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ACADEMIC CALENDAR 2014-2015

Campus Academic Calendar

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Academic Calendar 2014

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CONTACT INFORMATION

AMERICAN ACADEMY McALLISTER INSTITUTE (AAMI)

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ACCREDITING ORGANIZATION for Funeral Service Schools

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NATIONAL BOARD EXAMINATION (NBE)

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STATE LICENSING AGENCIES for Funeral Service

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## ESS E E ES E

On behalf of the faculty and staff of American Academy McAllister, we welcome you to our program. You will learn more about us in the pages of this catalog.

AAU has a rich history of being a pioneer and a leader in general service education. Our greatest strength has been in preparing students for academic success in their careers on their campuses and other environments, leading to licensure and preparing students for a career in general service. The preparation you receive here has allowed students to grow in their confidence as general service professionals, having mastered general service theory. Our graduates are well-qualified for their enrichment has come from the practical experience of working in general service. To have the faculty of AAU is largely comprised of licensed general directors who have achieved their expertise in the field of education. This combination makes for enriching academic experience that prepares the theoretical elements of general service education with a realistic eye toward their practical application.

AAU offers general service associate degree programs both online and on-campus and students may attend either full-time or part-time.

campus classes are conducted in the hearing room. The methods of preparation include lecture, discussion, media presentation, practical laboratory exercises, and simulated role play. An effective general service library, a demonstration lab, and computer resource center is available to students to facilitate learning and promote academic curiosity. Field trips and guided research projects are an advantage of the health care opportunities offered by our location in midtown Manhattan. Students undertake a unique and rigorous and challenging field study using a AAU. A healthy balance of pursuing only enhance a graduate opportunity of independent success and a contribution in the general service profession.

The campus and online programs are identical in the course offered. Both programs require the completion of credit or pre-credited courses. The campus and online courses are taught by the same faculty. Students taking courses online may work on their courses any time during the day or evening, which is convenient for them. To complete the clinical training, refer to the syllabus and comprehensive review of the national Board exam you will be required to attend in the hearing room at the end of your studies.

As you read this catalog, you will come to know us as AAU. We are committed professionals who hope to provide professional in the richly challenging profession of general service. While you cannot judge a book by its cover, we hope that you will judge us in person. We are ready to help you succeed in an environment where the student truly comes first.

Thank you and know that you are welcome at AAU.

Megunn



## EE E SE E

According to the National Funeral Directors Association Today Funeral Service has accomplished a high emphasis from preoccupation with death and the dead to a genuine concern for life and the living from safeguarding the physical health of the survivor to safeguarding their mental and emotional health

The men and women of today's professional Funeral Service are their professional responsibilities adequately trained and socially sensitive to the professional responsibilities required for licensure and social service. The standards of Funeral Service are both material and spiritual for a highly professional employment in a time-honored vocation has continued to increase in prestige from year to year

A career in Funeral Service makes possible a highly intelligent individual's growth and development in a highly professional and socially significant field





# SS S E E

The mission of American Academy McAllister is to provide Funeral Service education to students so that they may reach their full potential and achieve their goal of entering the funeral service profession. AAM is committed to creating a learning environment that supports educational excellence, encourages academic innovation, and promotes leadership and integrity of the funeral profession. As a leader in funeral service education for over 75 years, AAM provides for and supports the educational needs of the funeral industry.

AAM is an unaffiliated non-profit organization with a single purpose: academic innovation. We offer both on-campus and online associate and degree programs dedicated to the educational needs of the funeral industry. AAM provides educational leadership through learning opportunities that anticipate and meet the challenges of educating a socially and economically diverse population. AAM provides opportunities for students to study and apply research and observe the culture, custom, and changing dynamics of the funeral profession.

