



2008

COLLEGE OF APPLIED SCIENCES AND ARTS

SCHOOL OF ARCHITECTURE

SCHOOL OF ALLIED HEALTH

SCHOOL OF TRANSPORTATION

SCHOOL OF INFORMATION SYSTEMS AND APPLIED TECHNOLOGIES

Dear Prospective Mortuary Science and Funeral Service Student:

Thank you for your interest in the Mortuary Science and Funeral Service (MSFS) program at Southern Illinois University Carbondale. A variety of circumstances, including rules of accreditation, limitations of facilities, and the faculty/student ratio make it necessary to limit enrollment in the program. Students will be admitted to the program in January and will begin the curriculum in August 2008. In order to give each applicant a thorough and fair evaluation, an MSFS application must be completed in addition to the University application procedure. The Mortuary Science and Funeral Service application is enclosed with some other important information. Students are evaluated using criteria that indicate their potential for successful performance in the Mortuary Science and Funeral Service program.

To be considered for admission, you must complete and submit **ALL** requested application materials for evaluation. It is very important that you follow the procedures accurately and complete your MSFS application as soon as possible. Only qualified students with completed applications will be considered. Admission to the Program will be closed when all positions in the class are filled.

The applicant is responsible for checking on the completion of his/her application packet. If you have any questions concerning the program, or admission process, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Cydney A. Griffith".

Cydney Griffith, Program Director
Mortuary Science and Funeral Service

GENERAL PROGRAM INFORMATION

MORTUARY SCIENCE AND FUNERAL SERVICE Southern Illinois University Carbondale College of Applied Sciences and Arts

Facts to consider before applying to the program:

1. Laws governing the funeral service profession are enacted at the state level; therefore, licensure in one state does not guarantee licensure in another state. Prospective applicants should contact the state in which they plan to seek a Funeral Director/Embalmer's license to obtain that state's specific requirements. Graduation from this program does not assure the individual of licensure in all states.
2. Felony convictions may limit an individual's ability to achieve licensure or employment.
3. Any applicant who has a physical disability should contact the state in which they plan to seek licensure to determine if the disability will affect licensure.
4. In accordance with the Americans with Disabilities Act (ADA), prospective students need not demonstrate that they can meet state licensing requirements in order to be admitted to the program.

There are no course prerequisites for this Program. In order to be considered for acceptance into the Mortuary Science and Funeral Service program, prospective students must:

1. be admitted to SIUC in good standing;
2. have completed the Mortuary Science and Funeral Service program application form;
3. have a licensed Funeral Director/Embalmer complete the reference form verifying that the applicant has observed, volunteered, or worked in a funeral home under his/her direct supervision for a minimum of three funeral services,*
4. have the appropriate individual submit an education reference form **OR** an employer/character reference form on behalf of the applicant;*
5. submit typed responses to the biographical information questions;
6. submit the Hepatitis B vaccine verification form showing you have received at least the first shot in the series, and listing the dates of the remaining shots;
7. have at least a 2.0 Grade Point Average;
8. have at least a C average in all transferred courses that may be tested on the National Board Examination;
9. submit official college transcript(s) of all college course work as well as a class schedule of any courses in which the applicant is currently enrolled.

* References from family members will not be accepted.

Although SIUC Admissions and Records and/or your current academic adviser may have some of the above listed materials, **IT IS THE APPLICANT'S RESPONSIBILITY** to submit additional copies of these materials to the Mortuary Science and Funeral Service office for your program application file. The applicant is also responsible for checking on the completion of his/her application materials.

Facts to know about the evaluation criteria for admittance:

- 1 Academic potential as determined by:
 - ACT score
 - Science grades (College and/or High School)
 - High school grades and class rank (if under 26 hours of transferable college credit)
 - College grade point average based on 26 hours of college credit hours
2. Biographical information which addresses professional aptitude; willingness to abide by health regulations and ethics of the funeral profession; knowledge of funeral service; and motivation to achieve educational and career goals.
3. Work/volunteer history
4. References

Based upon the above criteria, each applicant will be assigned an academic numerical value. Completed files will be evaluated beginning in January 2008.

