thursday, April 27, 2017
Grade Reports Posted	B1	Thursday, May 4, 2017
Break Week	B1	Monday, May 1, 2017
Break Week	B2	Monday, May 8, 2017

Summer 2017 Academic Calendar

Milestone	Week	Summer 2017
Orientation Day (B=Break)	B2	Wednesday, May 10, 2017
First Day of Term / Classes Begin	1	Monday, May 15, 2017
Last Day to Drop/Add without penalty	1	Wednesday, May 17, 2017
Memorial Day - College Closed	3	Monday, May 29, 2017
Midterms (Week of)	5	Monday, June 12, 2017
Registration week begins for next term	7	Monday, June 26, 2017
Independence Day - College Closed	8	Tuesday, July 4, 2017
Finals (Week of)	10	Monday, July 17, 2017
Last Day of Term	10	Thursday, July 20, 2017
Grade Reports Posted	B1	Thursday, July 27, 2017
Commencement	B1	Friday, July 28, 2017
Break Week	B1	Monday, July 24, 2017
Break Week	B2	Monday, July 31, 2017
Break Week	B3	Monday, August 7, 2017

Academic Calendars 2016-2017

FINE Mortuary College, LLC: A Private Two Year College 2016-2017 Academic Year

August 2016						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
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25	26	27	28	29	30	

October 2016						
Su	M	Tu	W	Th	F	S
						1
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23	24	25	26	27	28	29
30	31					

November 2016						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	M	Tu	W	Th	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Calendar Template by calendarlabs.com

Fine Mortuary College, LLC: A Private Two Year College (FMC)

Address

150 Kerry Place
Norwood, MA 02062

Contact Information

Phone: 781-762-1211
Fax: 781-762-7177
Email: info@fmc.edu
Website: www.fmc.edu

FMC Hours of Service

Main/Admissions/Business Office

- Monday – Thursday 8:30am – 6:30pm
- Friday – Closed

Library

- Monday – Thursday 8:30am – 9:40pm
- Friday – Closed

Financial Aid

- Monday – Thursday 8:30am – 6:30pm
- Friday – Closed

FMC Email Accounts

Faculty are provided with an FMC email account (name@fmc.edu). Faculty should check their FMC account regularly and use only this account to communicate with FMC students, staff, and other instructors. Using only this account to communicate with FMC students and personnel ensures a permanent record exists of all College-related communication. Using their FMC account also ensures that faculty stay up to date with College announcements, including individual messages affecting their courses, employment, and students' progress.

Getting Help with an FMC Account

If faculty members have problems with their FMC email account, they should contact the main office for assistance.

Important Phone #s	Important Email Addresses	Important Web URLs

About FINE Mortuary College, LLC (FMC)

FINE Mortuary College, LLC: A Private Two Year College (FMC) was established with the intent to improve the stature of the funeral profession. FMC provides a rigorous academic education and a strong program in practical training.

Upon completion of their programs, FMC's graduates:

- have the foundation for high ethical standards;
- demonstrate sensitivity and compassion towards those experiencing grief;
- communicate professionally and clearly;
- accept leadership as role models within their communities;
- evidence pride in the funeral profession.



The Funeral Service Oath

I do solemnly swear by that which I hold most sacred:

- That I shall be loyal to the funeral service profession, and just and generous to its members;
- That I shall lead my life, and practice my art, in uprightness and honor;
- That into whoever's house I shall enter it shall be for the benefit of those bereaved;
- That I shall obey the civil laws;
- That I shall be faithful to those who place their trust in me.

While I continue to keep this oath, may it be granted to me to enjoy honor in my life and in my profession, and may I be respected by all people for all time.

History of FINE Mortuary College, LLC (FMC)

FINE Mortuary College, LLC: A Private Two Year College (FMC) began as the Funeral Institute of the North East in 1996. The school was founded with the backing of several funeral professionals and persons interested in promoting excellence in education in funeral service.

The founders were determined to emphasize comprehensive practical experience and excellent academic training, responsive to the needs of the fast-changing funeral profession.

FINE became authorized to grant an Associate Degree in Applied Science in Funeral Service in June, 2001. The student body grew from seven in 1996 to more than seventy by 2009. In 1999 FINE became eligible for Federal Financial Aid for students who qualified.

In March 2014, FINE welcomed a new President and Chief Executive Officer, Sherry Jones, and an Executive Vice President, Kevin Koch.

FINE Mortuary College, LLC: A Private Two Year College (FMC): Institutional Goals & Objectives

- To instill a high level of caring, professional attitudes and ideals, and a commitment to ethical standards of conduct within each of FMC's students;
- To instill in students a recognition of funeral service personnel as members of a human services profession;
- To provide students with the knowledge and experience to prepare human remains in a sanitary, safe, and acceptable manner for viewing and final disposition;
- To promote compliance with legal and regulatory frameworks and regulations impacting the funeral industry;
- To educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession;
- To provide a curriculum at the post-secondary level of instruction;
- To provide students with knowledge of and practical experience in funeral service sufficient to pass the National Board Examination (NBE) and enter the funeral service profession;
- To provide students with tools to meet the emotional needs of the bereaved families and friends;
- To enable students to communicate effectively with professionals in the health, law, and business fields;
- To prepare students to capably use funeral service-specific technology;
- To expose students to vendors serving the funeral service profession;
- To prepare students to take leadership roles in the communities they serve;
- To provide the skills necessary for completing research in the funeral service field.

Authorization

FINE Mortuary College, LLC: A Private Two Year College (FMC) is authorized by the **Massachusetts Board of Higher Education** to award the following degree:
Associate in Applied Science in Funeral Service

Accreditation

The Funeral Service program and FINE Mortuary College, LLC: A Private Two Year College (FMC) are accredited by the **American Board of Funeral Service Education (ABFSE)**
3414 Ashland Ave., Suite G
St. Joseph, MO 64506
Phone: (816) 233-3747
Web: www.abfse.org

Membership Affiliations

American Board of Funeral Service Education, Inc.
National Association of Colleges of Mortuary Science
TheFuneralServiceProfessional.Com
National Funeral Directors Association
Massachusetts Funeral Directors Association
International Conference of Funeral Service Examining Boards
National Association of Student Financial Aid Administrators

2014 PROGRAM STATISTICS

# of New Students	# of Grads	Timely Grad*	% Employed	Left Before Completion**
43	16	100%	75%	5

* *Timely graduation = complete program in 1½ times designated program length.*

** *Left before completing the program; did not finish*

Source: ABFSE (<http://www.abfse.org/html/dir-ma.html>)

FMC Campus Overview

The FMC building contains four classrooms, a mock embalming room, and a multimedia area including a library, computer lab, and restorative art lab.

A separate funeral service merchandise display and museum area highlights the many industry-related artifacts and pictures located throughout the school.

A kitchen and faculty lounge provide break areas for faculty. The lounge includes faculty mail boxes as well as printing, copying, and teaching and office supplies.

A conference room is centrally located for faculty, staff, and student use.

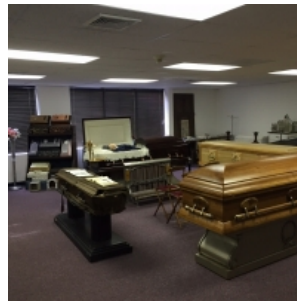
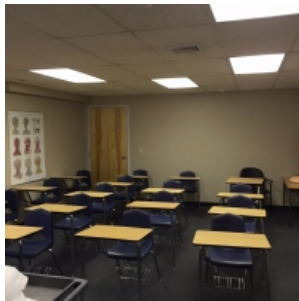
The facility provides equal access for those with physical challenges.



Faculty Parking

Parking is free in spaces designated for FMC.

The College is not responsible for damage or loss of vehicles or personal items occurring in the facility parking lot. Faculty and staff should take measures to secure their vehicles and their contents.

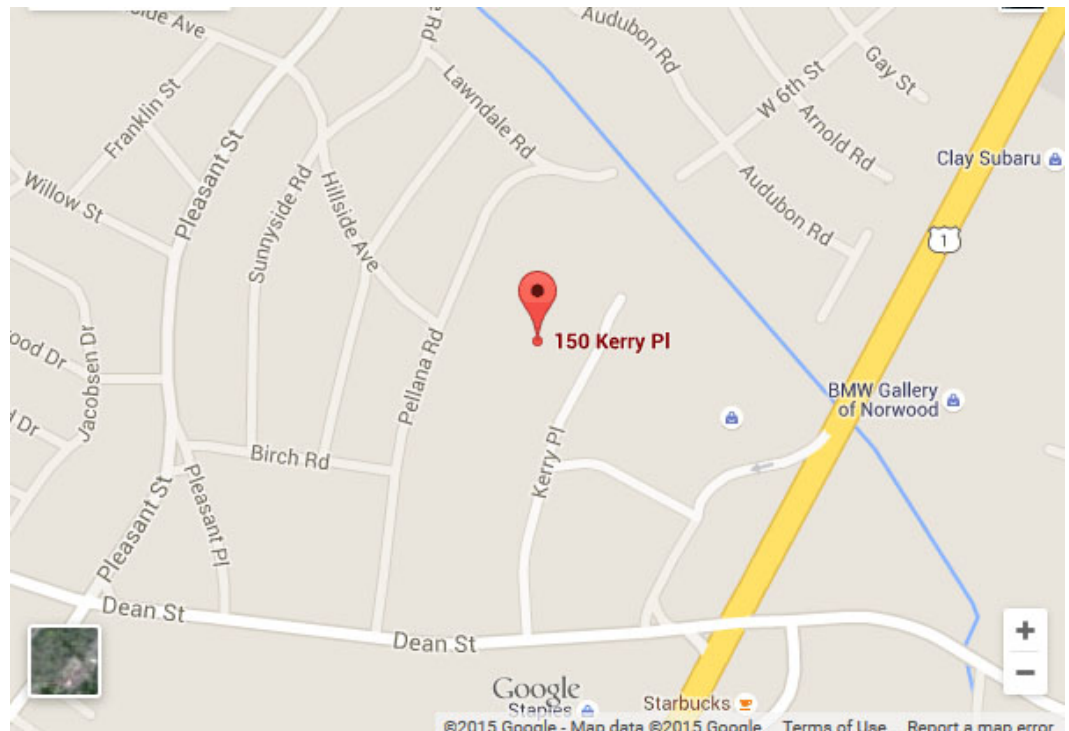


Directions to FMC

Location: 150 Kerry Place, in Norwood, MA, about 30 minutes west of Boston and about 30 minutes north of Rhode Island.

