Division of Biological and Health Sciences

Massage Therapy
Student Handbook
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Note: This Handbook and associated forms may be updated or revised at any time by the College of Lake County Massage Therapy Program administrators. Every attempt will be made to inform students, within a reasonable timeframe, of any changes. Any administrative actions will be based and guided by the most current version of this Handbook and/or appendices.
1.0 STATEMENT OF PROGRAM PHILOSOPHY

The Massage Therapy Program faculty, administrators and advisory committee believe that therapeutic massage serves an important function in the health care, sports, and spa settings. The educational preparation of the massage therapist is appropriately accomplished in the community college setting. The Massage Therapy Program is, therefore, an integral part of the College of Lake County and its philosophy and mission are consistent with those of the college. A basic common goal of the Massage Therapy Program and college is to provide accessible, affordable, and effective education which will serve as a foundation for employment, professional development and lifelong learning.

Upon completion of the certificate program, the student will have acquired the knowledge and skills to practice health maintenance and wellness massage in an entry level massage therapy position. The student will be eligible to take the National Certification Examination in Therapeutic Massage, which is required to obtain a massage therapy license in the state of Illinois.

Upon completion of the Associate in Applied Science degree program in Health and Wellness Promotion, the student will have acquired the knowledge and skill to practice therapeutic massage in an entry level massage therapy position within the context of a larger health and wellness industry or medical setting. The first year the student will complete the certificate program and will be eligible to take the National Certification Examination in Therapeutic Massage. The second year the student will complete general education, elective and other core health and wellness classes that are required in the associate degree program.

2.0 COURSES

2.1 Prerequisites

There are three prerequisite courses for admission to this program and prior to being admitted, students must be at least 18 years of age, possess a high school diploma or GED, and be certified in CPR/BLS prior to the start of the second semester of the program when students will begin to work in CLC’s public Student Massage Therapy Clinic in the Center for Health and Wellness Promotion. The prerequisites required include Biology 111 Human Form and Function, MAS 119 Introduction to Massage Therapy and PED 228 First Aid/CPR. They must also have attended a Massage Therapy Program information session, and have signed their names to an attendance sheet during that session. In order to gain further exposure to CLC’s Massage Therapy Program, students are encouraged but not required to make an appointment at CLC’s Student Massage Therapy Clinic prior to entering the program. Importantly, students must also achieve “English Language Proficiency” before being admitted into the program. See catalog for a description of English Language Proficiency requirement and read this Student Handbook for other requirements and recommendations.
As stated below, students must also have a licensed physician complete a medical clearance form prior to beginning the program.

2.2 Massage Therapy Program Courses

Pre-requisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 111 Human Form and Function</td>
<td>4</td>
</tr>
<tr>
<td>MAS 119 Introduction to Massage Therapy</td>
<td>1</td>
</tr>
<tr>
<td>PED 228 First Aid/ CPR</td>
<td>2</td>
</tr>
</tbody>
</table>

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAS 110 Massage Structure and Functions I</td>
<td>2</td>
</tr>
<tr>
<td>MAS 112 Kinesiology and Palpation I</td>
<td>2</td>
</tr>
<tr>
<td>MAS 114 Massage: Business Communication I</td>
<td>3</td>
</tr>
<tr>
<td>MAS 116 Clinical Skills and Special Populations</td>
<td>3</td>
</tr>
<tr>
<td>MAS 131 Massage Therapy I: Swedish</td>
<td>2</td>
</tr>
<tr>
<td>MAS 132 Massage Therapy II: Integrative</td>
<td>2</td>
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</tbody>
</table>

7 Credit Hours

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS 210 Massage Structure and Functions II</td>
<td>2</td>
</tr>
<tr>
<td>MAS 212 Kinesiology and Palpation II</td>
<td>2</td>
</tr>
<tr>
<td>MAS 214 Massage: Business Communication II</td>
<td>3</td>
</tr>
<tr>
<td>MAS 233 Massage Therapy III: Rehabilitative</td>
<td>2</td>
</tr>
<tr>
<td>MAS 234 Massage Therapy IV: Deep Tissue</td>
<td>2</td>
</tr>
<tr>
<td>MAS 235 Therapeutic Massage Clinic</td>
<td>1</td>
</tr>
</tbody>
</table>

14 Credit hours

Total Hours for Certificate 33 Credit hours

2.3 Health and Wellness Therapeutic Massage Associate Degree Program Content

See catalog for degree requirements.