## S

To support and maintain academic excellence

To educate students in

a) every phase of funeral service including industry and current trends, the latest regulations and guidelines at the federal, state, provincial, territorial and local regulatory level

c) public health safety and welfare in caring for human remains and addressing the necessary proficiency and skill for the profession

• To respond to and provide for the educational and academic needs of the funeral industry

To actively seek, maintain and cultivate a qualified and diverse faculty and staff dedicated to accomplishing the goals of AAM

To provide quality instructional programs, appropriate technologies, support services and resources to achieve our educational goals

To promote a climate that enhances diversity and student success

† To establish and reposition leadership within the funeral service industry and to promote the highest ethical standard

To develop in each student an entrepreneurial spirit and involvement in each moral obligation inherent in his/her time-honored vocation. In addition, it is the goal of the school of excellence that each student recognize his/her role in society and fulfill a multidimensional multifaceted function. They will become

a) Member of Society who dedicate themselves to the service of others in their hour of need. A member they learn that they will experience in the community or an extended time of a career. As such, they learn to act with integrity and have the reputation of their integrity or integrity of a time-honored traditional value and not a shallowly indulged one enjoyed a while by someone loved one

Manager who help to plan and organize the details of a funeral arrangement so that the loved one and the opportunity of bringing the community together to pay tribute to them. They are those who provide an environment for the support of the community through the comfort of the bereaved family

c) Director who professionally ensure the respect and dignity of a decedent and a peaceful bereaved family through the grieving process of a living

To respond ethically and appropriately to internal and external constituents when defining standards of excellence and accountability

goal con

To provide a meaningful curriculum at the post-secondary level of instruction that encourages outstanding teaching, appropriate research and a commitment to excellence

To provide and maintain an environment that is welcoming and a functional, accessible and cooperative

To provide access to AAU's Associate Degree program in all areas of the curriculum, including the military and their dependents anywhere in the world

## SS S

**NOTE: ALL POLICIES APPLY TO CAMPUS AND ONLINE STUDENTS EXCEPT WHERE NOTED.**

### REQUIREMENTS

An applicant must be a high school graduate or hold an approved equivalent diploma

In addition, an applicant must comply with any specific legal or educational requirements prescribed by his/her intended area of practice

The amount of time required to complete the degree requirements at AAU depend upon the number of transfer credits completed by the student and whether the student enrolls full- or part-time. Applicants must have a minimum of 12 credits

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A comple ed n erna ional S uden n orma ion Form

A Financial Resource Statement verifying the ability of you or your sponsor to meet all educational living expenses or independent financial ability ending AAU. This must be signed and sealed by a notary public or accompanied by a letter or an affidavit from the individual in whose name the application Financial support is primarily being requested.

Statement of Expenses: This must be in the form of a bank order or an international postal money order payable to AAU in US currency. Expenses must be made in US dollars.

Official transcripts include graduation from a secondary school and transcripts from all post-secondary institutions attended. Photocopies may be accepted if they are properly notarized. Transcripts must be translated into English.

AAU requires verification of identity of students. The student must apply for admission. Students present their identification in the country where they are applying or a US passport. The student must make the final decision on admission of the intended student.

Official evidence of English proficiency in your native language is required.

Official transcripts from an accredited US college or university holding official completion or equivalent grade in a relevant level English composition course.

A core of TOEFL and a phone conversation with the applicant and the director of Admission at AAU.

**Application Deadline:** Our admission application should be filed no later than 30 days before the opening date of class. To facilitate verification of all records and documents, please allow 7-10 business days for all late applications.

## REQUIREMENTS

- The applicant must submit a completed admission application form and the required application fee. The applicant must submit an official high school transcript or evidence of high school equivalency.
- The applicant must submit an official transcript from each accredited college or university previously attended or each course of credit received.
- The applicant must complete through AAU the final credits required for the AAU associate degree.
- Only those credits earned at AAU are used in computing the student grade point average. The applicant has completed college credits for an associate degree or a bachelor's degree. The general education core credits will be waived.

Transcript credits will be awarded for general education courses earned at an accredited



AAUW is one of the largest and oldest women's organizations in the United States. It is a national organization that provides educational opportunities for women and girls.

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For students who receive Title IV funds such as Stafford Student Loan, Pell Grant, and Federal Direct Loans, the period of enrollment has elapsed a pro-rata calculation shall be determined using Federal regulation.

## E E S E E

Reunds are calculated in accordance with the Title IV policy unless a student has a reund policy in their enrollment or has a student who officially drops a class or class during the semester listed below.