From North & South: Exit 11B off I-95 toward Norwood onto Neponset Street. After approximately ½ a mile, exit left onto Dean Street. At the bottom of hill (still Dean St.), cross Route 1, and then take the 2nd right onto Kerry Place

From Cape Cod: Take Exit 15A off I-95 and From the North: Exit 15B off I-95 toward Norwood onto Route 1 South. After about a mile take the Dean Street exit to the right. 150 Kerry Place is on the left, almost at the end of the street. Look on the left for sign with the FMC logo.



Kitchen

The Kitchen area is for the use of faculty, staff, and students at times not scheduled for other activities.

During free time, faculty may use all facilities in the Kitchen. The Kitchen is open during regular school hours.

The Kitchen offers a large table and chairs, refrigerator, microwave, sink, and cabinets. Also found in the Kitchen are a whiteboard and a bulletin board with community information.

Faculty are asked to be courteous and keep the Kitchen clean and safe.

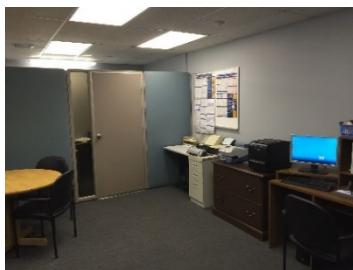
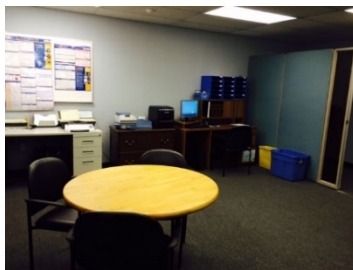
Food and drink left in the refrigerator or the Kitchen more than one week will be considered abandoned and will be thrown out.

Drinking alcohol and smoking are not permitted in any FMC building.

The Faculty Lounge is provided for faculty use. The Lounge is located next to the administrative offices and is open during regular school hours.

Faculty can use the Lounge for quiet discussions, class preparation, and relaxing between classes. In the lounge, faculty will find their mail boxes, scantron machine, and an office phone as well as printing, copying, and teaching and office supplies.

Faculty are asked to extend courtesy to their colleagues and all members of the FMC community by helping to keep the Faculty Lounge clean and safe.



Fire Drills & Alarms

Faculty and students are required to exit the building immediately any time the fire alarm sounds.

Refer to the FMC Safety Manual for egress routes and instructions.

Faculty Use of the FMC Building

CONFERENCE ROOM. To book the conference room, a faculty member should contact the main office. Advance notice will ensure that no scheduling conflicts occur.

KEYS. If a faculty member needs a key to the building, s/he must make arrangements with the Executive Vice President (EVP).

CLASSROOM CHANGES. To change classrooms, a faculty member should contact the administration so arrangements can be made.

LOCKING THE BUILDING. If a faculty member is the last to leave the building after teaching a class, s/he must turn out the lights in the building, make sure no one is left in the building, and ensure the front door is locked.

MAKEUP CLASSES ON DAYS BUILDING IS CLOSED. If a faculty member needs to make up or hold class on a day the College is closed, s/he must make arrangements in advance with the administration.

Crime Awareness & Campus Security Act

The Campus Security Act of 1990 requires that all schools compile and distribute an annual campus security report on or before October 1st each year. This report provides statistics of crimes that occurred on campus for the last three years, as well as a description of our school's policies concerning campus security. FINE Mortuary College (FMC) distributes this report annually to all currently enrolled students and all faculty and staff.

More detailed information on the College's policies on campus security as well as campus security reports can be found on the FMC website (www.fmc.edu), in FMC's Catalog, and at <http://ope.ed.gov/security/>



Faculty Announcements & Messages

General announcements are emailed, posted on the information board in the Student Lounge, and often placed on the FMC Facebook page. Faculty should check their FMC email account daily for any College announcements.

Confidential and privacy-sensitive documents will be sent directly to the faculty member via email and USPS mail.

Cancelling Class

All faculty members should create a phone and email chain of students in their courses. A copy of the phone/email chain for each course should be submitted to the Program Director (PD) or designee by the end of the second week of classes.

If an instructor must cancel class, s/he should announce the cancellation during the previous class. If the cancellation is sudden, s/he should use the email/phone list to let students know class will not meet. The instructor should also notify the main office. ***Please note that the office cannot notify students of class cancellations. Instructors must notify students.***

Instructors must re-schedule any missed classes. To re-schedule a class, instructors must use the **Class Date/Time Change Form** (available in this handbook and the main office). The entire class must agree on the date and time for the makeup class, and all members of the class must sign the Class Date/Time Change Form.

Weather & Emergency Cancellations

For weather or other issues requiring class cancellations, the President or designee will determine a cancellation and notify WBZ radio.

Faculty are advised to tune into 1030am, WBZ radio, or to access the WBZ website at www.WBZ.com for updates on FMC closure. If possible, an announcement will also be placed on the FMC Facebook page.

Smoking Policy

- The designated smoking area on FMC campus is located to the right (East) of the main entrance to the College. There are two cigarette receptacles located there. One is free standing and the other is adhered to the building. Please deposit all cigarette butts in one of these containers.
- There is to be no smoking inside the building at any time or outside of the main entrance.
- The main entrance must be clear for any person who attempts to enter or exit the College.

Library & Multimedia Center (MMC)

The Library Media Center houses print and non-print materials in support of the curriculum and relevant to topics such as death and dying, life's changes, and the celebration of life.

All of the materials, whether books, periodicals, audiovisual equipment, media, computers, software, models or charts, are carefully chosen to provide the best possible resources for student and faculty use.

Commercial databases and a funeral service-only database are available in the Multimedia Center for the use of all FMC persons, including faculty.

Faculty members are responsible for all items they leave in the library. Any items turned in will be available in the main office.

A staff member is on duty while College is in session and can help students and faculty find and access information to guide them in their reference and research projects, and to provide instruction and support in the use of available resources.

Current Publications & Articles

Articles of interest are on display counters or tables in the FMC building. Faculty are encouraged to email or bring in news articles related to funeral service to add to the collection.

Several databases for faculty and student use are available online in the Multimedia Center, including an in-house database dedicated exclusively to funeral service.

Resource Loan Policies

Faculty can check out books and other materials from the FMC Library. The College appreciates prompt return of these materials. For overdue or lost materials, faculty may be charged fines or replacement costs.

Reserve and reference materials cannot be removed from the library/office. They are obtained from the main office personnel.

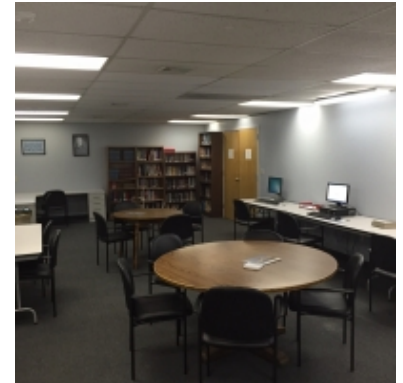
Students may borrow books for a one-week period, and some videos, models, charts and software (including CD-ROMs and DVDs) for overnight use.

Magazines and journals do not circulate until at least one month after the publication date, and then only if there is a duplicate copy available.

Study copies of non-circulating materials may be made at the copy machine at a cost to students and, for faculty, at a possible cost, depending on volume.

For students, a fine of 25¢ per day per item will be charged for late return of borrowed materials. The maximum fine for overdue materials is \$10.00, or cost to replace the materials, if necessary.

A student will not be graduated from the College until all financial obligations are met.



Library Services

- *Free internet access
- *Study and work tables
- *Multiple computer stations
- *Large reference collection



Library & MMC Hours of Operation

Faculty may use the Library and Multimedia Center, including its computers, during normal in-session operating hours, except when reserved for classes.

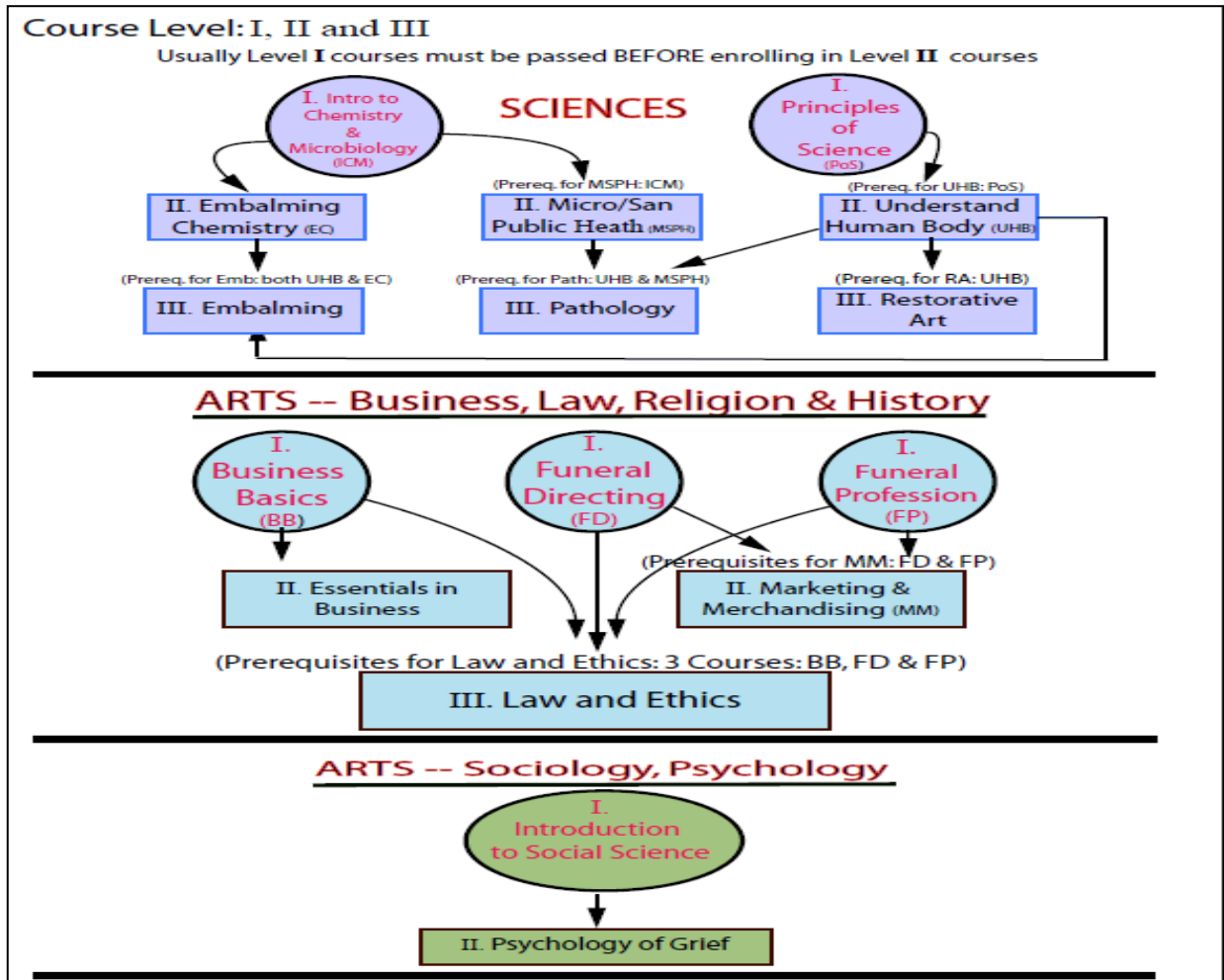
FINE Mortuary College, LLC: A Private Two Year College (FMC): Degree Program & Course Sequence Diagram