3.0 PROGRAM OUTCOMES

Upon successful completion of this program, the student will be able to:

- Perform therapeutic massage skills competently and independently in a clinical setting.
- Implement appropriate physical and emotional comfort measures for clients.
- Identify each client as an individual, reflecting the values and dignity of each person.
- Describe the relationship of anatomy, physiology and pathology to the theory and practice of therapeutic massage.
• Palpate and describe actions of major muscles and anatomical landmarks of the human body.
• Define the ethical and legal principles and practices of therapeutic massage.
• Demonstrate professional behaviors in a consistent manner.
• Document a therapeutic massage session.
• Apply business skills needed for a successful therapeutic massage practice.
• Collaborate and communicate with other health care team members in caring for clients.
• Increase community awareness regarding the values and benefits of therapeutic massage.
• Assess own needs for life-long learning for continued personal and professional growth.

4.0 PROGRAM ADMISSION PROCEDURES

4.1 ADMISSION INTO PROGRAM

The Massage Therapy Program sequence of courses begins in either fall or spring. Currently, the fall cohort will take classes primarily during the day; the spring cohort will take classes primarily during the evening. To be considered for entry, students need the following: English Language Proficiency (as defined by the college), attendance at a massage therapy information session, and a high school diploma or GED certificate and successful completion in all pre-requisite courses passing with a “C” or better.

Generally speaking, the College of Lake County does not accept massage credits from other institutions. A student who wishes to transfer massage courses from another accredited college to the College of Lake County should contact the Massage Therapy (MAS) Department Chair for further information. Students who are given transfer credit or other credit for courses in the Massage Therapy Program are responsible for course materials as they relate to massage therapy in order to pass the National Certification Examination in Therapeutic Massage.

4.2 ADMISSION CRITERIA

Criteria to be used for admission will be as follows:

Prospective students need to:

• Demonstrate English language proficiency
• Attend a mandatory MAS Information Session
• Be at least 18 years of age
• Possess a 2.0 GPA or higher if a current CLC student
• Review the program website at www.clcillinois.edu/massage
• Possess a high school diploma or GED certificate
• Successfully completed all pre-requisite courses with a “C” or better. BIO 111, MAS 119, and PED 228.
- Have registered in all six of the first-semester classes. (Students who are registered in fewer than six massage classes do not reserve their place in any of these courses and may be dropped from these courses at the discretion of the MAS Department Chair)
- Prospective students are also encouraged to attend a Health and Wellness Information Session. See www.clcillinois.edu/wellness for details
- Additionally, prospective students are strongly encouraged to make an appointment at the student massage clinic. The cost of appointments is $30 for the general public or $20 for current CLC students. Visit the massage website for details. Clients of the massage clinic must be at least 18 years of age.

An applicant who has been convicted of a felony or misdemeanor is advised to check with the agency which governs massage therapy visit: www.IDFPR.gov and the National Certification Board for Therapeutic Massage and Bodywork www.NCBTMB.org. In addition to state requirements some municipalities have additional requirements regarding licensure to practice massage therapy.

The CLC massage therapy program does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, national origin, veteran’s status, marital status, disability or any other characteristic protected by law in its programs and activities.

### 4.2.1 SPECIAL ACCOMMODATIONS

If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the Office for Students with Disabilities (OSD) at the Grayslake Campus. All students are expected to fulfill essential course requirements. The College will not waive any essential skill or requirement of a course or degree program.

### 4.3 ADMISSION PRIORITY

When space is limited, admission priority will be guided by the following criteria:

- Successful completion of all pre-requisite courses with a “C” or better
- Registration in all six first semester massage therapy courses (See above for list).
- Date of information session attendance
- Date when prospective student received student ID number.
- In compliance with the Illinois Public Community College Act, in-district students shall be given preference over out-of-district students. Proof of residency may be required.
- Meets all entrance criteria
5.0 RETENTION AND READMISSION FOR THERAPEUTIC MASSAGE COURSES

5.1 PASSING GRADE AND PROGRESSION

Once a student has been admitted into the first semester of the Massage Therapy Program, the student may enroll in the second semester of the program as long as the student received a C or higher in all of the first semester’s six classes (Grades of D, F, I, W, WS, WN or WF are not considered passing.)

5.2 PROTOCOL FOR REENTRY

If a student has passed a course or courses in the Massage Therapy Program and for any reason does not continue into the next successive course, the student must petition the Associate Dean of the Biological and Health Sciences (BHS) Division to reenter the Massage Program. Space availability at the time of petitioning to reenter is one factor in considering a petition. In addition, placement in the Massage Therapy Program may be affected by the amount of time which has elapsed since the student was last enrolled in the program. The student may be required to remediate before proceeding. Remediation will be tailored to the individual’s needs and may include, but is not limited to, the following: repeating a course or courses, testing, massage technique evaluation, or tutoring. Successful petitioners will be granted program re-entry on a space available basis.

