

**Northampton Community College  
Funeral Service Education Program  
Student Agreement**

This Agreement made and entered this the 15<sup>th</sup> day of May, 2024 by and between \_\_\_\_\_ (hereinafter referred to as Student) and Northampton Community College, is for the purpose of securing clinical instructional experiences for students through observing and actively participating in arterial and cavity embalming.

**I. Northampton Community College Responsibilities:**

- A. The supervision and instruction of students
- B. Securing and maintaining liability insurance for students
- C. Facilitating the types and quality of clinical experiences for students
- D. Providing the Affiliation with written learning objectives for the student's clinical experience
- E. Planning, implementing, and evaluating the program of instruction
- F. Providing qualified instructional staff with appropriate and current professional licensure and certification
- G. Compliance with accreditation requirements for the College and the Funeral Service Education Program
- H. Maintaining communication with the Affiliation to ensure student success

**II. Preceptor Responsibilities:**

- A. Provide evidence of licensure, and graduation from an American Board of Funeral Service Education Program
- B. Supervise a maximum of three embalming cases at one time for student's clinical learning experience
- C. Facilitate the clinical experience for completion of the program objectives as a student, not as an employee of the clinical affiliation
- D. Maintain communication with the student and Funeral Service Education Program to ensure success.
- E. Retain responsibility for care rendered to the deceased and consideration for the family of the Deceased
- F. Evaluate the student's performance with a clinical embalming report
- G. Formally interview students as a component of the clinical learning experience.

### III. Student Responsibilities

- A. Agree to maintain confidentiality for all parts of the clinical experience
- B. Agree to keep cell phones and other electronic devices out of the embalming room
- C. Agree not to take photographs, for any reason, in the embalming room
- D. Maintain a professional attitude and dress at the clinical experience
- E. Comply with rules and regulations of the Clinical Affiliation
- F. Actively participate in a minimum of ten arterial/cavity embalming cases
- G. Retain responsibility for completion of skills required for clinical reports
- H. Agree to not post comments or pictures related to the program, the embalming case, the field study site, etc on social media sites.

### IV. Joint Responsibilities

- A. A. This Agreement provides for continuing communication between the Field study Affiliation and Northampton Community College as necessary to provide an optimum learning experience for the student.
- B. B. Either party may discontinue this Agreement for any reason by providing upon thirty (30) days written notice to the other; however, this termination should only occur at the end of the academic semester in which students are registered.
- C. C. College will allow a student to complete the field study experience if there is an interruption due to a temporary situation that would allow for continuing the field study experience once the situation is resolved. If a student cannot return to the field study experience, the student must withdraw and repeat the course.
- D. D. The Field Study Affiliation may recommend to College the dismissal of a Program student if 1) the achievement and progress of the student, including attendance and active participation, does not warrant continuation at Field Study Affiliation or 2) the behavior of the student fails to conform to the applicable regulations of the Field Study Affiliation, as stated in the FSED Field Study Handbook and Field Study Site Coordinator Manual.
- E. E. College will withdraw a student from placement at Field Study Affiliation if the Facility determines such action to be warranted after consultation with Facility personnel.

**IT IS FURTHER AGREED THAT:**

A. This Agreement will become effective August 2024 and remain in full force and effect unless terminated at herein provided.

B. The terms and conditions of this Agreement may be amended or deleted, or new terms added without affecting the remaining terms and conditions. It is understood that no such changes, additions or deletions will be binding upon either party unless authorized by same in writing herein provided.

Signed:

Student

May 15, 2024  
Date

Funeral Service Education Program Director  
Northampton Community College

May 15, 2024  
Date