FINE Mortuary College (FMC) offers the **Associate in Applied Science in Funeral Service**. The degree program consists of 19 in-class courses at three credit hours each, plus two five-credit hour hands-on practical application courses, for a total of 67 credit hours.

FMC offers four quarters per academic year: Fall Term, Winter Term, Spring Term, and Summer Term.

The chart below will help students plan the courses they will take. Courses are divided into levels (I, II, and III). Level I courses have no prerequisites and can be taken at any time. To take a Level II course, a student must complete any Level I courses that are prerequisites for that Level II course. For Level III courses, a student must complete any Level II courses that are prerequisites for the Level III course. In the chart, levels and prerequisites are indicated by arrows.

Once students have completed all Level I, II, and III courses, they may take the final sequence of courses: two Clinical Cooperatives, Reflections, and Comprehensive Studies. These final courses are not pictured in the chart below. However, the next page lists all the courses required for an FMC degree.



List of Courses: FINE Mortuary College, LLC (FMC)

SS101	Introduction to the Social Sciences
PS101	Principles of Science
BB101	Business Basics
CM101	Introduction to Chemistry/Microbiology
SE102	Issues and Concerns for Modern Professionals*
NS201	Understanding the Human Body
EC212	Embalming Chemistry
FP212	Funeral Profession
PS212	Psychology of Grief
FD221	Funeral Directing
EB221	Essentials of Business
EM221	Embalming
SP221	Microbiology/Sanitation/Public Health
LE230	Law and Ethics
RA230	Restorative Art
PA230	Pathology
MM230	Marketing and Merchandising
RF302	Reflections*
CC306	Clinical Cooperative I*
CC307	Clinical Cooperative II*
RV232	Comprehensive Studies*
SK099	Study Skills (does not count toward GPA)
DS099	Directed Studies (does not count toward GPA)

* IMPORTANT INFORMATION about final course sequence:

- A minimum of 51 earned credits must be completed to be eligible to enroll in the Clinical Cooperative program. All prerequisites must be completed.
- The following three courses may be taken concurrently if Reflections and Issues/Concerns have not already been completed in a prior term.
 - Clinical Cooperative I (CC306)
 - Reflections (RF302)
 - Issues and Concerns for Modern Professionals (SE102)
- The following two courses are taken in the last term and/or the Comprehensive Studies course may be taken on its own the term after completing CC307.
 - Clinical Cooperative II (CC307)
 - Comprehensive Studies (RV232)

These courses are described more fully in
the FMC Catalog, available at

www.fmc.edu

National Board Exam (NBE): Requirement to Graduate

Students must take the comprehensive National Board Examination (NBE) as a condition of graduation from FINE Mortuary College, LLC: A Private Two Year College (FMC).

In educating FMC students, faculty are engaging in the important work of preparing these students for the NBE.

NBE Pass Rates

Faculty can access National Board Examination scores, graduation rates, and employment rates for FMC and other ABFSE-accredited programs at www.abfse.org.

This information includes the annual passage rate of first-time takers on the NBE for the most recent three-year period for FMC and all ABFSE-accredited programs.

Faculty can request a printed copy of the FMC program's scores and rates from the College.

FMC Email Accounts

All faculty are given an FMC email account (name@fmc.edu).

Faculty should check their FMC account regularly and use only this account when communicating with students and other faculty and staff. Using an FMC account will ensure that all communications among members of FMC are stored in one place.

Syllabus, Class Meetings, & Course Material

The College requires faculty to:

1. Submit to the Program Director (PD) or designee a copy of the syllabus for their course(s). Syllabi should be submitted at least once per academic year, at the start of the Fall term, as well as whenever the syllabus has been updated. For items required on the syllabus, see Syllabus Template in Appendix.
2. Meet with each scheduled class on time and throughout the term.
3. Complete, at a minimum, the material in the assigned outline(s) and glossaries as set forth by the American Board of Funeral Service Education (ABFSE) or revised from the ABFSE outlines.
4. Cover the course material according to the presentation format determined by the academic administration of the College.

For questions related to specific courses or fields of study, faculty members should speak with the Program Director or designee.

Faculty Facilities & Support

The College provides the following instructional support:

1. Mail box in Faculty Lounge.
2. Use of telephone for College business and local calls.
3. Copy machines.
4. Computers and printers.
5. LCD for classroom use.
6. Audio Visual Aids:
 - a. Overhead projectors and acetates.
 - b. 35mm projector and slides.
 - c. DVD, TV, and radio connection.
7. Scanners with appropriate software.
8. Large collection of subject material DVDs and CD-ROMs.
9. Mock Embalming Room.
10. Models and demonstration materials.
11. Internet connection in Library & Multimedia Center.
12. Free wireless connection to the internet throughout the College.

Faculty who need additional tools for their courses should speak with the Program Director (PD) or designee.

Faculty participate in selecting the best textbooks for FMC students.

Faculty are encouraged to inform the College when newer editions of textbooks are released or when they find a textbook that may better suit a course.

Copyright Policy

FMC respects the intent and the letter of copyright and intellectual property law. All members of the FMC community, including faculty, are expected to abide by legal and ethical practices that honor copyright owners.

Preparing for Class

- Course syllabus must be created according to the College’s approved syllabus format (see Appendix for Syllabus Template). Once completed, faculty member must submit a copy of the syllabus to the Program Director (PD) or designee for approval. Approved syllabi are saved in the FMC repository. Once approved, the syllabus should be distributed the first day of class.
- Faculty should prepare for every class before class is in session. Faculty should plan topics and activities and not arrive at their FMC class unprepared as students recognize when faculty have prepared and respond accordingly with respect and focus.
- Faculty are encouraged to provide in-class exercises or handouts as study aids and supplements to the course texts.
- Faculty must follow the ABFSE outlines and be sure to use the ABFSE glossaries. Students cannot have the outlines; however, National Board Exam (NBE) questions come from the outlines so the outlines represent the minimum material that a faculty member **MUST** cover in any class. Students have copies of the glossaries and must be taught the definition and use of all terms as given there. These terms are commonly used on the NBE.
- To involve students of all learning styles, faculty members should plan and use several different teaching techniques within a given class. Examples of teaching techniques include, but are not limited to, the following:
 1. Lectures.
 2. MS PowerPoint with illustrations or other visual aids to help those who are visual learners.
 3. Oral presentations by students. Students should be taught that preparation is key to a good presentation and that extemporaneous speeches are usually not at all good.
 4. Class written work and class correct (other than quiz).
 5. Group class work. Faculty should ensure that all students contribute to their group’s work.
 6. Question and answer (Q&A) time.

Student Advising, Registration, Course Add/Drop

Advising, registration, add/drop, and related matters are managed by campus administration.

For courses they teach, faculty are welcome to discuss course material and readiness with students.

However, for approvals and questions about course sequence, exceptions, credit hours, graduation requirements, etc., faculty should refer students to the main office.

Writing Letters of Recommendation

Students may ask faculty to write recommendation letters for scholarships, grants, clinical cooperatives, interviews, and other reasons. Although faculty are not required to write letters, the College is grateful to faculty who take the time to write these letters.

Planning Extracurricular Activities

All field trips, guest speakers, and visitors must be approved in advance by the Program Director (PD) or designee. Faculty must obtain permission in writing from the PD or designee, and then complete and submit all required paperwork (see Appendix for Field Trip Approval Form).

NOTE. Paperwork from students (release forms, etc.) must be submitted at least three weeks in advance of any planned field trip.

Managing Student Attendance

The U.S. Department of Education, Office of Student Financial Assistance requires that educational institutions that receive federal financial aid funds verify the attendance of every student receiving these funds. If the student receiving these funds is not attending classes, the funds must be returned to the Department of Education. For these reasons, faculty should follow all attendance policies as outlined by the College.

- The 85% attendance requirement applies to face-to-face class meetings and to Distance Education (DE) courses. For DE courses, student attendance is defined as active participation as outlined in the course syllabus.
- The attendance policy states a minimum absence from class of no more than 15% with each late attendance counting as 5% or ½ absence.

Attendance can significantly affect a student's grades and enrollment at FMC. Thus, faculty should be familiar with the College's attendance requirements. FMC's Attendance Policy is included on this page for faculty reference.

QUESTIONS? ASK.

Appeals of Attendance Policy

Students requesting an appeal of the attendance policy may be granted a one-time exception to the attendance policy if they are able to provide supporting medical documentation in the case of illness or satisfactory documentation to substantiate the reason for absence.

FMC Attendance Policy

To ensure success, students should strive to attend all class meetings. All FMC students, including those taking a course as audit, are expected to attend ALL class meetings of each course. If attendance for a course falls below 85%, the student will be administratively withdrawn from the course for the rest of the term and will receive a notation on the transcript of F* (Failure for non-attendance) for that course.