Notification of Status:

Starting in January, completed application files will be reviewed by the Selection Committee. **ONLY COMPLETED FILES, INCLUDING ALL THE INFORMATION LISTED ABOVE, WILL BE CONSIDERED.** If you have met the minimum requirements, you will be notified of your acceptance to the program. If you do not meet the minimum requirements, you will be notified immediately of non-acceptance. When maximum enrollment has been reached, additional qualified applicants will be designated as alternates should any of those originally accepted decline the notification of acceptance. All other applicants, and any inquiries thereafter, will be notified that the enrollment is closed. **Faxed and/or photocopied application materials will not be accepted.**

Facts to know if you are admitted to the Program:

1. Students must submit proof of completion of the Hepatitis B vaccine or Titre Test.
2. Students will be required to purchase Mortuary Science and Funeral Service program surgical scrubs, an MSFS program lab coat, disposable gloves, and other necessary personal protective equipment.
3. Students will be required to dress in professional clothing once a week and for any field trips, speakers, or special events. Professional dress, as defined by the Program, will include business suits and other such clothing that would be appropriate to wear when conducting a funeral service.
4. Students are required to participate in field trips and speaker presentations. These events may not always fall during scheduled class times but students will be given ample notice to make necessary arrangements.
5. Students will be assigned to an internship location unless other arrangements have been made and approved by the Internship Coordinator and Program Director.

MORTUARY SCIENCE AND FUNERAL SERVICE
Southern Illinois University Carbondale
College of Applied Sciences and Arts

Mortuary Science and Funeral Service Mission Statement

The mission of the Mortuary Science and Funeral Service program is to challenge students to achieve academic and professional excellence; prepare students to acquire entry level positions in the funeral service profession; provide quality instruction and stay current with trends of the profession; cultivate and maintain excellent relations with local, state, and national organizations; enhance university and community relations; and work toward the continued improvement of the Mortuary Science and Funeral Service program as an ongoing process.

Mortuary Science and Funeral Service Goals

1. Provide a quality learning environment, maintaining high program standards, and providing opportunities to explore and network with individuals and entities within the profession.
2. Offer students a challenging and rewarding academic curriculum to fulfill their potential in theory, practice and management of funeral service.
3. Maintain faculty that is experienced in education as well as funeral service by providing opportunities for faculty to attend local, state, and national meetings, by encouraging membership and participation in funeral service organizations, and by encouraging faculty to add to the body of knowledge of funeral service literature.
4. Contribute to university functions and growth through developing, maintaining and participating in community activities.
5. Assess degree requirements and allocation of credit hours for validity and consistency according to the accreditation requirements of the American Board of Funeral Service Education.

Mortuary Science and Funeral Service Program Objectives

1. To provide baccalaureate level mortuary science and funeral service education to students at a state university within Illinois.
2. To provide a professional pathway for associate degree or certificate graduates of mortuary science and funeral service programs.
3. To provide students with advanced techniques, skills and knowledge in areas beneficial to the funeral service profession.
4. To provide the graduate with the necessary skills to plan, implement, and manage/own a funeral establishment.

5. To provide graduates with skills to perform professional services required by any state licensing board.
6. To prepare students so that upon graduation they may participate in the development and implementation of solutions in the health care area.
7. To provide students with a basic knowledge for compliance of laws at the state and federal levels, as well as with those of other regulatory agencies, pertaining to funeral service practices, public health, and the profession.
8. To prepare future funeral directors/embalmers with a strong background in social sciences, humanities, natural sciences, communication and mortuary sciences who will be able to ethically apply this knowledge in all situations.
9. To provide funeral directors/embalmers to meet the employment needs of southern Illinois, the state of Illinois and the country.
10. To encourage students to continue professional growth through continuing education and research following graduation.

ESTIMATED EXPENSES FOR MORTUARY SCIENCE AND FUNERAL SERVICE STUDENTS

Tuition and Fees:

Tuition and fees for the University have been established by the Board of Trustees of Southern Illinois University Carbondale. See the [Southern Illinois University Carbondale Bulletin](#) (Undergraduate Catalog).