5.3 PASSING GRADE NOT EARNED

A student who does not earn a passing grade (D, F, I, W, WS, WN or WF are all considered non-passing grades) as defined in Section 5.1 in any CLC Massage Therapy class will not be allowed to enroll in the next successive massage therapy semester without the approval of the Associate Dean of the BHS Division. The student must petition to retake a course that was not passed. Space and time considerations as outlined in Section 5.2 will apply. If a student does not earn a passing grade after the second attempt of a previously failed course, the student will be dropped and must petition to the Associate Dean of the BHS Division to be admitted into the next available program cohort.

5.4 ILLNESS OR INJURY

Requests for re-admission to the Massage Therapy Program after major illness or injury should be accompanied by a physician's release certifying suitability for laboratory and clinical attendance and participation. Space and time considerations as outlined in Section 5.2 will apply.
5.5 PETITIONS FOR REENTRY

Petitions for reentry or course repeat must be filed with the Associate Dean. Petitions must be submitted to the Associate Dean of the BHS Division at least three weeks prior to the beginning of the semester in which massage classes begin.

5.6 GUIDELINES FOR REVIEWING PETITIONS FOR REENTRY

In reviewing petitions for reentry or course repeat, the Associate Dean of the BHS Division shall use guidelines including, but not limited to, the following:

The first time a student does not receive a passing grade in a core course in the Massage Therapy Program, the student is given an opportunity to repeat the course. Placement priority will be based on the readmission criteria listed in Section 5.2.

Exception: Administrative withdrawal (failing) following a student having subjected a client to physical or emotional jeopardy may preclude student readmission to the program (Section 12.0 Physical and Emotional Jeopardy).

If a student does not earn a passing grade after the second attempt of a previously failed course, the student will be dropped and must have the Associate Dean of the BHS Division review the petition to be admitted into the next available program cohort. Although a subsequent failure to receive a passing grade in the same (repeated) course may be reviewed by the Associate Dean of the BHS Division on an individual basis. A student who has voluntarily withdrawn will be considered for reentry on an individual basis.

Note: Any student who continually withdraws while failing may be at risk for not being readmitted to the program.

5.7 APPEAL OF THE BHS’s ASSOCIATE DEAN’S RECOMMENDATION

Upon receipt of the BHS’s Associate Dean’s determination, the student may, within 10 school days, submit a written appeal to the Dean of the BHS Division for a procedural review to ensure that the petition process was conducted in accordance with established procedures. In addition, students have the right to utilize the process described in the “Procedure for Addressing Academic Concerns”.
6.0 GENERAL COURSE CRITERIA

6.1 PASSING GRADE

The student must receive a passing grade (minimum C or better) for each course in the Massage Therapy Program. A NON-PASSING GRADE WILL CONSTITUTE A FAILURE OF THE COURSE. Grades of D, F, I, W, WS, WN or WF are not considered passing grades. All of the individual course criteria and requirements must be met or a grade will not be awarded.

6.2 ATTENDANCE

Absences, tardiness, late paperwork, and lack of participation may result in a lowering of the final grade and/or failure of the course. Absence from class prior to a test or failure to take a test at the designated time may incur a penalty, at the discretion of the instructor. A different test may be administered if a student is allowed to take a makeup test.

6.3 DEADLINES

Assignments are due on the date indicated by the instructor to receive full credit. All assignments must be submitted to meet course requirements.

6.4 COURSE SPECIFIC POLICIES

In addition, there may be course specific policies. The student is required to follow the criteria given by the course instructor.

6.5 GRADING

The following will generally be used as a guideline for assigning grades:

- A: 90-100%
- B: 80-89.9%
- C: 70-79.9%
- D: 60-69.9%
- F: 0-59.9%
6.6 CLINICAL EVALUATION

Whenever a student's performance in the clinical setting is deemed unsatisfactory or unacceptable, the instructor/supervisor will promptly discuss any identified deficiencies with the student. The student will be informed of the objective criteria derived from the clinical rubric as to areas that need improvement, measures recommended to correct the deficit(s), and the student's current status in the course. The student may be required to sign the Student/Faculty Communication Report Form in acknowledgment of having been advised of the instructor's/supervisor’s concerns. The Student/Faculty Communication Report Form will become a part of the student’s record. Students will be required to pass one or more clinical evaluations or technique exams in order to pass the MAS 116 and MAS 235.

7.0 STUDENT GRIEVANCE(S) AND/OR GRADE APPEAL(S)

The student grievance procedure, and/or grade appeal procedure is delineated in the College of Lake County Catalog.

8.0 HEALTH REQUIREMENTS FOR LABORATORY AND CLINICAL EXPERIENCES

8.1 PRE-ENTRANCE MEDICAL RECORD

A pre-entrance medical record must be completed by the student and the student's licensed physician/primary healthcare provider and submitted to the MAS Department Chair prior to the first day the student begins any massage course.