How is "Lack of Attendance" Defined?

Lack of attendance refers to missing any part of a class meeting. Arriving late to class, returning late to class after an approved break, or leaving class before it has been dismissed will be counted as lack of attendance.

Petitions for Excused Absences

In rare circumstances, a student may petition the College at least two weeks in advance of an absence to request a waiver of the Attendance Policy. Students should contact the Program Director (PD) or designee for information on submitting a petition.

An attendance waiver is not guaranteed. The College will decide on the petition and advise the student in writing. If the waiver is approved, the College will define the number of times the student may be absent from class before s/he is administratively withdrawn from the class for the rest of the term. The instructor will be notified by the College in writing of the approval and terms of the waiver.

Attendance in Distance Education Courses

In Distance Education (DE) courses, student attendance is defined as active participation as outlined in the course syllabus. Students who do not maintain active participation in a DE course will be processed according to the College's Attendance Policy. As indicated in the FMC Catalog, students are required to attend 85% of the class meetings for each course unless a waiver has been approved by the College.

Students with Disabilities



In keeping with the Americans with Disabilities Act (ADA), as amended, FINE Mortuary College, LLC: A Private Two Year College (FMC) is committed to supporting students with disabilities in their pursuit of an education.

Students undergo careful screening to receive approval for accommodations for a disability. Faculty with students who have been granted an accommodation by the College must comply with the agreement.

To protect faculty and students, faculty should not make an accommodation for any student unless the student has undergone screening and received approval from the College.

Accommodations are made on a case by case basis according to the needs of each student. Beyond this, in planning and managing their classes, faculty can support student diversity (learning styles, culture, physical ability) by doing the following:

- Present key content in more than one format, for example, providing lectures, written discussion summaries, and/or media-based content along with actively managing the weekly discussions.
- Provide an appropriate variety and number of assessments (exams and assignments) to ensure that students can adequately demonstrate knowledge and skill in the subject.
- Consider students' range of visual capabilities when choosing font colors and sizes, layout, etc.
- Provide transcripts for audio/video materials. (While not always necessary, this is good practice.)



**Questions about disabilities and accommodations?
Contact the Program Director (PD) or designee.**

Cheating & Academic Dishonesty

FMC maintains high standards for academic work and rigorous penalties for cheating, plagiarism, and other forms of academic dishonesty. The College's **Academic Honesty Policy** is included in the Appendix to this Faculty Handbook as well as in the Student Handbook and Catalog. Students are expected to know and follow this policy.

If a faculty member suspects a student of academic dishonesty, this faculty member should inform the Program Director (PD) or designee to discuss options for investigating possible dishonesty fairly and, if dishonesty has occurred, deciding how to respond.

Midterm Academic Progress (MAP) Reports

Grading Scale: FINE Mortuary College, LLC (FMC)

Grade Equivalent	Interpretation	Percentage/Numerical	Grade
A	Superior	100 – 97	4.0
A-	Excellent	96 – 92	3.7
B+	Very, Very Good	91 – 89	3.5
B	Very Good	88 – 86	3.0
B-	Good	85 – 84	2.7
C+	Good	83 – 81	2.5
C	Acceptable	80 – 78	2.0
C-	Acceptable	77 – 75	1.7
D+	Failing	74 – 72	1.5
D	Failing	71 – 70	1.0
F	Failing	below 70	0.0

Instructors use the Midterm Academic Progress (MAP) Report form as an early warning system to report students who may be in academic jeopardy or failure due to a variety of reasons.

Each term, the College sends an email reminder to its instructors to inform them about MAP procedure.

MAP forms are normally completed between the fifth and sixth week of the term to allow sufficient time for appropriate follow-up with the students.

The Midterm Academic Progress (MAP) Report form is included in the Appendix.

Non-contributing Marks

The following are not used to calculate GPA. These marks provide no grade points per credit.

- W Withdrew without penalty
- WP Withdrew passing
- WF Withdrew failing
- AW Administrative withdrawal
- F* Failure for non-attendance
- NC No credit
- TC Transfer credit
- R Repeat course
- I Incomplete
- P Pass
- K On initial lists but never came to class



Important! What Is a Passing Grade at FMC?

To pass a course, a student must earn a minimum course average of 75% **AND** earn a minimum score of 75% on the final exam.

It is possible for a student to earn lower than 75% on a final exam, have a course average of 75% or higher, and yet still not pass a course.

In these cases, a grade of D+ will be assigned to the course. At FMC, grades of D+, D, and F are failing/non-passing grades.

In cases in which a student earns a D+, D, or F in a course, the student will have to repeat the course.

Final Grades

At the end of the term, faculty must submit final grades online within 24 hours of the last day of class, according to the institution's grade submission policies and schedules.

At the end of the first break (B) week, grade reports are sent via email to students.

The College does not allow instructors to give out final grades before grades are formally released during the break. This policy ensures consistency in final grade reporting.

Grading, Exams, Quizzes, & Assignments

All faculty should track attendance and keep records, providing copies to the College.



Instructors must retain academic property and student work such as gradebooks, papers, exams, etc., for one term after the course is completed.

- Faculty should grade and return assignments, quizzes, tests, and any other student work within a week.
- Quizzes should be taken by students, and corrected quizzes handed back at the beginning of the class the following week. Quizzes should then be reviewed with students, and the text of all quizzes turned back in to the instructor before the class moves to other things. Faculty should make certain that all quiz texts have been returned.
- The majority of questions on a quiz and on the midterm and final exams should be 4-choice multiple choice questions. FMC follows this policy because these are the type of questions used on the National Board Exam (NBE) and on most written State Board Exams.
- The midterm and final exams should be cumulative. The midterm should contain a minimum of 50-75 multiple choice questions and the final a minimum of 100 multiple choice questions.
- A minimum score of 75% on the final exam AND a 75% course average grade are needed to pass any course. This policy exists because 75% is the minimum to pass the National Board Exam.
- Faculty should use the Scranton machine to correct multiple choice questions and do an item analysis of the questions on each test. Faculty who do not know how to perform these tasks should ask for assistance. The analysis will help faculty know which questions are probably faulty or which subject areas may need more coverage. Questions most frequently answered incorrectly by students in a class often indicate faulty questions or subject matter needing additional emphasis.
- Faculty must keep clear and explicit records of grades and all not-so-positive interactions with students over grades. Dates, times, and a summary of any negative interactions should be noted and reported ASAP to the Program Director (PD) or designee. At times, students who argue too much about questions or content of an exam or class may be trying to slow down class progress or challenge the instructor's control or knowledge. These students should be asked to make an appointment to see the faculty member at another time. The instructor should have another faculty member or administrator present at the meeting between the instructor and any student.
- All final course grades must be based ONLY on individual work, not on group work or anything done outside of class. This policy exists because students must take and pass the National Board Exam in order to become licensed. If the individual student does not know the material, s/he cannot pass that exam to be licensed.
- No extra credit is given—the student should concentrate only on what s/he is supposed to be learning.
- Faculty should not scale grades upward for any reason. Falsely inflating grades will not help a student when that student needs to know the information to pass the NBE.
- The grading system at FMC is different and more stringent than most colleges. This is because students must earn 75% to pass the NBE. Grade ranges are listed in this handbook and the FMC Catalog.
- All faculty must submit final grades to the Program Director (PD) or designee within 24 hours of the last day of class.

Faculty-Student Communication: General Guidelines

Office Hours & Messages

- Faculty are expected to hold office hours as required by the faculty contract.
- Faculty are expected to list their office hours on the course syllabus and on their office door.
- Office hours should be posted, even if the faculty member is only available by appointment. The method for making an appointment should also be included in the posted information.
- If a faculty member cannot hold office hours, s/he should contact the main office so students can be informed that office hours are canceled for that day.
- Faculty should respond to students' phone calls, email messages, and other communications in a timely manner. A good goal to aim for is to respond to students within two business days of receiving a student's communication, preferably sooner.

Faculty and students have a mutual responsibility, within each course and at all times, to communicate in a civil and professional manner.

Instructors should announce in class, and include in their syllabus, their office hours (example: ½ hour before evening class; ½ hour after morning class). Faculty should accurately inform students about required assignments, exams, papers, projects, and timeframes for evaluation feedback. Faculty should make their expectation of students clear in oral and written communication (course syllabi) as well as their process for the timely return of student work.

Students who experience difficulty receiving information in courses should first discuss the matter with their instructor. If no acceptable solution is found, the Program Director (PD) or designee may be consulted.



Class Meetings

- Faculty are expected to arrive to class on time. In this way, faculty model professional behavior for students.
- All classes are scheduled for 4 hours and 10 minutes, as published. Classes are to meet for the full scheduled class time.
- There should be no more than two breaks of 10 minutes each, maximum, evenly spaced within the 4 hours and 10 minutes of class time.
- Faculty should require and enforce the attendance of students at a minimum of 85% of their classes. This includes completing, signing and dating, and turning in the absent/late form each week following the class. Being late includes arriving late to class, returning late from a break during class, and leaving early from class. (For more information, see Attendance Policy in this handbook.)
- Faculty members are responsible for ensuring an effective learning environment for all students in their classes. This environment encourages active student participation, including the right to raise questions and challenge information. Hence, faculty members also have the responsibility and authority to maintain appropriate student behavior.



Handling Student Conflicts

Faculty should not get into an argument with or challenge a student if they can avoid it. Faculty should NEVER end up in this situation without the presence of another faculty member, staff, or administrator in the same room/hall, etc.

Faculty should never close the door to a room with the faculty member and a student(s) alone in that room unless the faculty member is conducting a class. Even then, if there are only a couple of students in the class, faculty should leave the door open. This is for the faculty member's protection against false accusations by one or more students.

For all not-so-positive interactions with students, faculty should record the dates, times, and a summary of these events. Faculty should report these incidents ASAP to the Program Director (PD) or designee.

**Question about
managing conflicts &
emergencies?**

**Ask the
administrator in
charge.**

Responding to Aggressive Student Behavior

If a student is considered to be threatening or disruptive in the classroom, behaves in a way that interferes with the learning of other students, or refuses to fulfill the academic requirements of the course, the faculty member should address this problem immediately.

In these cases, faculty should record the dates, times, and a summary of these events. Faculty should report these incidents ASAP to the Program Director (PD) or designee.