### Online 13 week Semester Days

Before the first day of the term

- From the first day of the course to the 13th day of the course
- From the 14th day of the course to the 26th day of the course
- From the 27th day of the course to the 39th day of the course

### Online 9 week Semester Days

Before the first day of the term

- From the first day of the course to the 9th day of the course
- From the 10th day of the course to the 19th day of the course
- From the 20th day of the course to the 29th day of the course

### Online 7 week Semester Days

Before the first day of the term

- From the first day of the course to the 7th day of the course
- From the 8th day of the course to the 14th day of the course

The percentage of reunds is determined by the official date of withdrawal applied on the official drop form. This form may be accepted online or in the Registrar's Office on campus. Failure to attend class giving no notice in writing or stopping payment on a check or credit card is not considered an official drop or withdrawal. Official drop forms may be submitted electronically or in person.

Title IV funds will be returned to the student or the course which at any time are cancelled by the college.

For students who receive Title IV funds such as Stafford Student Loan, Pell Grant, and Federal Direct Loans, the period of enrollment has elapsed a pro-rata calculation shall be determined using Federal regulation.

## R - R RE

For information on tuition and fee schedule see the Student and so on and/or the AAU website.

In order to maintain eligibility for financial aid, all students who receive financial aid from the federal and/or state government are required to meet specific standards of academic progress, a minimum credit pace, and the student's grade point average in a specific semester. The financial aid office maintains current records on all students receiving financial aid and hereby monitors their ongoing eligibility for such aid. More detailed information about the standards is available through the financial aid office.

Students attending AAU may be eligible for financial assistance from a number of sources. Some are federal, others are state programs. Financial aid is strongly recommended for all applicants. All available information and requirements from the Financial Aid Office prior to enrollment in order to obtain maximum financial assistance. Since the financial aid office maintains current information concerning various aid programs, specific questions should be addressed directly to the Financial Aid Office.



Be enrolled or accepted at a matriculated school

Be a S III or an eligible non-citizen

Demonstrate financial need

Do not be in default or have made consecutive payments on any Title program Federal Student Services loan Satisfactory Academic Progress Service Academic aid requirements

Academic aid entrance interview is required or all students receiving financial aid campus will have their interview at the AAU campus online students will have a phone interview

In addition all students must maintain a cumulative grade point average of at least 2.0 in order to be considered in good academic standing At the end of each semester student records are reviewed and students who have semester grade point average all below 2.0 may be suspended academically

When a student enrolls for the first time at AAU he/she is considered to be making academic progress for purposes of financial aid However if a student is dismissed or academic or attendance deficiency financial aid will be discontinued in accordance with the Federal Law The Financial Aid Office may be considered This could be determined by the Financial Aid Office Financial aid could automatically be reduced once a satisfactory academic progress is demonstrated

All students must successfully complete the program within the given time period

In order to maintain eligibility for financial aid all students who receive financial aid from the federal and/or state government are required to meet specific standards of academic progress of at least 2.0 credit hours and the student grade point average in a specific semester The Financial Aid Office maintains current records on all students receiving financial aid and monitors their eligibility for such aid More detailed information is available through the Financial Aid Office and the link below

## EE S E

### ROB RT T STAFFOR S BS IOA

Student who have been accepted by AAU may apply for his loan. Financial need must be demonstrated in order to receive his loan. This will be determined after the student files a Free Application for Federal Student Aid (FAFSA). Student who receive his loan pay no interest while in school and receive a 6-month grace period upon graduating or leaving school.

### ROB RT T STAFFOR S BS IOA

Receive a Federal Student Loan. Federal Student Loans became available to all students regardless of income. Student who do not demonstrate need or a dependent student may apply for his loan. If the difference being his income will not be dependent and therefore will not accumulate while he is attending school.

Students who are designated as independent may obtain an additional unsecured student loan under certain circumstances. A dependent student may be approved for his loan as well. A Free Application for Federal Student Aid (FAFSA) must be filed. Repayment of his loan begins when the student graduates or withdraws from school unless the unsecured and unsecured loan are consolidated.

