

This handbook will be used by the student throughout the program. There is information contained in the handbook regarding processes necessary after completion of the program to receive national certification.

The most current copy can be accessed online at:

http://www.lcc.edu/health/massage/current_students/

DO NOT LOSE THIS COPY!!

The Therapeutic Massage Student Handbook is updated periodically and posted on the website. Students are responsible for updating his or her own copy.

Table of Contents

School / Program Information	1
Institutional Philosophy & Statements.....	1
Program History	2
Non-Discrimination Statement	2
Educational Goals and Objectives	3
Credit Hours vs. Billing Hours	3
Fall 2008 Curriculum Guide	4-5
Program Completion Time	6
Program Costs	6
Suppliers	6
Tuition Payment Methods and Terms	7
Course Descriptions.....	8-13
Learning Styles	13
Academic Calendar.....	14
Admission Requirements	15-16
LCC General Admission Procedures	17
Grading System	17-18
Transfer of Credit	18
Academic Standing Policy	18
Graduation Requirements.....	19
Teacher/Student Ratio Information	19
Academic Requirements.....	19
Academic Honesty	19
Policy Statements	
Tardy/Attendance	20
Make-up work.....	21
Illness, Injury, Pregnancy	21
Professionalism/Conduct (Code of Ethics).....	21-22
Sexual Harassment	22
Draping Guidelines	23
Misconduct	23
Dual Relationships	23
Leave of Absence:	23
Termination (Dismissals/Suspensions)	23
Student Responsibilities.....	24
Financial Aid/Scholarships.....	24
Dress Code	24
Records/Confidentiality Policy	25
Program Staff.....	25
Facilities and Classroom Equipment.....	25
Insurance	25
Student/Graduate Placement Services	25
State Requirements	26
National Certification.....	26
Student Services.....	26
Incident/Accident Protocol	26
Student Appeals and Complaints.....	27

SCHOOL/PROGRAM INFORMATION

Lansing Community College
Health & Human Service Careers Department
Health and Human Services Building (HHS)
515 North Washington Square, Room 108
Lansing, Michigan 48933
Phone: (517) 483-1410
Fax: (517) 483-1508

Mailing Address:
Mail Code 3100
P O Box 40010
Lansing MI 48901-7210

Mabel Menadier-Thomas, M.Ed.
Academic Team Leader
Therapeutic Massage Program
Phone: (517) 483-1431
Email: menadiem@lcc.edu

Olga Hernandez-Patino, Ph.D.
Chairperson
Health and Human Services Department
Phone: (517) 483-1452

Dennis Morse, BS Criminal Justice, MA.
Dean
Human, Health and Public Service Careers Division
Phone: (517) 483-1210

INSTITUTIONAL PHILOSOPHY AND MISSION STATEMENT

HHPS Mission Statement

The Human Health and Public Service Careers Division at Lansing Community College is dedicated to providing quality workforce development programs leading to professions in the serving occupations of: health, human services, and public service careers.

The HHPS Division is committed to delivering high quality, affordable educational services, with student learning as our highest priority, supported by powerful partnerships with education, health care, and business in order to optimize student success. We will highlight diversity and global awareness through ongoing instruction and initiatives. In addition, we will use emerging technology to enhance access and learning, as well as cultural opportunities for enrichment and lifelong learning.

Therapeutic Massage Program Mission Statement

The Therapeutic Massage Program at Lansing Community College is committed to providing quality academic and practical massage therapy education to produce highly-skilled, successful, professional massage therapists dedicated to enhancing the health and well-being of our community.

We are committed to making a difference in the world, one student at a time!

PROGRAM HISTORY

In 1975, a local massage therapy instructor, was teaching Swedish massage therapy skills to visually impaired students at the Michigan School for the Blind. He recognized that non-visually impaired people also had an interest in learning massage therapy, so he contacted the athletic director at Lansing Community College to propose a beginning massage therapy course for the general public. The first massage therapy course at LCC was rolled out in 1976 with 18 students enrolled.

Over the years, more courses were added to the curriculum to accommodate those students who were interested in expanding their knowledge beyond the basic Swedish massage techniques. It is now a 749-758 hour certificate of achievement program utilizing the expertise of eight instructors that provides the students with the knowledge and skills necessary to sit for the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) exam.

NON-DISCRIMINATION STATEMENT

EQUAL OPPORTUNITY AND NONDISCRIMINATION POLICY STATEMENT

I. Purpose

Lansing Community College is committed to a policy of providing equal employment opportunity and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, familial status, marital status, height, weight, sexual orientation, disability or veteran's status or other status as protected by law.