8.2 IMMUNIZATIONS/RECORD OF IMMUNITY

8.2.1 TUBERCULOSIS TEST - Recommended

8.2.3 HEPATITIS B

Hepatitis B immunization is recommended, since therapeutic massage students may have direct exposure to or contact with blood, as well as other body fluids.

8.3 CHANGES IN HEALTH STATUS

The therapeutic massage faculty reserves the right to request a physical or mental examination following a change in health status. A student who has had surgery, childbirth, extended illness, newly diagnosed or chronic illness, or an accident must obtain signed consent from a licensed primary health care provider to attend the laboratory or clinical component of any course. A student taking prescribed medications should refer to Section 8.5 Use of Prescribed Medication.
8.4 PREGNANCY

A student who is pregnant must provide signed consent from her primary health care provider to attend without restrictions, any course with a laboratory or clinical component. This documentation should be submitted to the MAS Department Chair as soon as the student receives confirmation of pregnancy from her health care provider. The student should also submit to the MAS Department Chair expected date of confinement (delivery date).

8.5 USE OF PRESCRIBED MEDICATIONS

It is the student's responsibility to discuss with the student’s licensed primary health care provider whether a medically prescribed drug may affect clinical performance. A student must report the use of such drugs or other substances which may impair clinical performance to the instructor. The instructor will then inform the MAS Department Chair. Failure to report the use of such drugs or substances or failure to provide proper evidence of medical authorization for use may result in the student's dismissal from the program.

8.6 LIMITATIONS DUE TO HEALTH STATUS

If the student has any limitations due to health status, the student is responsible for informing the instructor and massage partner of contraindications each time massage is performed on the student. The student is also responsible to ensure that all limitations are followed.

9.0 HEALTH AND LIABILITY INSURANCE

9.1 HEALTH INSURANCE

Each student is urged to carry a personal health insurance policy. The student is responsible for individual medical expenses, whether due to an injury at clinical or on campus, an illness requiring treatment, or a test or procedure required by the college and/or the health care facility. A student who is injured is responsible for personal health care costs.

9.2 LIABILITY INSURANCE

A student in the Massage Therapy Program is covered by the college's professional liability insurance policy once tuition and fees for a course have been paid and only when the student is under the supervision of an instructor/supervisor. Each student must purchase a student liability insurance policy in order to be covered while performing assigned homework outside of class. Student can receive liability through the ABMP, Associated Bodywork & Massage Professionals www.abmp.com or the AMTA, American Massage Therapy Association www.amta.com No one should attend any massage therapy course for any reason without being registered for the course.
10.0 ATTENDANCE

10.1 LECTURE, LABORATORY AND CLINICAL LATENESS

Consistent attendance is required to demonstrate adequate performance. The student is expected to be on time and to attend all lecture, laboratory and clinical experiences. If a student is unable to attend clinic or will be late, proper notification must be made to the course instructor in advance. Failure to make proper notification will result in penalties. If a student is tardy to clinic without prior notification, the clinic instructor/supervisor has the option of not permitting the student to participate in the day’s experience, which may result in an absence.

10.2 LECTURE, LABORATORY AND CLINICAL ABSENCES

A predetermined number of lecture, laboratory, and clinical hours is required for all courses. Absences may be detrimental to demonstration of satisfactory performance by the student. Specific attendance and notification policies are set forth in each course syllabus. The student must conform to the policies determined by the course instructor. Regardless of information set forth in any given course syllabus, a student cannot pass any massage course with more than two absences. Absences due to the following extenuating circumstances will be recorded but not counted toward a student’s grade if official documentation is produced within five (5) days of the absence: 1) court dates, 2) funeral of immediate family member/significant other, 3) emergency medical care or hospitalization of the student (not regular appointments), 4) emergency medical care or hospitalization of the student’s minor child or ward (not regular appointments), and 5) military obligations (reviewed on an individual basis). A student who misses a significant amount of class due to the above circumstances may be required to remediate before proceeding or withdraw from the course at the discretion of the MAS Department Chair or his designee. Remediation will be tailored to the individual’s needs and may include, but not limited to testing, massage technique evaluation, or tutoring.

All missed lecture, laboratory and clinical time must be fulfilled. The policy for make-up work for missed lecture and laboratory are set forth in each course syllabus. All missed clinical time must be made-up during scheduled clinical hours in the clinical setting.

10.3 MISSED INFORMATION/EXAMINATION

The student is responsible for obtaining missed information, announcements and for submitting any papers due. The ability for a student to make-up a missed examination is at the discretion of the course instructor.
11.0 PERSONAL AND PROFESSIONAL LEGAL, MORAL AND ETHICAL, BEHAVIORS

A student enrolled in the Massage Therapy Program is expected to display conduct in accordance to the legal, moral and ethical standards of the therapeutic massage profession and the community.