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## SS E E EE

The Association degree program in Funeral Service was developed in order to provide advanced comprehensive academic training for future funeral service practitioners. It is designed to meet the need for a more demanding and effective education. The AAM has been authorized by the State Board of Regents to award the degree of Association in Occupational Studies (AOS) and is accredited by the American Board of Funeral Service Education.

Funeral Service education is not a traditional field. The past decade has witnessed the increasing importance of general education requirements as a minimum for an Association degree or licensure and a broadening in the scope and content of the specialized education and training provided by the funeral service college.

Individual planning by the faculty provides a sound academic foundation for each course and integrates the various subjects into a unified program.

Individual recognized achievements in funeral service and allied fields are invited to address the student body regarding their professional experience in the classroom and presenting an expanded point of view to the student.

Prospective students should be prepared for a rigorous academic program in preparation for graduation and examination for professional licensure. Seriousness of purpose is commensurate with the committed application of each student prior to educational foundation required for successful completion of AAM program.

### REER E E REE

All course and degree requirements must be completed within our year beginning the first day of class in your first course. This applies to all matriculated students. If you do not complete the required course or finish the 2-year time frame, you must repeat the course.

### E

You may be enrolled as a Special Student and accept up to credit equivalently matriculating in the funeral service association degree program. The Special Student policy allows you to submit an admission application, the application fee, and a copy of your high school diploma or certificate and begin classes before matriculating. You must submit supporting documentation and the admission matriculation fee.

This allows you to determine if funeral service is right for you. Once you decide to matriculate, you must submit the required documentation and the matriculation fee. Our credit will be counted toward the completion of the program and the 2-year clock starts. You may elect any of the following courses up to a maximum of credit:

<p>Sociology of Funeral Service Professional Funeral Home Management Business Management History of Funeral Service Introduction to Science</p>	<p>Funeral Service Counseling Communication Skills Business Administration Principles of Management</p>
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## RECOMMENDED COURSE SEQUENCE

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## E S S E S E E

Request our Online program Brochure by calling - - - or go to  
www.uneraleducation.org and click on Online program or more information

Funeral service is one of the many professional fields that has been plagued by limited  
access opportunities. Professionals encounter significant barriers in their  
desire to attain a funeral service education degree program currently in the United  
States. Here are Accredited Funeral Service programs located in the United States  
that have one or more funeral service programs. There are large  
numbers of students who live on or near a campus to enroll. This lack of access to  
funeral service education programs nationally has led to a growing shortage of funeral  
directors/embalmers. Employment of funeral directors is expected to grow about  
an average of all occupations. Those who are ill or unable to relocate should  
have the opportunity to receive approval of our - - - in their union delivering online learning in  
their state. AAM is approved in 7 states including AAAM has no approval  
in Alabama, Arizona, Colorado, and Indiana. Also accept students in

The online course at AAU have the same requirements and content as those offered on-campus. You will take all of the course online except the final 100 clinical course in the Rotarive Ar and m alming and he omprehen ive a ional Board am Revi  
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**ONLINE SCHEDULE**

All cour e in he curriculum are o red each eme er Online eme er ar in

**ONLINE COURSE WITHDRAWAL POLICY**

Students should be aware that dropping or withdrawing from a course may affect financial aid by reducing the number of credits earned. The minimum number of credits or financial aid.

The timeframe in which you are allowed to drop a course is based upon the number of course credits allowed.

- Credits course may be dropped within the first week
- Credits course may be dropped within the first two weeks
- Credits course may be dropped within the first three weeks

Courses dropped by the deadline do not appear on the student transcript. Dropping a course may affect Financial Aid. Please consult with your Academic Advisor or Financial Aid Officer.

The timeframe for withdrawing from a course is the same as the withdrawal policy.

- Credits course may be withdrawn within the first week
- Credits course may be withdrawn within the first two weeks
- Credits course may be withdrawn within the first three weeks

A withdrawal from the course on the student transcript and does not affect the student's grade point average.

During this period, approval for withdrawal is not required. However, it is strongly recommended that students consult with their academic advisor prior to deciding on withdrawal from a course.