Handling & Reporting Emergencies

Faculty should review the **FMC Safety Manual** (included with this handbook) and familiarize themselves with all procedures for handling and reporting emergencies.

All persons must evacuate the building in case of fire (see Safety Manual for maps/exit routes).

The following must be reported immediately to the administrator in charge:

- Accidents
- Altercations
- Hazardous or perilous conditions and presence of dangerous materials
- Vandalism
- Broken fixtures and furnishings
- Any situation that could endanger a person or the facility.

Managing & Submitting Forms

FINE Mortuary College, LLC (FMC) uses several forms to manage and track information and activities. Please use these forms as needed. Important forms at FMC include:

- Field Trip Approval Form
- Class Date/Time Change Form
- Midterm Academic Progress (MAP) Report Form

TIMEFRAME FOR SUBMITTING FORMS. Submit all forms to the Program Director (PD) or designee in advance so the College has enough time to process the form and fulfill any requests. Allow at least three weeks to process forms for field trips and class date/time changes.

FIELD TRIPS. Obtain permission for field trips beforehand in writing from the PD or designee, complete the form, and submit all required paperwork from students at least three weeks in advance of any planned field trip.

CLASS DATE/TIME CHANGES. Class dates and times cannot be changed unless everyone in the class, including all students, agrees to the change. Students must sign the Class Date/Time Change Form to indicate their agreement.



See Appendix for the following forms:

- **Field Trip Approval Form**
- **Class Date/Time Change Form**
- **Midterm Academic Progress (MAP) Report Form**

Requesting Textbook Changes

FMC faculty participate in textbook selection.

Faculty may discuss possible textbook changes with the Program Director (PD) or designee. Reasons to change include the publication of a new edition or entirely new text better suited to the course.

Once the PD or designee has approved a textbook change, the instructor should submit a written request for the change to the main College office. This written request should be submitted at least four weeks prior to the start of the quarter to ensure enough time for ordering the new text.

Textbook requests must include the following information:

- Text author(s),
- Text title
- Publisher
- Year of publication
- Edition
- ISBN number.

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that regulates the maintenance and release of student records at educational institutions and related agencies. The purpose of the FERPA is to protect the privacy of student education records and to afford students certain rights concerning their education records.

Under FERPA, the primary rights afforded to students include:

1. the right to review their educational records;
2. the right to seek to amend inaccurate information in their records; and
3. the right to provide consent for the disclosure of their records.

The College will disclose information contained in a student's educational record only with written consent of the student, with the following exceptions:

1. to school officials, including teachers, who have a legitimate educational interest in the record;
2. to officials of another school in which the student seeks or intends to enroll;
3. to federal, state, and local agencies and authorities as provided under law;
4. to the parents of an eligible student if the student is claimed as a dependent for income tax purposes;
5. to comply with a judicial order or lawfully issued subpoena; and
6. as otherwise permitted by FERPA.

The College annually informs students of their FERPA rights through a variety of methods such as the FMC website, Catalog, Student Handbook, and on campus via the Program Director (PD) or designee.

Some information in the College's "directory" may be made public without a student's permission. This information may include name, last known address, last known email address, major field of study, participation in officially recognized activities, and degrees and awards received.

This information will normally be released by the administration only after the requester has demonstrated in writing a legitimate need to have such information.

No information will be provided over the phone or through the internet at any time for any reason.

Official transcripts of academic records are sent only on written, signed request of the student and only to the student or to the academic institutions or employers designated by that student

From time to time, FMC publishes student achievements and/or special recognition. Students may choose to have their accomplishments published by signing FMC's Media Release Form at New Student Orientation or at any time after that.

Release of Transcripts & Student Records

Official transcripts of academic records are sent only on written, signed request of the student, to the student or to the party designated by that student. Requests for transcripts are not accepted by phone or email.

FMC’s reputation for excellence in the community, the state, and the nation is sustained by the commitment embodied in its mission statement to “...advance the stature of the funeral profession to provide both a rigorous academic education and a strong program of practical training.” Executive officers, faculty, staff, students, employees, and others acting on behalf of the College are expected to maintain the highest ethical standards in all policies, practices, regulations, laws, and professional endeavors. The absence of a specific guideline or instruction covering a particular situation does not relieve an individual of the responsibility to apply the highest ethical standards when reacting to that situation. Actions in accordance with these standards will be upheld by the College.

Conflicts of Interest and Commitment

All executive officers, faculty, staff, students, employees, and others acting on behalf of the College hold positions of trust and should conduct their activities accordingly. They must strive to avoid conflict between private and official responsibilities. Activities that impair or appear to impair the ability to perform their duties or affect independence and objectivity of judgment in the discharge of responsibilities to the College should be avoided.

Harassment and Abuse of Power

FMC supports an environment in which harassment of others is not tolerated. Executive officers, faculty, staff, students, employees, and others acting on behalf of the College may not use positions of authority to influence others to perform inappropriate or illegal acts, or violate regulations, College policies or practices.

Laws, Grants, and Contracts, Regulations, Policies and Procedures

All executive officers, faculty, staff, students, employees, and others acting on behalf of the College are expected to comply with relevant laws, contract requirements, regulations, policies and practices, and all applicable College professional standards. No unethical practice will be condoned on the grounds that it is “customary” or that it serves worthy or honorable goals.

Stewardship

All executive officers, faculty, staff, students, employees, and others acting on behalf of the College have a responsibility to ensure that all funds received are used prudently, ethically, and for their designated purposes. Neither tangible nor intangible assets of the College may be used for personal or illegal gain. Permission must be obtained for personal use of facilities and equipment, in compliance with applicable procedures. It is imperative that those with access to confidential, proprietary, or private information not make unauthorized disclosures or use of this information.

Reporting

All executive officers, faculty, staff, students, employees, and others acting on behalf of the College are expected to report violations of these or other applicable standards to appropriate College offices, e.g., the employee’s supervisor. Confidentiality of individuals reporting violations of these standards will be maintained whenever possible.

Civility

All executive officers, faculty, staff, students, employees, and others acting on behalf of the College are expected to promote an environment of collegiality and responsibility. Uncivil actions toward others will not be tolerated. Individuals are expected to accept responsibility for their actions.

Listed above are some of the most prevalent areas of concern. This list is not intended to be comprehensive.

1. Faculty are expected to demonstrate consistently professional conduct, mutual respect, and courtesy in their interactions. This expectation, which permeates all aspects of the faculty role and is a marker of excellence, includes:
 - a. maintaining collegial work relationships with other faculty, students, staff, clients, and communities,
 - b. maintaining high ethical standards,
 - c. promoting effective teamwork, and
 - d. stimulating others to reach their optimal performance.
2. Professional conduct is demonstrated by collaboration with faculty and students, mentorship without exploitation, and debate without attack. Faculty who demonstrate high standards of professional conduct lead, foster consensus, and motivate others, and are viewed as assets to the College and profession.
3. Faculty are expected to routinely participate in faculty meetings.
4. Teaching is a core activity of the university and all faculty members are expected to achieve excellence in this role. Teaching includes not only traditional classroom, laboratory and studio instruction, but service-learning courses designed to enable student engagement in the community, evolving forms of technology-enhanced instruction such as hybrid and distance learning courses, and other non-classroom instruction such as independent study, the supervision of interns/co-op students, and the supervision of student teachers.
5. Mentoring is an important component of teaching and includes activities such as the supervision of student research and advisement regarding career options. Additionally, all faculty members are expected to engage in academic advisement of students. Finally, all faculty members are expected to engage regularly in activities designed to enhance the effectiveness of their own teaching.
6. Faculty are expected to be familiar with all institutional policies and enforce them.
7. Faculty are expected to set the tone and cues for the classroom/learning environment in a manner that is consistent with the profession.
8. All instructors are to aid students in defining and developing their academic and career goals, foster confidence in their academic abilities, and aid in the development of each student's intellect.
9. Faculty help students assimilate the necessary information in each specific field while fostering an attitude of questioning and desire for learning so that their education will continue beyond graduation from the College.

Teaching is the essential profession, the one that makes all professions possible.

David Haselkorn

Faculty Dress

Faculty should dress professionally for all class sessions, meetings with students, field trips, and formal College events such as graduation or visits by professional guests. Since the funeral service profession is a conservative one, faculty can serve as role models of proper dress, grooming, and behaviors required of funeral service professionals.

FMC has instituted a **College Dress Code** (see Appendix for this Code). The Code's primary purpose is to help students mature as funeral professionals in their dress and behaviors. Faculty are *not* expected to wear formal business attire to class (i.e., suits, pantsuits, dress shoes). However, faculty are expected to model their own attire on the College Dress Code and wear appropriate business attire that can be casual and yet still conservative.



Faculty Evaluation

The purpose of faculty evaluation is to ensure that the College meets the needs of the students and community, provides proper allocation and faculty assignment, identifies strengths and weaknesses of faculty members, and assists faculty in continuing to build their strengths while reducing their deficiencies. The evaluation and its results are strictly confidential, fair, and without prejudice towards the individual.

Faculty are evaluated in two categories—**teaching ability** and **professional development**. How and when instructors are evaluated is based on administration discretion. The following are also taken into high consideration for all faculty:

- Enhancement of teaching competency through membership in a professional organization(s).
- Participation in meetings, workshops, or seminars to improve instructional abilities.
- Community service where expertise is applied, as FMC promotes effective teaching in an applied, learning-centered environment.

Further, FMC asserts that assessing all curriculum components is an essential step for improvement and continual renewal for faculty. Through continual assessment, review, and revitalization of College services, FMC ensures that it will provide a learning experience relevant to the experience of the job and profession. Thus, evaluation further enhances the quality and commitment to student-centered learning. In this way, the FMC mission to provide a positive, professional learning experience in training future funeral service professionals is supported.

Faculty Technology & Computer Use

FINE Mortuary College, LLC: A Private Two Year College (FMC)

The College has prepared a **Technology & Computer Use Policy** for its students (see Appendix for this Policy). Faculty are expected to comply with the terms of the Technology & Computer Use Policy in the Appendix, with modifications suited to their role as faculty. Cases may exist in which a faculty member's acceptable use of the College's technology and computers may differ from a student's acceptable use, as defined in the Technology & Computer Use Policy. For example, a faculty member may have access to technology and computers not accessible or appropriate for student use (e.g., databases, spreadsheets, gradebooks, exams, etc.).