Course Fees are as follows:

| | |
|--|----------|
| MSFS 225a & b, Embalming Theory and Practice | \$100.00 |
| MSFS 245, Restorative Art | 150.00 |
| MSFS 302, Color and Cosmetics | 50.00 |

Room and Board:

Room and board costs are dependent upon the type of housing the student selects. Housing information will be sent to the student upon admittance to the University.

Textbooks:

The estimated expense of textbooks for courses within the major is approximately \$1,000. This figure does not include the costs of textbooks for University Core and support courses.

Laboratory Items:

Students are required to purchase Mortuary Science and Funeral Service program surgical scrubs, an MSFS program lab coat, disposable gloves, and other necessary personal protective equipment. These items are available at the University Bookstore on campus and will be utilized in MSFS 225a&b - Embalming Theory and Practice. Cost of these items is approximately \$150.

The student also will be required to purchase a plastic skull, modeling instruments, and modeling restorative wax. These items are also available at the University Bookstore on campus and will be utilized in MSFS 245 – Restorative Art. Cost of these items is approximately \$70.

National Board Examination:

In accordance with the American Board of Funeral Service Education (ABFSE) accreditation standards, each student will be required to take the National Board Examination prior to graduation. The expense of the Exam is the responsibility of the student. In addition, NBE scores for students from the Mortuary Science and Funeral Service program are available in the Program office. The annual passage rate of first time takers on the National Board Exam (NBE) for the most recent three year period for this institution and all ABFSE accredited funeral service education programs is posed on the ABFSE.

Internship:

As part of the curriculum, during the senior year each student will be **assigned to an approved off-campus internship facility**. Students will register for MSFS 410, 411 and 412, and will earn college credit for this experience. The internship courses are only offered during the spring semester. All expenses related to these courses (travel, living, etc.) are the responsibility of the student.

Employment as a funeral director/embalmer is dependent upon completion of the degree program in Mortuary Science and Funeral Service, attaining a passing score on the National Board Examination, and filing the appropriate licensure application with the state. The examination and the licensing process result in additional expenses to the student and are determined by the appropriate agencies. These expenses are not affiliated with the Mortuary Science and Funeral Service program but are expenses of all graduates seeking licensure.

For financial assistance (loans, awards, and scholarships), contact:

Financial Aid Office
Woody Hall, Mail Code 4702
Southern Illinois University
Carbondale, IL 62901
(618) 453-4334

Information regarding tuition and housing is available at:

<http://salukinet.siu.edu/prospect>

To obtain an Undergraduate Catalog contact:

Undergraduate Admissions
Woody Hall, Mail Code 4710
Southern Illinois University
Carbondale, IL 62901
(618) 536-4405

MORTUARY SCIENCE AND FUNERAL SERVICE
Southern Illinois University Carbondale
College of Applied Sciences and Arts
 (Type or print the following information in black ink)

Last Name First Name Middle

Present Address Legal Residence Address

City State Zip City State Zip

() - () - - -
 Present Telephone Number Permanent Phone Number Social Security Number

PLEASE CHECK ONE:

- I am currently a high school student.
- I am a high school graduate or equivalent.
- I will be a transfer student from (Name of University or Community College) _____
- I'm currently enrolled in the following college courses:

| COURSE | SEMESTER/DATE |
|--------|---------------|
| | |
| | |
| | |

HIGH SCHOOL DIPLOMA or GED EARNED:

High School City State Year Graduated

GED Location City State Year Completed

COLLEGE(S) ATTENDED:

College City State Dates Attended Major/Degree Hours Completed

College City State Dates Attended Major/Degree Hours Completed

Do you have relatives in funeral service: Yes No Relationship: _____

Have you ever worked in a funeral home: Yes No How long: _____

Name and location of funeral home: _____

Certification or Licensure currently held: _____

In which state do you plan to seek a Funeral Director/Embalmer's license? _____

MSFS Application (Page 2)

Have you ever been released from a Mortuary Science program? _____ Yes _____ No

Have you ever initiated a withdrawal from a Mortuary Science program? _____ Yes _____ No

Have you ever been convicted of a misdemeanor or a felony? _____ Yes _____ No

If yes to any of the above questions, please identify the institution and explain the circumstance:

Do you currently hold a valid drivers license? _____ Yes _____ No

Graduation from this program does not assure the individual of being eligible for licensure in all states. Felony convictions may limit your ability to achieve licensure or employment.