Each student is accountable for individual behavior and is expected to act in a responsible, mature manner that reflects the qualities of honesty, integrity, courtesy, reliability, and responsible interpersonal skills. Profanity, derogatory comments, and emotional responses which inhibit learning or effective functioning will not be permitted, and may result in a lowering of a course grade.

Harassment based on gender, sexual orientation, race, color, religion, national origin, ethnicity, veteran status or disability will not be permitted. Behavior must not interfere with student/staff/faculty/client relationships.

Honesty is expected of all therapeutic massage students in the lecture, laboratory and clinic. Acts of lying, cheating, plagiarism, forgery, alteration and/or falsification of clinical documents, written work, or academic records will not be permitted.

While at the Center for Health and Wellness Promotion, the college’s premises, or at an official outreach function, students should not perform massage therapy on another student, staff or faculty member, or client, when not in the presence of at least one other person. Faculty members are also expected to comply with this rule. Faculty members may not work on students or vice versa off campus.

Failure to comply with the above legal, moral and ethical standards may result in lowering of course grade, failure of the course, dismissal from the course and/or possible dismissal from the program. Such conduct is in violation of the College of Lake County Code of Student Conduct as described in the CLC Student Handbook.

12.0 PHYSICAL OR EMOTIONAL JEOPARDY

A student who places a client or clients in either emotional or physical jeopardy may be dismissed from the clinical site or college related event, and possibly dismissed from the course and/or the program. Physical or emotional jeopardy (either intentional or non-intentional) is described as, but not limited to: causing client(s) harm or injury, placing client(s) at risk for harm or injury, causing a client emotional distress, disregard for client(s) safety, placing client’s physical or emotional health in jeopardy for own personal advancement or gain (e.g., falsifying documents, not reporting errors/incidents, failure to report client status to instructor/supervisor). Student incidents involving placing clients in physical or emotional jeopardy may be submitted to the MAS Department Chair for consideration. The MAS Department Chair may notify the Associate Dean of the BHS Division for further consideration.
13.0 CONFIDENTIALITY

The student must act to protect confidentiality in all situations. Information or incidences related to clients will be discussed with the instructor and/or supervisor in appropriate surroundings only. The student will not discuss these issues with other clients, students, friends, family or in public places. The student will refer to clients and staff by initials only on written work or while relating clinical experiences in the classroom setting, and will exercise caution as to the location and disposition of clinical data. A student cannot, under any circumstances, photocopy or electronically reproduce any portion of a client’s chart or personal records for use outside the clinic.

14.0 STUDENT RESPONSIBILITIES/EXPECTATIONS IN THE CLINIC SETTING

The College of Lake County massage program acknowledges its responsibility to educate its students while maintaining the public trust. The rights, responsibilities, and conduct of all students are described in the CLC Student Handbook.

The therapeutic massage student has additional responsibilities as a member of the health care team to ensure the emotional and physical safety of clients during the educational process:

- The student must come to clinic demonstrating preparation to give responsible, safe client care.
- The student will perform client care only when an instructor/supervisor is present during scheduled clinic times for the following: Massage I, II, III, and IV and at college-related or other officially sanctioned outreach events. An instructor or supervisor MUST be present at all times during any form of clinical experience.
- The student may only use massage techniques which the student has received a passing grade (minimum C or better) in an instructor evaluation.
- The student is responsible to seek the assistance of the instructor/supervisor in the clinic before proceeding with new, unfamiliar, or uncertain aspects of client care.
- The student is to follow clinic policies and procedures.
- If a student is tardy for clinic experiences without prior notification, the clinic instructor/supervisor has the option of not permitting that student to participate in client care for the day and/or dismissing the student from the clinic (Section 10.1 Lecture, Laboratory and Clinical Lateness).
- Notification of absence from clinic experiences must be made directly to the instructor/supervisor (Sections 10.2 Lecture, Laboratory and Clinical Absences).
- The student must be physically and emotionally capable of effective, safe clinical performance. If the instructor/supervisor determines that a student's behavior places a client at risk for physical or psychological injury on any clinical day, then that student will be dismissed from the clinical area (Section 12.0 Physical or Emotional Jeopardy).
- The student may be removed from the learning setting if the student’s continued presence disrupts the learning process for other students.
Any violation of these established standards may result in the immediate removal from the clinical or event setting, dismissal from the course and/or the Massage Therapy Program. Readmission into the program will require petition and approval by the Associate Dean of the BHS Division. In addition, the student's actions may be subject to review by the college according to Students Rights and Responsibilities procedure and other applicable college policies.