If a faculty member questions whether a specific use of FMC technology and computers is acceptable, s/he should address this question to the College's Executive Vice President (EVP) or Program Director (PD) or designee as soon as the question arises. The College's EVP, PD, and other administrators, staff, and designees are not responsible if a faculty member's use of the College's technology and computers breaks FMC policy.

Faculty are encouraged to read the Technology & Computer Use Policy in the Appendix and to ask for any clarification needed.



Faculty & Social Networking

FMC's Technology & Computer Use Policy (Appendix) includes guidelines for the College's social networking sites. In addition, FMC asks that faculty help create the most positive online impression possible. When using FMC social sites, carefully consider the content. Post content that showcases the best of FMC, and alert the College of any inappropriate content.

Electronic Communication: Response Times & Availability

Because communication today can be almost instantaneous, responses to emails, text messages, and other electronic messages are often expected to be equally rapid. Despite the best intentions of faculty, students, and others at FMC, it is not always possible to respond promptly to electronic messages. To assist the FMC community in managing these e-communications, the College offers the following guidelines:

Emails, texts, and other electronic messages should be responded to in a timely fashion by faculty and staff as well as students. Common courtesy suggests that a message should be responded to, even if only acknowledging receipt, within two working days, sooner if possible.

When a message relates to an urgent or time-sensitive issue, responses should occur as soon as possible. To facilitate quicker responses, messages that are urgent or require immediate response should be labeled as such at the beginning of the email (Subject Line), text, voice mail, etc.

Faculty and staff who will be out of their office for extended periods should consider using their electronic device's automated vacation reply system, which will notify students and others of availability.

Items in Appendix:

- Academic Honesty Policy
- College Dress Code
- Technology & Computer Use Policy
- Syllabus Template
- Field Trip Approval Form
- Class Date/Time Change Form
- Midterm Academic Progress (MAP) Report Form

Academic Honesty Policy

FINE Mortuary College, LLC: A Private Two Year College (FMC)

Plagiarism

FMC defines **plagiarism** as the intentional and unintentional use of another person's words and ideas as one's own. FMC defines plagiarism broadly to include, but not be limited to, the following:

- Presenting another person's work as one's own, including the use of another person's words, ideas, structural devices (paragraph structure, section headings, outline, etc.), design elements, and any other aspect of another's work that could reasonably be seen as originating with that person. This includes information that someone finds on the Web and that has no author listed.
- Using or stealing the work of another student (current or formerly enrolled) and presenting this work as one's own.
- Collaborating, without permission or authorization, on assignments for a course, including homework, exams, essays, reports, etc.
- Asking or hiring another person to complete work for a course and presenting that work under one's own name.

Please Note

Plagiarism does **not** include the use of **common knowledge** that one can reasonably assume most readers will know. Examples: meaning of well-known acronyms (USA, NBE); common scientific or technical terms; important dates in history; important historical figures; and other information that most readers would already know without looking up.

Tip

If you have to look up a piece of information, it is probably not common knowledge, and you should identify or "cite" the source of this information.

Cheating

FMC defines **cheating** to include plagiarism as well as further unauthorized use of another's words, ideas, and any other aspect of another's work that could reasonably be seen as originating with that person.

Cheating includes the use or stealing of another's work, unauthorized collaboration on an assignment, bringing "cheat sheets" or other unauthorized materials (print or digital) into a quiz or exam, bringing unauthorized communication devices (phone, computer, tablet, watch, etc.) into a quiz or exam, copying another's work or answers, or asking or hiring another person to complete an assignment.

Cheating can occur on any course assignment, graded or ungraded, large or small (quizzes, homework, tests or exams, etc.). Cheating can occur not only in traditional classroom courses but in online courses, clinical courses, reviews, board exams, or any other assignment or activity required by FMC.

Copyright Policy

FMC respects the intent and the letter of copyright and intellectual property law. All members of the FMC community, including students, are expected to abide by legal and ethical practices that honor copyright owners.

Violation of copyright for the purposes of plagiarism or cheating may be considered academic dishonesty and may result in the award of a failing grade for a course or dismissal from the College.

Because of its sensitive interactions with the public, the funeral service profession is an extremely conservative one. As an FMC student, you represent the College and the funeral service profession. Your dress, grooming, and behavior reflect on the College and your profession as a whole. For these reasons, FMC has instituted a Dress Code for both on-campus and off-campus College activities. The guidelines below are based upon acceptable practice within the funeral service profession.

This Dress Code applies to all College-related activities, including, but not limited to, the following:

- **On-campus** classes, meetings, graduation ceremonies, campus visits by professional guests, and other activities taking place on the FMC campus.
- **Off-campus** professional site visits, field trips, Clinical Cooperatives (i.e., activities in the office/reception rooms, not preparation room), College meetings or ceremonies that occur off campus, and other College activities taking place away from the FMC campus.

Note. When off campus, individual facility rules and regulations regarding clothing and/or grooming override the guidelines contained in this Dress Code.

General Guidelines

- Fingernails are to be kept clean and trimmed short. Bright nail polishes, finishes, and/or ornamentations are discouraged.
- Use discretion when applying make-up. Use natural colors and apply them moderately. Heavy eye shadow, lipstick, or other cosmetics are not appropriate, and if used, scented products should be of a light scent.
- Perfumes and colognes should be avoided. Strongly scented soaps, cosmetics, lotions, aftershave, etc. should be avoided.
- For men, hair should be a reasonable length, preferably no longer than the bottom of the earlobe. For women, hair of any length should be well groomed and neat.
- Mustaches and/or beards are allowed if kept neatly trimmed and well groomed.
- Although more culturally accepted now, tattoos are still frowned upon in professional settings, especially conservative professions such as funeral service. For this reason, tattoos are to be covered at all times for all formal events on and off campus.
- Jewelry (necklaces, rings, bracelets) should not be distracting and should be kept to a minimum.
- Restrict visible body piercings to ears only, one pair of small, simple earrings, one per ear lobe, of a short length. Tongue piercings are considered visible and unacceptable.

Remember

If you have to ask about a specific grooming practice or article of clothing, it is probably not appropriate for the funeral profession.

When in doubt,
be cautious and dress
conservatively.



Please Note

This Dress Code applies to the FMC campus and to professional environments where you will complete Clinical Cooperatives and activities associated with your development as a funeral service professional.

College Dress Code continued . .

Guidelines for Class Meetings

- Students are encouraged to wear professional dress clothes to class. For classes, students may also wear casual clothing that is neat and conservative.
- When attending class, students should practice good hygiene and grooming that follow the General Guidelines in this Dress Code. Following these practices while a student will make the transition to the funeral service profession easier.



Guidelines for Funeral Homes & Formal Environments

Note. These guidelines are *in addition to* the General Guidelines in this Dress Code.

- Suit coat, pants, tie, and dress shirt should be worn, clean, and wrinkle-free.
- Dresses or pantsuits should be clean and wrinkle-free. Dresses should be no shorter than knee-length.
- Plain, undecorated hose or stockings should be worn with skirts or dresses. If wearing pants and shoes, socks are to be worn.
- No jeans, corduroys, shorts, mid-calf pants, leggings, tights, spandex, or sweat suits.
- Appropriate dress shoes are to be worn: clean and polished, not visibly “worn” (scuff marks, loose seams, worn-down soles). Shoes are to be dark colored, closed toe, 3” heels or lower, smooth leather loafers, or dress shoes. Clogs, crocs, sandals, running/tennis/biking shoes, boots, etc. are not acceptable.

FINE Mortuary College, LLC: A Private Two Year College (FMC) aims to provide students with the technology and computers needed to meet their educational goals. To assist the College in supporting their education, students are expected to uphold high ethical standards while using the College's technology and computers. Students should be aware that this policy applies to all students and any of their guests who use the College's technology and computer systems, on or off campus.

Definition

The College defines **technology and computers** broadly, to include, but not be limited to all computers, computer systems, networks, hardware, software, peripherals, other information systems (e.g., interactive video or voice networks), telecommunications equipment (e.g., routers, switches) or devices that are owned by or that connect to the College and its systems. This definition also includes all institutional data, user data, programs or system software, or configuration files that are contained in or transmitted via FINE computers, networks, devices, or other information systems.

Guidelines for Technology & Computer Use

All FMC technology and computers are the property of the College and are for College use only. This policy applies to College technology and computers present or accessible both on and off campus. Acceptable use of FMC's technology and computers includes, but is not limited to, compliance with the following guidelines:

- **Access on Campus.** Students may use the FMC computers and other equipment located in the Library/Multimedia Center, classrooms, student lounge, and other public areas during normal in-session operating hours, except when these facilities are reserved by faculty or staff.
- **Internet Access.** Accessing the internet through FMC technology and computers should be for academic reasons only, and users should ensure that their Internet use is ethical and lawful.
- **Email.** Upon enrollment, each student is issued a unique FMC email address (studentname@fmc.edu). All communication to students from FMC will be through students' FMC email addresses. Students are expected to use their FMC account for all communication with the College.
- **Software/Programs/Apps.** Upon enrollment, students are given access to software, programs, or apps (for example, Microsoft Office 365) that will greatly enhance their ability to complete high-quality academic work. These programs are not to be used for purposes other than stated in the license agreements.
- **Social Networking.** All information posted on the College's social networking or blog sites must be in compliance with and follow all other College policies, follow acceptable social behaviors, and comply with federal and state laws and regulations.

Technology Policy continued on next page . . .

Technology Policy continued . . .