Any applicant who has a physical disability should contact the state in which he/she plans to seek licensure to determine if the disability will affect licensure.

Return this completed form to:

Donna Colwell, Admissions Clerk
School of Allied Health - MC6615
College of Applied Sciences and Arts
Southern Illinois University
Carbondale, IL 62901
618-453-8869

I understand that misrepresenting and/or falsifying any information submitted within this application will result in my immediate termination for consideration within the Mortuary Science and Funeral Service program.

Signature of Applicant

Date

FUNERAL DIRECTOR/EMBALMER REFERENCE

In the space provided, please discuss any supporting comments or additional remarks you feel will help the committee in its decision to admit this applicant.

Positive Attributes:

Negative Attributes:

- _____ I recommend this applicant with confidence.
- _____ I recommend this applicant.
- _____ I recommend this applicant with some reservations.
- _____ I would not recommend this applicant for admission.

FUNERAL DIRECTOR/

EMBALMER: Name _____ License No.# _____

(Please print Funeral Home _____

information. Address _____

Reference cannot City _____ State _____ Zip _____

be from a family Telephone Number _____

member.) Signature _____ Date _____

RETURN TO: Donna Colwell, Admissions Clerk
School of Allied Health
Mail Code 6615
College of Applied Sciences and Arts
Southern Illinois University
Carbondale, IL 62901
618-453-8869

MORTUARY SCIENCE AND FUNERAL SERVICE
Southern Illinois University Carbondale
College of Applied Sciences and Arts

Dear Mr./Ms.:

The person named below is applying to the Mortuary Science and Funeral Service program at Southern Illinois University Carbondale. A prospective funeral director/embalmer must possess certain characteristics which are essential in a person who will be in close personal contact with the public and who will be providing a specialized service. We would appreciate your returning this completed form to the school address below. This form must be sent directly to the Mortuary Science and Funeral Service program office in a signed and sealed envelope.

EDUCATIONAL REFERENCE FOR:

Applicant: _____ SS# _____ - _____ - _____

Address: _____

I do _____ do not _____ waive my right to review the content of this form.

Applicant Signature _____ Date _____

TO THE EDUCATOR:

How well do you know the candidate: _____ Very well _____ Fairly well _____ Slightly

How long have you known the applicant? _____

In what capacity? _____

Please indicate your impression of this applicant with regard to each of the following factors by checking the appropriate rating.

| FACTORS | EXCEL LENT | GOOD | FAIR | POOR | UNABLE TO JUDGE |
|--|---------------|------|------|------|-----------------|
| Motivation: genuineness and depth of commitment. | | | | | |
| Maturity: personal development, ability to cope with life situations. | | | | | |
| Ability to Perform Under Adverse Conditions: performance under pressure, response to adversity. | | | | | |
| Interpersonal Relations: ability to get along with others, rapport, cooperation, team building, attitudes toward supervision. | | | | | |
| Empathy: sensitivity to needs of others, consideration, tact. | | | | | |
| Critical Thinking: ability to problem solve; correlate and process information; think. | | | | | |
| Judgment: common sense, decisiveness. | | | | | |
| Resourcefulness: originality, skillful management of available resources. | | | | | |
| Reliability: dependability, sense of responsibility, promptness, conscientiousness. | | | | | |
| Leadership: ability to initiate; lead and/or supervise others. | | | | | |
| Communication Skills: clarity of expression, articulateness. | | | | | |
| Perseverance: completion of tasks. | | | | | |
| Self-Confidence: assuredness, capacity to achieve with awareness of own strengths and weaknesses. | | | | | |
| Integrity: honesty, trustworthiness, uprightness, probity. | | | | | |
| Personal Appearance: neat, tidy, orderly, clean. | | | | | |
| Quality of Work: accuracy, consistency, timeliness. | | | | | |

EDUCATION REFERENCE FORM

In the space provided, please discuss the characteristics of the applicant you feel will make him/her a competitive candidate for this professional program.