Equal employment opportunity is a legal, social and economic responsibility of the college and is provided in accordance with applicable federal and state laws and Lansing Community College policy. The college policy and practice at all levels assures the active and positive implementation of federal and state equal employment opportunity laws, executive orders, rules and regulations and College equal employment opportunity policies and guidelines.

The college prohibits retaliation or reprisals against any individual because she/he has filed a complaint or report, participated in an investigation, or otherwise opposed unlawful discrimination.

II. Scope

This nondiscrimination policy applies to admissions, employment, access to and treatment in the college programs and activities. This policy applies to all persons employed by LCC, enrolled as a student, seeking admission to the college and/or requesting employment at or having contracts with the College.

III. General

The College is committed to and reaffirms support of equal opportunity in employment, education and non-discrimination in employment and academic policies, practices and procedures and will examine periodically all employment and academic policies for discrimination on the basis of race, color, religion, sex, national origin, creed, ancestry, familial status, age or disability, marital status, height, weight, sexual orientation, disability or veteran's status or other protected status and take remedial action to correct such discrimination if it is found to exist.

The College values diversity and seeks talented students, faculty and staff from diverse backgrounds. The College does not discriminate in the administration of educational policies, programs or activities; admissions policies; scholarship and loan awards; athletic, or other college administered programs or employment.

IV. Responsibility

The College's Director of Equal Opportunity and Diversity Programs (517) 483-5232 is responsible for preparing procedures to implement this policy.

Failure to follow this policy may result in disciplinary action up to and including termination or expulsion.

EDUCATIONAL GOALS AND OBJECTIVES

Based on professional and industry standards and competencies as set forth by the American Massage Therapy Association and the National Certification Board for Therapeutic Massage & Bodywork, the student, upon successful completion of the Therapeutic Massage Program, will be able to:

- complete the National Certification Exam in Massage Therapy offered through the National Certification Board for Therapeutic Massage and Bodywork;
- perform a full-body table massage using techniques drawn from a variety of modalities, with techniques and movements selected to meet the clients' individual needs and conditions;
- assess, using visual cues, interview questions, and palpation, the client's musculoskeletal, neuromuscular, and energetic states or conditions, and construct a client history noting indicated and/or contraindicated diseases, injuries, structural dysfunctions, energetic blockages, and endangerment sites;
- drape, position, and support the client on a massage table for a variety of massage situations while protecting the client's privacy and safety;
- utilize principles of body mechanics and postural self-awareness while providing massage that reduces or eliminates the risk of injury to self;
- develop and implement a system for business, accounting, and client-related record keeping;
- exhibit ethical conduct related to client confidentiality, personal/professional boundaries, and other scope of practice issues related to the massage therapy profession.

CREDIT HOURS VS. BILLING HOURS

A credit hour is an instructional unit carried out for the expressed purpose of eliciting some measure of educational change in a learner or group of learners. A credit can be awarded on a student's academic transcript when he or she successfully completes a unit of instruction of not fewer than 800 instruction minutes.

The cost for attending a course is determined by the courses' billing hours, instead of credit hours. A billing hour represents an amount of time that a student spends in direct contact with an instructor or with laboratory equipment. Several factors are considered in determining the billing hours of a course. The main factor is the number of hours the student is expected to either be in a class or in another "instructional" setting (such as a lab) in a typical week for a full semester course. LCC courses range from one billing hour to more than 10 billing hours per course. The billing system caps the number of billing hours that can be added to a course. For the majority of courses at LCC, the credit hours and the billing hours are the same.

Visit http://www.lcc.edu/catalog/policies_procedures/academic.htm for more information.

Curriculum Code 1255 - Master Curriculum and Approximate Costs – Effective Fall 2009