- **Harassment & Other Illegal Activity.** The College does not tolerate abuse of its technology and computer systems to engage in any form of harassment or illegal activity, including, but not limited to use of its systems for personal gain, hazing, bullying, to advance individual views, or for any other inappropriate or illegal purpose.
- **Privacy.** All FMC student accounts (email, social media, software, network, etc.) are for academic use only and may be monitored by the College. There is no implied or expressed right to privacy with respect to College technology systems, including use of the internet, email, or social media through FMC systems.
- **Downloading & Uploading Files & Other Media.** Only files and media needed for academic purposes can be downloaded or uploaded. This guideline refers, but is not limited to videos, music and other audio, wallpaper, screen savers, jokes, games, and copyrighted files. These are not permitted to be installed on FMC computers, downloaded, or uploaded.
- **Viruses.** No viruses are to be intentionally loaded to any FMC technology or computer system. Students are responsible for scanning for viruses before using any FMC systems. For the security of their own information, students should scan files, drives, media, etc. that they use on the FMC systems, upload to the systems, and download from the systems.
- **Security.** At all times, care should be taken to guarantee the security of all FMC technology and computer systems. This includes the theft of FMC computers, files, data, and passwords. For their own protection, students are not to share their passwords or access to any FMC systems.
- **Respect for Property.** Students should exercise care in the use of FMC technology and computers. Unauthorized use or removal of FMC property from the premises is prohibited. FMC property issued to a student must be returned at the time of termination or graduation. Any costs incurred by FMC for damage to its systems or for any property not returned may be billed to the student. Failure to pay may result in not obtaining a release to take the National Board Exam (NBE) and/or not graduating.
- **Reporting Problems.** If a student has questions or is concerned about any aspect of this policy, s/he should contact the Program Director (PD) or designee as soon as possible to discuss these concerns.

Disciplinary Action

The College expects that all students who use its technology and computer systems will follow this policy. All instances of technology and computer use that violate this policy are grounds for disciplinary action by the College. Instances of abuse may result in civil and/or criminal proceedings.

FMC Email Accounts

All students are given an FMC email account (name@fmc.edu).

Students are encouraged to check their FMC account regularly and use only this account when communicating with instructors and College staff.



[Course Name] Syllabus

[Term]

Instructor Information

Instructor

[Instructor Name]

Email

[Email address]

Office Location & Hours

[Location, Hours, Days]

General Information

Description

To replace the placeholder text on this page, just select a line of text and start typing.

Expectations and Goals

To replace the placeholder text on this page, just select a line of text and start typing.

Course Materials

Required Materials

To replace the placeholder text on this page, just select a line of text and start typing.

Optional Materials

Want to add more tables to your document that look like the Course Schedule and Exam Schedule tables that follow? Nothing could be easier. On the Insert tab, just click Table to add a new table and then select the custom formatting you want from the Table Tools Design tab.

Required Text

[Item Name] [Media Type], [Author Name]

[Item Name] [Media Type], [Author Name]

[Item Name] [Media Type], [Author Name]

[Item Name] [Media Type], [Author Name]



Course Schedule

Week	Topic	Reading	Exercises

Exam Schedule

Date	Subject

Course Grade

Include information on all graded assignments and breakdown by percentage of grade. Let them know how they can find their grades, whether through the gradebook, email you for a grade, or getting grade sheets after each assignment. Please provide directions on how students can calculate their grade on their own. It is usually helpful if an example is included, especially if weighted grades. Remind students to keep track of their grades.

Grading Scale

Show percentages and points.



Policies and General College Information

Additional Information and Resources

Attendance Policy

All attendance is recorded. Students are required to comply with attendance and participation requirements as outlined in the Student Handbook. In general, students are expected to maintain 85% attendance. Excessive absences for any course may result in administrative withdrawal and a grade of F* (failure for non-attendance) for that course. In a Distance Education (DE) course, student attendance is defined as active participation as outlined in the course syllabus. Students who fail to maintain active participation in a DE course as outlined in the course syllabus will be processed in accordance with the College's current attendance policy.

Final Exam Policy

Midterm and final exams must be taken with the class at the scheduled date and time. Final examinations are cumulative and comprehensive.

Grading Policy

To pass and earn credit for a course, a student must earn a minimum course average of 75% **AND** earn a minimum score of 75% on the comprehensive final exam.

Midterm Academic Progress

Each term instructors submit progress reports based on students' performance of the first five weeks of the term. Midterm progress report grades are required for all classes and are intended to alert you to problems with your academic performance; they are intended solely as an early warning to help students who are in academic peril to get back on track. Progress reports are provided to the students by the instructors. Students are urged to review their progress report grades and are encouraged to consult their instructor for any concerns and grades below 80%.

Tutoring Services

To help students succeed academically, FMC offers a peer tutoring program. Free tutoring assistance is available to FMC students enrolled and regularly attending the course in which they require the tutoring. The Peer Tutoring program provides quality, course-specific academic support to FMC students at no cost. Tutoring sessions are tailored to meet students' individual questions and needs and to foster independent learning. Students with an 80% or below in a course are strongly encouraged to request a tutor.

FMC encourages successful students to assist their colleagues by becoming peer tutors. Peer Tutors are fellow students who have successfully completed introductory and advanced coursework with a minimum of a 3.0 and are recommended by instructors in subject areas are eligible to become tutors for that course.

Disability Support

If you are a student with a disability who may need modifications in the classroom or in testing situations, please contact the Program Director or designee.

Last Day to Withdraw

Students may voluntarily withdraw from a course (drop a course) any time within the first week without financial consequences. Withdrawals during the subsequent six weeks of a term may incur academic penalties and financial obligations as noted in the Tuition Refund Policy in the FMC catalog. Please speak to an adviser to ensure that you are making an informed decision about dropping a course.

Student Handbook

May be located at www.fmc.edu,



FINE Mortuary College, LLC: A Private Two Year College

To: Administration, Faculty, and Staff
From: Program Director
Re: Field Trip Policy and Procedures

Due to the large number of field trips being taken and the concern expressed about liability coverage, this memo is being sent to advise you of your obligations, and to reiterate and clarify FMC's policy regarding field trips.

Faculty, Administration, and staff members should be aware of the following legal principles that apply to your potential liability when arranging and/or participating in field trips:

- A. You may be liable if you are negligent and this results in injury or damage to a student, to property, or to a third party.
- B. Negligence can be:
 - 1. Doing something you are supposed to do but in a manner that a reasonably careful person would not;
 - 2. Failing to act when you should take action; or
 - 3. Taking action when you should not act and injury results from your actions.
- C. The mere fact that you planned or scheduled the trip or project does not create liability unless the trip or project, or some element thereof, is inherently dangerous and you knew or should have known this fact.
- D. You are not an absolute insurer of the safety of students, but you are obligated to act in a responsible, reasonable manner at all times in connection with the safety of the students under your authority. This includes (but is not limited to) the obligation to warn them of known hazards or of hazards which would not be readily observable by the student, but should be known to the faculty/staff member.
- E. Neither FMC nor its agents or employees assumes any responsibility for any loss, injury, or damage suffered by any faculty or staff member while participating in a field trip, nor for any loss, injury or damage to other persons or property where such loss, injury, or damage is caused in whole or in part by any faculty or staff member participating in such field trip. As used in this policy, the term "participating" includes traveling to and from the location where the field trip activities are conducted.



FMC Policies and Requirements:

1. Costs for field trips may (in the discretion of the College) from time to time be charged to the FMC budget, but will generally be paid by students taking the trips. If the students are paying, this will be done either by assessment or directly by the students at the time of the field trip. Costs to be borne by the student include any transportation-related costs, such as tolls, gasoline, etc. Any Faculty or staff member planning a field trip should check with Dr. Prendergast to determine how the field trip will be paid for.
2. A member of the faculty or staff, or other duly authorized representative of the College, shall accompany students on all authorized class or student activity trips. A "duly authorized representative" is a student, faculty or staff member who is given written authorization by the President or Executive Vice President of the College to accompany a class on an authorized class trip.
3. Each student must sign the attached Field Trip Registration and Release Form in order to participate in a College-related field trip. It is the responsibility of the faculty or staff member in charge of the trip to fill out a form for each participating student and deliver it to the students for their signatures.
4. **At least one week prior** to a FMC-sponsored field trip, a completed Field Trip Form for each participant must be forwarded by the faculty/staff member in charge of the trip to the Program Director or designee. A copy must also be forwarded to the main office to be put in the student's file. Students who have not signed the attached form and returned it to the College prior to the trip will not be permitted to participate in the field trip in question.
5. The faculty/staff member in charge of the trip is not permitted to transport students in his/her personal car. Each participating student is to drive his or her own car.
6. Insurance for injuries and damage incurred during field trips is to be provided by the individual students and faculty members participating in the trip.
7. By participating in one or more field trips, you are deemed to be aware of, and to have agreed to abide by, the foregoing policies and procedures.



**FINE Mortuary College, LLC: A Private Two Year College
Field Trip Registration and Release Form**

Participating Student: _____

Trip Planned: _____

From: _____

To: _____

Departing at: _____ From: _____

Returning to: _____

Purpose of Trip: _____

Supervision—Name of faculty/staff member(s):

Transportation: _____

Special Requirements (if applicable):

Responsibility: I understand that although FINE Mortuary College, LLC: A Private Two Year College ("FMC") is a sponsor of the trip, neither FMC nor its agents and employees assumes any responsibility for any loss, injury, or damage suffered by me, nor for any loss, injury or damage to other persons or property where such loss, injury, or damage is caused in whole or in part by me.

Costs: I understand that I will be responsible for all costs incurred by me or attributable to me while participating in the trip listed above, including but not limited to costs for food, transportation, and insurance.

Release and Indemnity: In consideration for being permitted to participate in this trip, I hereby release and waive any and all claims which I, or any heir, executor or assign of mine, may have against FMC, its Governing Board of Directors, and its or their agents and employees, for any losses, damages or injuries arising out of, or incurred in connection with, my participation in the trip listed above. I further agree to indemnify



FMC against any claim made by any third party, arising out of any loss, damage, or injury to such third party caused, or alleged to have been caused, in whole or in part, by any act or omission of mine while participating in this trip.

Printed Name of Participant: _____

Address: _____

Date: _____

(Signature of participant)

**FINE Mortuary College, LLC:
A Private Two Year College**

Class Date / Time Change Form

If you are going to be (or were) absent from a class OR you change the time that was scheduled for a class, please complete the form below and give/email the Program Director or designee as far in advance as possible.

Reminders:

- *Classes cannot be made up during break weeks unless a staff member is going to be here during that time. If you want to hold a class during break time, verify that a staff member will be in attendance before finalizing with the class.*
- *If time is added on to your class as a means of making up time lost, make sure that your students realize that absences for extended classes count at 1.5 absences instead of 1 absence.*

Faculty Name _____ Today's Date _____

Class Name _____ (Code: _____)

Check one: This form to acknowledge:

Absence from class Time change for class
 Date change for class Class reschedule

Scheduled date of class _____ Scheduled time of class _____ am pm

Make-up date _____ Make-up time _____ am pm

Please remember that many of the students come to FMC from lots of miles away so they need to be notified of any changes in the class times and/or days as soon as possible.