- Credits course beginning of the semester or end of the semester
- Credits course beginning of the semester or end of the semester
- Credits course beginning of the semester or end of the semester

After the close of the withdrawal period, outlined above, a student who withdraws from a course or AAU will be required to provide documentation of the circumstances of the arrangement. Each situation will be evaluated individually.

For any withdrawal after the above timeframe, a grade of F will be entered on the student transcript.

**ONLINE SEMESTER AND/OR DEGREE PROGRAM WITHDRAWAL POLICY**

Students who withdraw from the degree program and all courses before the semester begins will not be penalized or charged for the semester. Registration fees will be refunded.

Students who withdraw from the program or all courses during the semester will be charged for the semester. For details, see the withdrawal policy.

# E S S

The Student and Faculty Handbook is available at [www.leducation.org](http://www.leducation.org)

See Student and Faculty Handbook

Students should be prepared for an intensive program of study with rigorous written and practical assignments given during the semester along with a final examination given in each course.

Final examinations are generally given in each course. Final examinations generally include the major concepts of the course. Final examinations are usually comprehensive concerning all of the objectives of the course. The procedure used by the Student and Faculty Handbook is as follows:

Students are required to read and understand the handbook and its policies.

## E R T E

Grade reports are issued at the end of each semester in accordance with the following system:

Grade	Description	Percentage
A	Excellent	90-100
B	Very Good	80-89
	Satisfactory	70-79
	Passing	60-69
F	Failure	50-59
F	Failure due to non-attendance	0-49
	on re-enrollment	
F	on re-enrollment Failing	
	with administrative penalty	
	with administrative penalty	
T.R	Transfer credit	
-R	Repeat course	
	incomplete	
	in progress	

**R RE RE E**

- In order to qualify for graduation the student must meet the following requirements:
  - Satisfactory completion of all required courses
  - An earned cumulative grade point average of a minimum of a
  - Satisfactory record of attendance at designated classes here in his catalog and the Student Handbook
  - All indebtedness to AAU must be paid in full
  - Satisfactory compliance with regard to financial aid and/or student loan
  - Student receiving any form of Title Federal financial aid must participate in an eligibility counseling with the Financial Aid Officer
  - Successfully complete all requirements of the clinical training program and be certified by the clinical training instructor or a minimally technically competent instructor at the entry level
  - Attend and actively participate in the comprehensive Review Course and the end-of-semester Final Board Review
  - Take AAU comprehensive examination and pass with a grade of C
  - Take the race national Board examination any time prior to final examination

graduation is held once a year in August

**R RE E**

- Students who have satisfied all requirements for graduation from AAU are eligible to apply to the Final Board Examination. This examination is administered by the International Conference of Funeral Service Examining Board. Successful candidates receive a certificate attesting to their proficiency
- The annual passage rate for the examination on the Final Board Examination for the most recent three-year period of his institution and all ABFS accredited funeral service education programs is posted on the ABFS website at [www.abfs.org](http://www.abfs.org)
- The following represent the most recent three-year period of AAU

	Arts and Sciences			Combined Average		
Year	Target	Actual	Target	Actual	Target	Actual
2011-2012	75%	78%	75%	78%	75%	78%
2010-2011	75%	78%	75%	78%	75%	78%
2009-2010	75%	78%	75%	78%	75%	78%

**RE ESS**

- In order to be in good academic standing you must maintain a cumulative grade point average of C or higher or you will be placed on academic probation or be academically dismissed. At the end of each semester the Director of Student Services reviews the record of students who have grade point averages below C
- At the end of each semester those who have no demonstrated acceptable academic progress will be placed on academic probation or be academically dismissed. Those students who have made acceptable progress may be continued on probation or one or more semesters. A student who is on probation or who continues to be academically dismissed or academically dismissed may be considered for academic dismissal

## REPEATED COURSE

This policy allows a student to repeat a course in which they received a grade of F or F- . The purpose of this policy is to forgive a student for poor performance and allow the student to demonstrate his/her current ability. All other students who are permanently penalized for poor performance will not be allowed to repeat a course. A student's failure will not be calculated in the student's cumulative grade point average once the student has successfully repeated. Although the student's failure will not be calculated in the final grade point average, it will remain on the transcript.