Positive Attributes:

Negative Attributes

- _____ I recommend this applicant with confidence.
- _____ I recommend this applicant.
- _____ I recommend this applicant with some reservations.
- _____ I would not recommend this applicant for admission.

EDUCATOR: Name _____ License No.# _____
(Please print Address _____
information. Reference City _____ State _____ Zip _____
cannot be from a family Telephone Number _____
member.) Signature _____ Date _____

RETURN TO: Donna Colwell, Admissions Clerk
School of Allied Health
Mail Code 6615
College of Applied Sciences and Arts
Southern Illinois University
Carbondale, IL 62901
618-453-8869

EMPLOYER REFERENCE

MORTUARY SCIENCE AND FUNERAL SERVICE Southern Illinois University Carbondale College of Applied Sciences and Arts

Dear Mr./Ms.:

The person named below is applying to the Mortuary Science and Funeral Service program at Southern Illinois University Carbondale. A prospective funeral director/embalmer must possess certain characteristics which are essential in a person who will be in close personal contact with the public and who will be providing a specialized service. We would appreciate your returning this completed form to the school address below. This form must be sent directly to the Mortuary Science and Funeral Service program office in a signed and sealed envelope.

EMPLOYER/CHARACTER REFERENCE FOR:

Applicant: _____ SS# _____ - _____ - _____

Address: _____

I do _____ do not _____ waive my right to review the content of this form.

Applicant Signature _____ Date _____

TO THE RECOMMENDER:

How well do you know the candidate: _____ Very well _____ Fairly well _____ Slightly

How long have you known the applicant? _____

In what capacity? _____

Please indicate your impression of this applicant with regard to each of the following factors by checking the appropriate rating.

| FACTORS | EXCELLENT | GOOD | FAIR | POOR | UNABLE TO JUDGE & WHY |
|--|-----------|------|------|------|-----------------------|
| Motivation: genuineness and depth of commitment. | | | | | |
| Maturity: personal development, ability to cope with life situations. | | | | | |
| Ability to Perform Under Adverse Conditions: performance under pressure, response to adversity. | | | | | |
| Interpersonal Relations: ability to get along with others, rapport, cooperation, team building, attitudes toward supervision. | | | | | |
| Empathy: sensitivity to needs of others, consideration, tact. | | | | | |
| Critical Thinking: ability to problem solve; correlate and process information; think. | | | | | |
| Judgment: common sense, decisiveness. | | | | | |
| Resourcefulness: originality, skillful management of available resources. | | | | | |
| Reliability: dependability, sense of responsibility, promptness, conscientiousness. | | | | | |
| Leadership: ability to initiate; lead and/or supervise others. | | | | | |
| Communication Skills: clarity of expression, articulateness. | | | | | |
| Perseverance: completion of tasks. | | | | | |
| Self-Confidence: assuredness, capacity to achieve with awareness of own strengths and weaknesses. | | | | | |
| Integrity: honesty, trustworthiness, uprightness, probity. | | | | | |
| Personal Appearance: neat, tidy, orderly, clean. | | | | | |
| Quality of Work: accuracy, consistency, timeliness. | | | | | |

EMPLOYER REFERENCE

In the space provided, please discuss the characteristics of the applicant you feel will make him/her a competitive candidate for this professional program.

Positive Attributes:

Negative Attributes:

- _____ I recommend this applicant with confidence.
- _____ I recommend this applicant.
- _____ I recommend this applicant with some reservations.
- _____ I would not recommend this applicant for admission.