Thanks.

.....
(You should have all students sign this or an alternate form acknowledging they understand and agree to the schedule change. Further, the signature acknowledges that that they know that absence from part or all of the make-up class(es) will be counted within the 85% absence policy).

Faculty: Please use this or another form when you make arrangements for classes to meet outside the usual scheduled day and time during the term.

I have read and understand that the class _____

Name

(code _____) will be held on (fill in +/- or circle the correct choice below)

- 1. Date(s)_____Time(s)_____ am, pm &/OR
- 2. that some normally scheduled classes will be extended

so to make up for missed time due to cancellation of part or all of the scheduled class. I further realize that if I am absent from or late to these changed times that these will count as time away from class. I understand that I must be in class at a minimum of 85% of the time this class is in session or I will be dismissed from this class.

Students in classes Signatures

Date_____



Midterm Academic Progress (MAP)

Date: _____ Term: _____ Course Name: _____

Student Name: _____ Instructor Name: _____

Your Midterm Exam grade is _____%. Your Midterm Course Average is _____%.

┌ You are currently doing well. Keep it up!

┌ You are currently in jeopardy of failing the above course due to the following:

┌ Lack of Attendance

┌ Incomplete assignments

┌ Failing test scores

┌ Other Instructor comments on any of the boxes checked above:

┌ Action to be taken by the Student:

Please note:

- 1) To receive course credit at FMC, you must earn a minimum grade of 75% (C-) in all numerically graded courses AND you must earn a passing grade (P) in the two Clinical Cooperative courses.
- 2) You must also achieve a minimum grade of 75% on the final exam in ALL courses in order to pass the courses.
- 3) If you fail to achieve the necessary average course grade or final exam grade, you must repeat the course and repay the tuition for that course to earn course credit.

Instructor Comments:

┌ It is still possible to pass this course. Talk to me immediately for guidance. I am available before or after class, during office hours, by email, and by appointment. My contact info is on the class syllabus and my email contact is listed below.

┌ It is not possible to pass this course this term. Talk to the Program Director or designee in the Registrar's office immediately to determine if withdrawing from this course is the best option for you.

Instructor Signature: _____

Date: _____

Instructor Email: _____



FINE Mortuary College, LLC: A Private Two Year College

SAFETY MANUAL

2016-2017 ACADEMIC YEAR

Phone

781-762-1211

Fax

781-762-7177

Email

info@fmc.edu

Web

www.fmc.edu

150 Kerry Place
Norwood, MA 02062

Introduction

This Safety Handbook should be read carefully before you begin classes or begin employment at FINE Mortuary College, LLC: A Private Two Year College (FMC). The handbook contains information that will help to ensure your safety while you are at the College.

The College has been approved as a safe building by the Norwood, Massachusetts (MA) Building Inspector and fire officials. All materials used in the building meet or exceed the building codes of the Commonwealth of Massachusetts and the Town of Norwood, Massachusetts. The building has been approved for occupancy. There is an alarm system, which protects the site.

Emergency Numbers: Locations on Campus

Emergency numbers for Norwood, Massachusetts are located in the following locations:

- On the main bulletin board in the Student Lounge.
- In the Faculty Office of the College.
- In the Main Office of the College.

Local Hospitals

Local hospital addresses and telephone numbers:

Newton-Wellesley Hospital

2014 Washington Street
Newton, MA 02161
<http://www.nwh.org/>
(617) 243-6000

Norwood Caritas Hospital

800 Washington Street
Norwood, MA 02062
<http://www.norwood-hospital.org/>
(781) 769-4000

Health & Counseling Services

FMC does not provide health or counseling services, but does keep a list of local physicians and counselors. FMC neither recommends nor endorses any of the persons or places listed.

Responding to an Injury

What to do when an injury occurs:

- If the lesion is not severe but is open, wash the affected area thoroughly and apply a bandage from the First Aid Kit if necessary.
- Application of a cold pack from the refrigerator in the kitchen is recommended in the case of a bump, bruise and/or sprain.
- If the lesion is severe and bleeding, apply pressure to reduce the bleeding and call 911 yourself or have someone else call the number.
- In the event of any other serious condition or illness, call 911.
- Report any injuries immediately to College personnel in the Main Office.

Emergency Egress Procedures

Following are the procedures to be followed in the event of an emergency at FINE Mortuary College, LLC (FMC) when the building must be evacuated:

- When the alarm is sounded or verbal instructions given to leave the building, all staff, faculty, and students are to leave IMMEDIATELY.
- Egress routes are displayed in each classroom, office, and common area at the College.
- Egress should be orderly but quick. Do NOT go to another room to retrieve belongings or find a friend.
- Faculty should take their attendance sheet with them. Attendance should be taken at the gathering site so a determination can be made that no student has been left in the building.
- All staff, faculty, and students then proceed across the parking lot to the far side of Kerry Place. The instructor and the students in his/her class should remain together and the teacher should take attendance. All classes should stay in class groups until approval is given to leave the group and return to the building.
- Emergency Coordinators will take control of the situation, will take attendance of staff and other administrators, will address any concerns, and will issue information on the situation, as appropriate. NO ONE is to leave the premises/area until given authority to do so.

EMERGENCY COORDINATORS: The primary Emergency Coordinator at FMC is Jason Keller, the College's Campus Manager. Secondary Coordinators are faculty members at FMC at the time. Emergency Coordinators are responsible for getting everyone out of the building and taking control of the situation. They will take attendance of students, faculty, staff, and administrators. They will form a liaison with emergency personnel and the building owner, if appropriate. They will address any concerns and issue information on the situation, as appropriate.

Emergency Drills

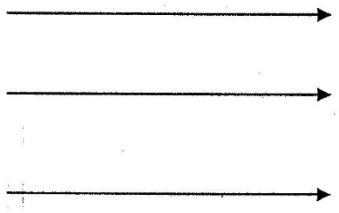
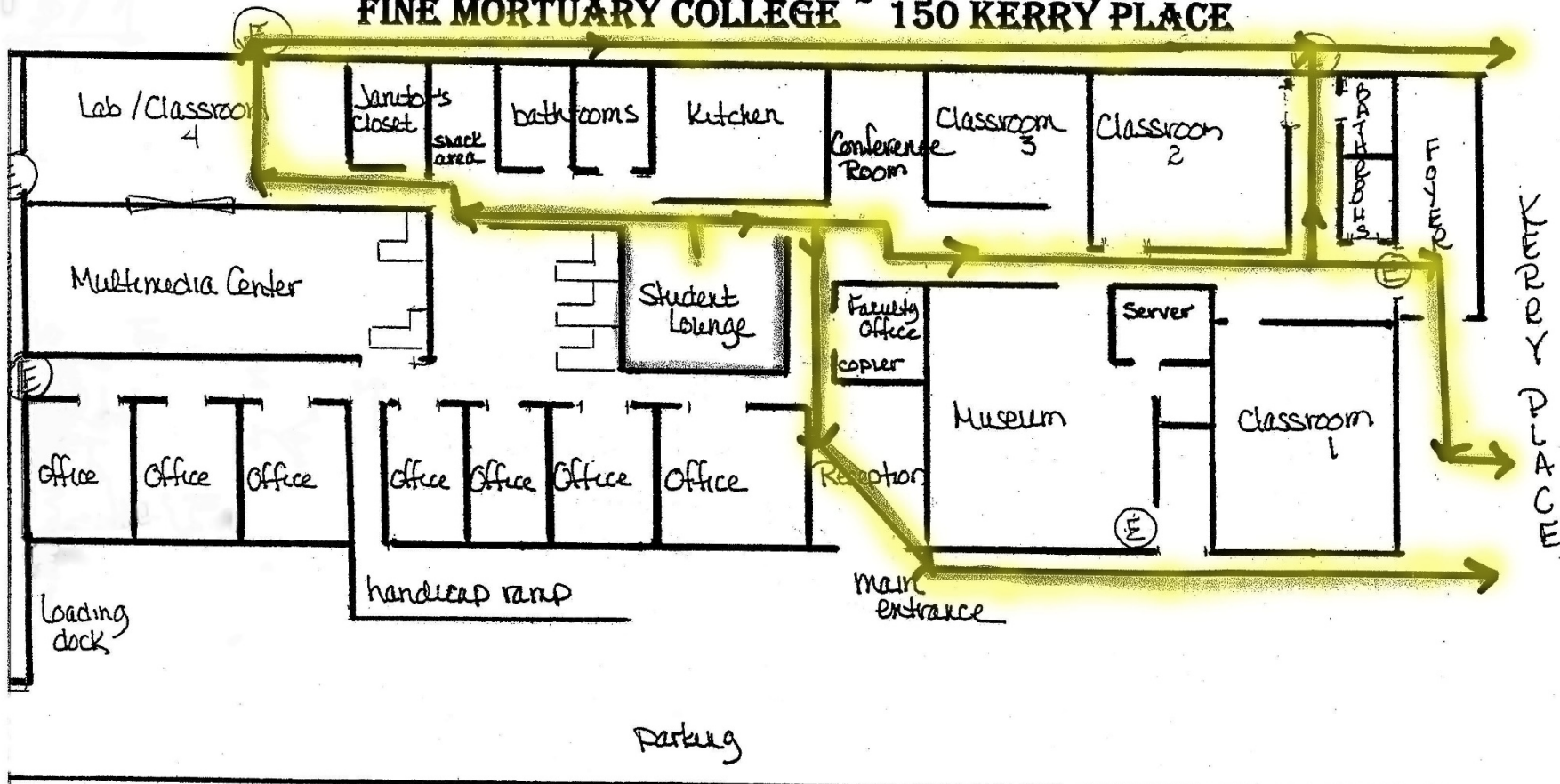
FMC will periodically conduct emergency drills and will keep a file of documentation on all drill and emergency activity.

Fire Drills & Alarms

Students are required to exit the building immediately any time the fire alarm sounds.

EMERGENCY EGRESS

FINE MORTUARY COLLEGE ~ 150 KERRY PLACE



proceed away from the building, following the arrows above

remain with your class until you are told to return to the school or given other instructions



The function of education is to teach one to think intensively and to think critically. Intelligence plus character- that is the goal of true education.

Martin Luther King, Jr.



FINE Mortuary College, LLC: A Private Two Year College