A student who is academically dismissed due to a low grade point average may apply for reinstatement. All other students who are allowed to re-enroll may be held in the interim condition by the Director of Student Services at the time of reinstatement.

Repeated courses are indicated on the transcript by adding the suffix A-R B-R or C-

## REPEATED COURSE

In order to move forward academically, a student must achieve a minimum passing grade in each course. A minimum grade point average is required for graduation.

A student who is academically deficient in grade point average or graduation will be placed on probation or considered for dismissal depending on the extent of the deficiency. A student on probation may not meet the condition of probation, will be considered for dismissal.

Failure to maintain good academic standing may jeopardize a student's eligibility for certain financial aid awards.

See Student Handbook

Students who fail a course during any semester are in an academic warning notice regardless of their cumulative grade point average. All students are reminded of the condition of academic probation and cautioned to take appropriate steps to achieve academic success. Students who are in academic warning are allowed to remain in an academic warning semester.

See Student Handbook

A student who is academically deficient will be placed on academic probation. This means the student must achieve a minimum academic requirement hereafter. A student who does not achieve the minimum academic requirement will be required to withdraw from all courses. The student will remain on probation until the



# SESESES

## RE

Orientation of all net campus under will take place during the first week of class of a net semester  
Orientation of all net online under will be ongoing before and during the first week of the semester  
The purpose of this orientation is to familiarize the net under with the policies and procedure of AAM at each campus

The Family Educational and Privacy Right Act of 1974 specifically allows a school may provide the individual directory information of a third party when a legitimate need is made in the following AAJ may occasionally release directory information and only in the information if the student concerned in the directory information include the old name of the student name address and place of birth major field of study participation in officially recognized activities and awards received and the most recent previous educational agency or institution attended by the student. The information not in the directory information will not be released if the student or his or her information of the student. Any student who is the subject of the directory information may remain confidential may inform the Registrar in writing at any time in addition the Family Educational and Privacy Right Act guarantees all students access to their academic records and records in information concerning specific points regarding confidential records can be found in AAJ Student and so on can be obtained by inquiring at the Administration Office.

Transcripts of academic records are sent only upon the request of the student or the transcript will be withheld for any student or graduate who is financially obligated to AAJ have no lien against the record are not complete.

**R E G U L A T I O N S**

In accordance with the regulations in addition to the security disclosure forms provided to each prospective student in their application package in information regarding on-campus crime occurring at all colleges may also be found by visiting the old name of the address of the college. The Registrar and the Advisory Committee on Campus Safety will provide upon request all campus crime statistics a report of the Separation of Education. The Registrar may be contacted by phone at 707-737-2343 or 707-737-2344.

AAJ has adopted regulations in accordance with the provisions of the Campus Security Act of 1990. This information is updated annually and is available in the directory and in the Administration Office.

AAJ has a policy Against Discrimination including Sexual Harassment and Bias-Related Crime. The policy is included as Appendix A in the Student and so on which is distributed to all campus students and available on the AAJ website or all online and other in the individual.

**E T I C S**

AAJ is required by the State Separation of Education to implement the provisions of the Drug-Free School and Community Act Amendments of 1989. AAJ distributes in writing the old name of the information concerning the possession or distribution of alcohol and illicit drugs at the school.

- AAJ policies on substance abuse and alcohol
- college sanction or violation of the policies
- criminal sanction or the illegal possession or distribution of drugs and alcohol
- health care of drug and alcohol
- places where one can receive help concerning the illicit use and abuse of alcohol and drug

In addition each student must visit educational materials discussing the health risks associated with drug and alcohol use and our drug and alcohol abuse prevention program.