15.0 STUDENT RESPONSIBILITY TO REPORT

It is the responsibility of any student who observes or has direct knowledge of another student in a condition which impairs the ability to perform clinical duties, or poses a hazard to the safety and welfare of others, to promptly report the incident to the instructor.

16.0 DRESS CODE/GROOMING

Student apparel and grooming must conform to health, sanitation, and safety standards. The student is required to follow the dress code set forth herein, in the clinic setting and at college-related events:

- Clothing which is determined to be less than professional for a working massage therapist is not appropriate.
- Uniforms are to be clean and free of stains and wrinkles, and must fit appropriately. Very tight fitting clothing or very loose fitting clothing is considered inappropriate.
- A navy blue polo top is required. The polo top must be tucked into the student’s pants. Shirts must have sleeves which cover the armpit, cleavage and midriffs must be completely covered and necklines must be within at least two inches of the top of the sternum.
- Tan tightly-woven khaki-style or uniform pants are required. Hemlines should remain between the upper heels of the student’s shoes and the tops of shoes. Inappropriate attire includes: jeans or jean-styled pants, stretch pants or leggings, ribbed or corduroy materials, cropped or Capri-style pants, and/or shorts.
- Solid white, brown or black leather or vinyl professional shoes, or white leather or vinyl athletic shoes are required. No canvas shoes, clogs, open toed shoes, or cut-out areas in leather or vinyl. Shoes must be clean and polished with clean shoelaces (if appropriate).
- Hair must be pulled back and/or arranged off the collar. Elaborate hair ornaments (large bows, multiple decorative barrettes or combs) are not to be worn with the student uniform. A student is to be clean shaven, or if a beard or mustache is worn, it must be neat, clean and well -trimmed.
• The only visible body piercing that is acceptable is for earrings. Ornamental facial piercing or other visible body piercing is unprofessional and unacceptable. If the ears are pierced, only small earrings less than one inch in length may be worn with no greater than two (2) earrings per ear. No rings, bracelets, watches or necklaces shall be worn. These items can injure clients, damage equipment, and are a source of contamination. Other jewelry that does not conform to reasonable health, sanitation and safety standards shall not be worn during clinic.
• Fingernails are to be shorter than the end of the finger, such that they will not scratch the client. Fingernails shall also be clean, and neatly manicured. Artificial nails are not permitted in the clinic area. Nail polish must be clear or natural pastel in color and chip free (blue, purple, black, green, yellow, red, and metallics are not permitted)
• Solid colored socks are required.
• Undergarments are required.
• Excellent personal hygiene practices (bathing, clean groomed hair and brushing teeth) are required. The student shall be free of potentially offensive odors such as body odor, bad breath, and cigarette smoke.
• No scents shall be worn, including but not limited to perfume/cologne, essential oils, cigarette odor, scented deodorants and scented cosmetics, due to possible client allergies or sensitivities.
• Cosmetic make-up shall be modest and no cosmetic glitter shall be worn.
• Smoking, chewing gum or tobacco is unacceptable.

Failure to comply with the dress code may result in dismissal from the clinical area, a conference with the instructor/supervisor, and/or a lowering of the course grade. Exceptions to the dress code may be made with the prior written approval of the MAS Department Chair.

17.0 TRANSPORTATION/PARKING AT CLINIC AND CLC RELATED EVENTS

17.1 TRAVELING

The student is responsible for transportation to and from clinic and college-related events.

17.2 INJURY EN ROUTE TO CLINICAL OR COLLEGE-RELATED EVENTS

Neither the college nor the facility where a college-related event takes place is responsible for any personal injury or injury to property which may occur while a student is traveling to or from clinic or college-related events.

17.3 PARKING

The student is subject to the parking regulations established by the facility where a college-related event takes place and is not considered to be part of the staff of the facility.
18.0 LECTURE, LABORATORY AND CLINIC EXPECTATIONS

Regardless of personal beliefs or philosophy, the student is expected to keep an open mind about ideas and practices experienced in the Massage Therapy Program. For instance, classes may begin with a centering exercise or meditation. The student need not agree with all points of view presented in the Massage Therapy Program, but the student must be willing to listen and learn new information and skills presented in the program.

The college actively supports diversity within the student body, staff, faculty, clinic clients, and individuals or groups associated with the college. The student is expected to perform massages on and to be a recipient of massage by people of another gender, various ages, ethnicities, religions, sexual orientations, body types, personality types and life styles. Not participating in lecture, laboratory or clinical exercises may lead to a lowering of course grade and/or failure of a course.