COURSE CODE	COURSE TITLE	CREDIT/ BILLING HRS	LEC HRS	LAB/CLINIC/ WORKSTP HRS	TOTAL HRS	COURSE FEES	SEMESTER OFFERED	
BIOL 145	Introductory Anatomy and Physiology Prereq: Reading Level 5 and Writing Level 6	4 / 5	32	48 B	80	\$40	F/Sp/Su	
EMSB 102	CPR for Health Care Professionals Prereq: None	.25/ .25	6	0	6	\$76 flat rate	F/Sp/Su	
MASG 131 ①	Therapeutic Massage I Prereq: Min 2.5 in BIOL145 or concurrently and Reading Level 5 and Writing Level 6,	4 / 4.5	56	16 B	72	\$101	F/Sp	
MASG 136	Medical Elements of Massage Prereq: min 2.5 in MASG 131 or concurrently	3 / 3	48 v	0	48	\$ 0	F/Sp	
MASG 138	Fundamentals of Clinical Massage Prereq: min 2.5 in MASG 131 or concurrently and Reading Level 5 and Writing Level 6	1	16	0	16	\$ 0	F/Sp	
MASG 141 ②	Massage Clinic I Prereq: min 2.5 in MASG 136 and BIOL 145, and MASG 138 or concurrently, and passing grade in EMSB102. Recommended: min 2.5 in MASG 151 or MASG151D	1 / 2	0	32 W	32	\$155	F/Sp/Su	
MASG 151A	Applied Massage Tech-Chair Massage Prereq: min 2.5 in MASG 131	1 / 1.25	12	8 B	20	\$18	F	
MASG 151B	Applied Massage Tech-Sports Massage Prereq: min 2.5 in MASG 131-	1 / 1.25	12	8 B	20	\$18	F	
MASG 151C	Applied Massage Tech-Maternal/Infant Prereq: min 2.5 in MASG 131	1 / 1.25	12	8 B	20	\$17	Sp	
MASG 151D	Applied Massage Tech-Special Populations Prereq: min 2.5 in MASG 136	1 / 1.25	12	8 B	20	\$18	F/Sp	
MASG 231 +	Therapeutic Massage II Prereq: min 2.5 in MASG 131	4 / 4.5	52.5 - 56	15 - 16 B	72	\$ 71	F/Sp	
MASG 232 +	Therapeutic Massage III Prereq: min 2.5 in MASG 231	4 / 4.5	52.5 - 56	15 - 16 B	72	\$ 71	F/Sp	
MASG 241	Massage Clinic II Prereq: min 2.5 in MASG 141, and min 2.5 in MASG 231 or	1 / 2	0	32 W	32	\$155	F/Sp/Su	
MASG 242	Massage Clinic III Prereq: min 2.5 in MASG 241, and min 2.5 in MASG 232 or	1 / 2	0	32 W	32	\$155	F/Sp/Su	
MASG 251A	Alternative Massage Tech-Polarity Prereq: None	1 / 1.25	12	8 B	20	\$18	F	
MASG 251B	Alternative Massage Tech-Reflexology Prereq: None	1 / 1.25	12	8 B	20	\$18	F	
MASG 251C	Alternative Massage Tech-Asian Body Therapy Prereq: min 2.5 in MASG 131	1 / 1.25	12	8 B	20	\$17	Sp	
MASG 251D	Alternative Massage Tech-Positional Release Prereq: min 2.5 in MASG 232 or concurrently	1 / 1.25	12	8 B	20	\$18	F/Sp	
MASG 254 ②	Business Applications/Ther Massage Prereq: min 2.5 in MASG 231 or concurrently	2 / 2	32 v	0	32	\$ 35	Sp/Su	
MASG 256	Clinical Assessment Prereq: min 2.5 in MASG 232 or concurrently	1	16	0	16	\$ 35	F/Sp	
MASG 261	Massage Practicum Prereq: min 2.5 in MASG 232 or concurrently	.5 / 1.5	0	24 W	24	\$ 65	F/Sp/Su	
PFW 163	Healthy Lifestyles Prereq: Reading Level 5 and Writing Level 6	2 / 2	32	0	32	\$ 10	F/Sp/Su	
PFFT 104	Therapeutic Massage Fitness Lab Co-req: PFW163	1 / 1	0	32 B	32	\$ 20	F/Sp/Su	
+ This course may fall on MLK or Labor Day holiday – College closed. No make up required, hence adjusted program hours.		TOTALS	37.75/46.25	439-446	310-312	749-758	\$ 1,131	