EMPLOYER: Name _____ License No.# _____
 (Please print all Occupation _____
 information. Reference) Address _____
 cannot be from a City _____ State _____ Zip _____
 family member) Telephone Number _____
 Signature _____ Date _____

RETURN TO: Donna Colwell, Admissions Clerk
 School of Allied Health
 Mail Code 6615
 College of Applied Sciences and Arts
 Southern Illinois University
 Carbondale, IL 62901
 618-453-8869

Hepatitis B Verification

**MORTUARY SCIENCE AND FUNERAL SERVICE
Southern Illinois University Carbondale
College of Applied Sciences and Arts**

Upon application to the Mortuary Science program, you must show proof of at least the first shot in the Hepatitis B vaccine series, AND the dates scheduled for the remaining shots. You may wish to have your physician complete two copies of this form. One copy should be kept for submission to the State for licensure and the other should be mailed to:

Donna Colwell, Admissions Clerk
School of Allied Health - MC 6615
College of Applied Sciences and Arts
Southern Illinois University
Carbondale, IL 62901

| Applicant's Last Name | First Name | Middle Initial | Soc. Sec.# |
|------------------------------|-------------------|-----------------------|-------------------|
|------------------------------|-------------------|-----------------------|-------------------|

Dear Doctor:

The person presenting this form for completion is applying for acceptance into the Mortuary Science and Funeral Service program at Southern Illinois University, Carbondale, Illinois. Very soon he/she will be working closely with dead human remains and/or cadavers. Due to licensing requirements and for student protection, we ask that all applicants receive the Hepatitis B series or Titre test. These are the reasons this person is requesting this information to be forwarded to us. Thank you for your cooperation.

Cydney Griffith, Program Representative
Mortuary Science and Funeral Service

HEPATITIS VACCINE

TITRE TEST

First Injection (Date): _____

Attach copy of test results.

Second Injection (Date): _____

Third Injection (Date): _____

Please print all information, except signature:

| | |
|------------------|---------------------|
| Physician's Name | Office Phone Number |
|------------------|---------------------|

Address

| | | |
|------|-------|-----|
| City | State | Zip |
|------|-------|-----|

| | |
|-----------------------|------|
| Physician's Signature | Date |
|-----------------------|------|

MORTUARY SCIENCE AND FUNERAL SERVICE
Southern Illinois University Carbondale
College of Applied Sciences and Arts

BIOGRAPHICAL INFORMATION ESSAYS

Please type the question and your response to each of the following:
(*Read all questions before you begin your answers.*)

1. Tell the Selection Committee why you have chosen to pursue a career in Mortuary Science and Funeral Service.
2. Because community outreach is an important aspect of funeral service, list and describe any memberships, organizations, volunteer work, and/or other activities you have participated in during the last three years.
3. We acknowledge that working in a health-related occupation can be stressful at times. Relate a personally stressful event you may have encountered and describe how you handled that event.
4. List three characteristics and your interpretation of a good Funeral Director/Embalmer.
5. How do you perceive the roles of a Funeral Director, Embalmer, Pathologist, and coroner?

SOUTHERN ILLINOIS UNIVERSITY

MORTUARY SCIENCE AND FUNERAL SERVICE PROGRAM

DISCLAIMER

Admission to the Mortuary Science and Funeral Service program at Southern Illinois University is no guarantee that one will graduate from the Program. Further, graduation from the Program is not the criterion for obtaining a license as a funeral director/embalmer. Licensing requirements are the exclusive responsibility of the various State Boards and graduates must satisfy those requirements for licensure.

In accordance with accreditation standards, each student will be required to take the National Board Examination prior to graduation. The expense of the Exam is the responsibility of the student.

Each student will serve a semester-long internship at an approved off-campus facility. **The student may not register for the internship coursework until all other classes are completed.** The expenses related to the internship courses are the responsibility of the student. The internship location will be assigned by the Internship Coordinator and/or Program Director. **Prior to participating in internships, students may undergo an “Internship Site Required” criminal background check and drug screening.**

By signing below you are stating that you have read and understand the information contained within this disclaimer.

Signature of Applicant

Date

This statement will become part of the student's permanent academic file.

Please sign and return to:

Donna Colwell, Admissions Clerk
School of Allied Health - MC 6615
College of Applied Sciences and Arts
Southern Illinois University
Carbondale, IL 62901
618-453-8869