The student is to be open to the expression of feelings and emotions. Touching and being touched typically result in an intensified awareness of personal feelings. The student is encouraged to deepen self-knowledge through exploration and appropriate expression of sensations and emotions; and is expected to be respectful, sensitive, and attentive to the feelings of classmates. The student is expected to accept and support change and growth in oneself and one’s classmates. In addition, the student is expected to address their own personal issues which may arise (Section 24.0 Counseling).

The student is expected to be receptive to constructive criticism and feedback from classmates, instructors, and clinic clients regarding the student’s knowledge, skills, personal hygiene, and appropriate behavior in order to assist the student to improve.

The student is expected to provide feedback to the instructor and fellow classmates. For example, if the student experiences pain or discomfort, it is the student’s responsibility to immediately inform the individual performing the massage and it is the student’s responsibility to ensure the techniques are adjusted to his/her comfort level. This includes, but is not limited to other areas of study such as palpation, draping and endangerment sites.

18.1 DRESSING, UNDRESSING AND NUDITY

Individual modesty is to be respected at all times. The student must undress behind changing screens or under sheets. The student giving a massage must be fully clothed.
18.2 LECTURE AND LABORATORY HYGIENE

- The student is to be clean and neatly groomed.
- Fingernails are to be shorter than the end of the finger such that they do not scratch the student receiving massage.
- The student giving massage must pull hair back such that it does not obstruct the massage process.
- The student is to be free of offensive odors such as body odor, bad breath, and cigarette smoke.
- The student must use the detailed procedures for hand washing and comply with the policy on infectious conditions, as stated in Section 21.0 Hand Washing Guidelines and Standard Precautions.
- More information is set forth in each course syllabus.

18.3 LECTURE AND LABORATORY DRESS

- No rings, dangling earrings (greater than 1 inch in length), necklaces, bracelets, watches or facial piercing shall be worn. This also includes any other jewelry which may pose a health or sanitation hazard.
- Clothing must meet the following professional standards: shirts must have sleeves which cover the armpit, cleavage and midriffs must be completely covered and necklines must be within at least two inches of the top of the sternum; pants or skirts must be at least knee length. Clothing which is determined to be less than professional for a working massage therapist is not appropriate.
- More information is set forth in each course syllabus.

19.0 HAND WASHING GUIDELINES AND UNIVERSAL PRECAUTIONS

19.1 HANDWASHING GUIDELINES

Washing hands is required before and after performing massage on a classmate or client, after using the toilet, after blowing or wiping the nose, or after smoking. The following procedure shall be used:

- Use a gentle stream of hot but not scalding water. Leave water running throughout the hand washing procedure.
- Wet hands, wrists, forearms and elbows.
- Apply cleaning agent, preferably from a dispenser, since bar soap can carry bacteria. If hands come into contact with tears, blood, oozing eczema, feces, or any other bodily fluid, use Betadine to prevent the spread of Hepatitis B, HIV, or other bacterial or viral substances.
• Spread cleaning agent over entire area, gradually adding water to make plenty of lather.
• Scrub hands, between fingers, around nail beds and under nails.
• Continue washing with lather for minimum of 60 seconds.
• Rinse all lathered areas.
• Dry hands completely with a paper towel, then use the towel to cover the faucet knob and turn off the water.

19.2 UNIVERSAL PRECAUTIONS

The student is required to know and use universal precautions and safeguards against the spread of infectious conditions, as presented in lecture, laboratory or clinical and as follows:

• A student who is experiencing abnormal or uncontrollable secretion or excretion of bodily fluids (e.g. abnormal bleeding, vomiting or diarrhea) should not give or receive massage until the condition resolves.
• A student who has a highly contagious infection, including (but not limited to) chicken pox, measles, strep throat, serious flu infection, or infectious skin condition (e.g. impetigo, scabies, staph infection), shall not give or receive massage until the condition has passed the infectious stage. The student should not attend laboratory or clinical if the condition is highly contagious in order to avoid infecting others.
• A student who has broken skin on hands due to cuts, burns, abrasions, chapping, damaged cuticles or other condition shall wear disposable gloves or finger cot over an adhesive bandage.
• The student shall wear gloves when there is potential for direct contact with body fluids, mucous membranes, non-intact skin of clients, handling of items or surfaces soiled with blood or body fluids.
• The student must follow procedures taught in the therapeutic massage courses for sanitizing equipment and supplies.

