

Dear Funeral Services Student:

A requirement to be completed prior to starting the technical/clinical courses of the Funeral Services program is a job shadow, for 1 hour in a funeral home with a Funeral Director. Evidence of participation in a formal funeral home apprenticeship program can substitute for the job shadowing requirement.

Enclosed is the form to be completed by the designated person at the job shadow site. In the form, obtain all required signatures and submit a copy of the form in your petition packet during the designated petition window.

Please do the following:

- **Funeral Services Observation:**

Please select a facility convenient to you that employs a Funeral Director. Call to request observation time. Answer the two questions for the job shadow, and have the Funeral Director complete the form accordingly.

Include a copy of the completed and signed form whenever you petition for entry into the Funeral Services program. It is recommended that you keep the original in your personal files.

If you have any questions or concerns regarding the job-shadow, please email John Pludeman, Funeral Services Program Coordinator, at PludemaJ@matc.edu.

We look forward to helping you meet your educational goals.

Sincerely,

School of Health Sciences

Milwaukee Area Technical College
Funeral Services Program

Job Shadow Form

Student Instructions:

Obtain the required signature at your chosen site. Include a copy of the completed and signed form whenever you petition for entry into the Funeral Services program.

Please answer the following questions about your observation:

1. What did you learn about the job of a Funeral Director that you didn't already know?

2. How did your observations influence your decision to become a Funeral Director?

Supervisor Instructions:

Please complete the Job Shadow form and give to the student.

_____ has shadowed 1-hour at _____
(Student name – please print) (Facility Name)

***List the full address for the facility:**

Signature of Funeral Director

Date