5 E

extracurricular activities are encouraged and often provide the necessary stimulus for

3 credits

**Prerequisite:** B S 3

This course discusses the area of special journal subsidiary ledger and the procedure payroll procedure pay cash and other cash procedure. The course concludes with a study of ratio analysis. This will include material from Accounting

3 credits

Fundamental English composition coupled with the theories and practices of the effective correspondence. The student receives practice in composing many types of business letters with emphasis on the inquiry reply acknowledgment and collection. Emphasis is placed on career specific communication such as resume preparation and industry-related communication including unlimited education. Administration Social Security and various insurance companies

3 credits

This introductory course provides the student with a thorough understanding of the basic concepts and principles of scientific terminology. Student will become familiar with terms used in all the required science courses with emphasis on the human body and circulatory system

3 credits

**Prerequisite:**

Introduction of terminology and terms of reference used in anatomical description preliminary discussion of tissue organ and organ system vascular system including heart blood vessel lymphatic system muscular system

3 credits

**Prerequisite:**

Study of the structure and function of microorganisms in the environment and their growth and their role in disease survey of the pathogen and disease they cause and concerned with infection and the defense mechanism of the human body

3 credits

**Prerequisite:**

Introduction of general pathology nature of disease and its effect on the human body including inflammation degenerative change necrosis of duration in circulation and neoplasm

3 credits

**Prerequisite:**

A detailed study of the skeletal system including the histology of bone planology of the digestive system in embryology anatomy with emphasis on histology and physiology. This will include material from Anatomy

3 credits

**Prerequisite:** GEN 102

Basic concepts such as structure and formula of matter the nature of chemical change chemical nomenclature use of symbols formula and equation consideration of electrical properties of oxidation-reduction solution ionization acids and alkalinity diffusion and osmosis



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*Prerequisite*

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□ credi  
 An evaluation of death and coping skills which are developed at each age of life the special problems surrounding the loss of a member of the nuclear family and how the major supporter of the bereaved family of the understanding of grief by the general director of cultivation and individuality of those in mourning at each age of development discussion and review of the general service profession in a bereaving and utilizing the need of the bereaved

□ credi  
 The bereavement process and special life problems associated with the definition of counseling grief reaction goal of counseling type of counseling the general director of a counselor criteria in evaluation counseling including type development and characteristics of criteria the AB method of counseling family typology qualitative of effective counselor self-actualization facilitating communication grief counseling grief of the counselor referral and visual aid

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# S E E

## S E S E



The career of John McAllister a married young dominant principle studying and teaching

John McAllister graduated from Albany Medical College in 1871 a doctor of Medicine. He thereafter devoted most of his time to postgraduate study and surgery in a general American hospital. From 1875 to 1880 he continued his professional education in London Paris and Vienna under the renowned Anatomist and Surgeon of that day. He thereafter returned to Europe from 1880 to 1885 for additional research and study.

John founded the Medical School of Pathology and Operative Surgery and a clinical department in the training of many of the leading surgeons in his country. He continued his education until

John McAllister became a doctor of Anatomy and dissection. He then studied medicine in London and remained here for years. He held the position of local Surgeon of the General Railroad for years and was the Acting Surgeon for the Special Pathology of the Army for many years until he became a Medical Examiner. He also held in

During his time he completed over 1000 operations. This afforded him a tremendous opportunity for research in the many causes of death and their various effects on the body.

John during the year 1885 John McAllister discovered the need for thorough education of the general public and Funeral Director. This need was finally met when he founded the McAllister School of Embalming. He had the courage and vision to establish an educational institution with a lengthened program and rigorous faculty supervision. At that time there were minimal or non-existent standards for the licensing of funeral directors. He continued to direct the program and expanded the activities of the School until shortly after his death in

John McAllister called to active duty in the Army as a reserve lieutenant and was sent to Fort Totten in the Philippines. He held the position of division surgeon and was appointed John McAllister a distinguished comrade of the Army along the Atlantic. Following his honorable discharge from Foreign Service and joined the 1st Infantry Regiment in the Southland. He was later promoted to colonel.

During his period of active duty of John McAllister graduated from an Army School at Fort Benning and he commanded the General Staff School at Fort Leavenworth. He was awarded the Iron Cross medal for meritorious service during the Philippine War.

John McAllister was a dedicated teacher for many years in the operation of the McAllister School of Embalming. He reopened the institution to carry on the tradition of his world-famous institution.

John McAllister received his education at the University of Michigan and the University of Michigan School receiving the degree of Bachelor of Medicine. He died December 17, 1915 at the age of 40.



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