20.0 SEPARATION OF MASSAGE THERAPY AND EMPLOYMENT WITH SEXUAL CONTENT

While the college respects the freedom of individuals to pursue any legal form of employment, the College of Lake County requires that the student refrain from involvement in any component of the adult entertainment industry that has sexual content. The student must actively support the goal of the massage therapy profession to differentiate therapeutic massage from adult entertainment and personal services of a sexual nature. The student will not be employed in adult entertainment of a sexual nature while they are enrolled in the Massage Therapy Program, and the student may not use the training provided by the college to obtain employment in any component of the adult entertainment industry that has sexual content or sexual activity (e.g., topless or exotic dancer, etc.).
21.0 DUAL RELATIONSHIPS

The student is prohibited from having dual relationships with instructors or college staff while enrolled in the Massage Therapy Program. A dual relationship includes but is not limited to dating, sexual relationships, personal friendships, employer/employee, landlord/tenant or client/therapist relationships. Dual relationships have the potential to interfere with the primary relationship of teacher and student. Possible negative consequences of dual relationships include favoritism or unfair treatment of students, hurt feelings, breach of confidentiality, increased vulnerability and confusion of educational and/or professional boundaries. The student who has a dual relationship with an instructor or college staff member may be withdrawn from the course and/or dismissed from the Massage Therapy Program. The student is cautioned against having dual relationships with other students in the class due to possible negative consequences between themselves and other classmates.

22.0 COUNSELING

In therapeutic massage training, the student typically experiences a new sense of self awareness, a new level of exploration into the values and philosophy of life and the resurfacing of memories and associated emotions. The Massage Therapy Program includes discussion of personal growth and the power of the connection of body, mind and spirit. The instructor is available to support the student in fulfilling course and program requirements. College counseling, and/or personal counseling or therapy is recommended for the student who wishes to address personal issues and maximize personal growth during therapeutic massage training.

The College of Lake County Counseling, Advising and Transfer Center, offers professional counseling for students who are in crisis or are having personal problems which as a result may affect their academic and career goals. The services of professional counselors are available at three locations on an appointment or drop-in basis:

- Grayslake Campus (847) 543-2060   Drop In Basis
- Lakeshore Campus in Waukegan, (847) 543-2186   Appointments Only
- Southlake Center in Vernon Hills, (847) 543-6502   Appointments Only
23.0 PRACTICING MASSAGE THERAPY BEFORE GRADUATION FROM THE PROGRAM

The student will be assigned homework that will include performing massage practice sessions on friends or family members. When fulfilling such homework requirements the student is expected to follow the following guidelines:

- Choose healthy clients with no contraindicating medical history.
- Choose clients that the student knows and trusts.
- Choose clients who will give accurate feedback regarding pain and discomfort.
- Ensure that the client knows that this is a practice session in order for the student to improve skills and fulfill course requirements.
- Use the term “practice session,” do not use the term “appointment.”
- Represent themselves as a student of massage therapy. A student cannot, under any circumstances represent himself/herself as a massage therapist or use any designation that implies that the student is qualified to provide professional services.

The student is not allowed to receive compensation for massage therapy practice sessions or clinic sessions. Compensation includes accepting a fee, donation, barter, tip, or any other form of payment for services. The student is not covered by the student liability insurance coverage when the student receives any form of compensation for massage therapy practice sessions.

According to the ABMP Student Liability Insurance a student’s liability insurance ends as of the last day of class prior to graduation. A student may continue to use the resources associated with their ABMP membership but no liability is available until a student has a state license and upgrades their membership to professional status.

According to the Massage Licensing Act of Illinois, it is illegal for an individual without a massage therapy license in the State of Illinois to receive compensation for massage therapy services. Doing so may prevent the individual from obtaining a license to practice massage therapy and result in state disciplinary action.

The above violations may result in removal from the course or the program. Disciplinary action by the State of Illinois may include refusal to issue or renew a license, revoke or suspend a license, place on probation, and other disciplinary action including imposition of fines up to $1000 for each violation.
The Clinic does accept donations (in addition to fees) to the College of Lake County’s Massage Therapy and/or Wellness Programs. The MAS Department Chair (collaboratively with other CLC Health & Wellness Faculty and Staff) will make decisions about how these donations can best serve current students, future students, and/or the Massage Therapy or Wellness Program services or facilities in general.

Clinic Operation Addendum or Additional Policies Often Affecting Clinic Clientele:

- Clients for the Massage Clinic must be 18 years of age or older.
- Clinic is not authorized to massage pregnant women.
- Prices, discounts, or coupon offerings are subject to change at any time without notice.
- All prices, discounts, or coupon offerings are subject to availability.
24.0 Signature of Agreement to abide by the Student Handbook

Signature of Agreement to abide by the 2015 Massage Therapy Student Handbook

I, _____________________________________ have fully read and agree to abide by the Massage Therapy Student Handbook as of this day, ______________________.

Student:

Print Name: ________________________________________________

Signature: _________________________________________________

Date: _________________________________

MAS Department Chair:

Print Name: ________________________________________________

Signature: _________________________________________________

Date: _________________________________