Therapeutic Massage Program Advising Guide/Spring 2009

<p>① Massage Table is required by the 4th week of MASG 131 course. Discount provided by OAKWORKS if order placed in class.</p> <p>② In addition to tuition and course fees, students will be required to obtain one professional massage at an approximate cost of \$50 - \$70.</p>	<p>Billing Hours x Tuition Rate = Tuition Due (Course fees are in addition to college tuition)</p> <table> <tr> <td>In-District</td> <td>\$</td> <td>73.00</td> </tr> <tr> <td>Out of District</td> <td>\$</td> <td>134.00</td> </tr> <tr> <td>Out of state/ International</td> <td>\$</td> <td>201.00</td> </tr> </table> <p>\$5.00 per billing hour Facilities Fee</p>	In-District	\$	73.00	Out of District	\$	134.00	Out of state/ International	\$	201.00	<p>V – Virtual College B - Lab W – Worksite</p>
In-District	\$	73.00									
Out of District	\$	134.00									
Out of state/ International	\$	201.00									
<p>NOTE: Credit hours, billing hours, course hours, tuition rate and course fees are subject to change by action of the Board of Trustees. Additional information regarding Tuition and Fees are can be found at: www.lcc.edu/schedule/general_information/tuition_fees.htm</p>											

SUGGESTED COURSE SEQUENCE

Students should see course descriptions to find out when departments plan to offer courses. Students who for any reason are unable to follow one of the course sequences suggested below (for example, those who are part-time, have transferred in courses from another school, or have prerequisites to fulfill) should contact an academic advisor or counselor for help with adjustments.

Option 1–For students beginning the Therapeutic Massage Program in Fall semester

I-Fall	II–Spring	III–Summer	IV-Fall
BIOL 145	MASG 141	MASG 241	MASG 232
EMSB 102	MASG 151A	MASG 254	MASG 242
MASG 131	MASG 151B		MASG 251A
MASG 136	MASG 151C		MASG 251B
MASG 138	MASG 151D		MASG 251C
	MASG 231		MASG 251D
			MASG 256
			MASG 261
		PFFT 104*	or PFFT 104*
		PFHW 163*	or PFHW 163*

Option 2–For students beginning the Therapeutic Massage Program in Spring semester

I-Spring	II-Summer	III-Fall	IV-Spring
BIOL 145		MASG 138	MASG 151A
EMSB102	or EMSB 102	MASG 141	MASG 151B
MASG 131		MASG 151C	MASG 232
MASG 136		MASG 231	MASG 241
PFFT 104*	or PFFT 104*	MASG 251A	MASG 242
PFHW 163*	or PFHW 163*	MASG 251B	MASG 251D
		MASG 251C	MASG 254
		MASG 256	MASG 261

* Courses must be taken concurrently. Students should consider taking these courses early in the curriculum.

NOTES:

- To receive this certificate of achievement, students must complete BIOL 145 and All MASG courses with a minimum grade of 2.5, PFFT104 and PFHW163 with a minimum of 2.0, and EMSB102 with a Pass grade.

PROGRAM COMPLETION TIME

The Therapeutic Massage Program can be completed in four consecutive semesters (or up to five years maximum for a part-time student.) **COURSES WITH LESS THAN 12 REGISTERED STUDENTS WILL BE CANCELLED.**

PROGRAM COSTS

- COURSE FEES: \$1,131 (approximate)
- BOOKS: Approximate Cost (Used \$450) (New \$700)
- REGISTRATION/ACTIVITY FEES: \$25.00 per semester enrolled
- TB TEST (required in MASG 261): \$15.00
- SUPPLIES

Massage Table is required by the 4 th week of MASG 131 course. Discount provided by OAKWORKS if order placed in class.	\$ 250.00 - 500.00
Professional massage lotion or cream in a sanitary, multi-use container (pump or tube dispenser)	\$ 6.00 - 10.00
Lotion Holster	\$ 14.00
Table Linens (used linens are acceptable)	\$ 20.00 - 40.00
Polo shirt required for clinic and/or class	\$ 20.00
P-Ball is required for MASG 231 and 232.	\$ 6.00

SUPPLIERS

SHIRTS: Navy Polo Shirts with LCC Therapeutic Massage Program logo can be purchased at US Threads, 6147 W. Saginaw (one block west of Lansing Mall on south side of street), open Mon-Fri 10 am – 8 pm and Sat from 10 am – 4 pm.

These shirts are required for ALL Clinic and Practicum students. US Threads is on campus the first week of spring and fall semesters from 10 am – 2 pm to sell shirts to students. They set up a table in the Garden Level of the HHS Building. Shirts may also be ordered via telephone at 1-877-984-7323.

PROFESSIONAL MASSAGE CREAMS & LOTIONS: (UNSCENTED) in multi-use pump or tube dispenser.

Biotone	517-862-8620	www.Biotone.com
Liberty Natural Products	800-289-8427	
Lorann Oils, Inc.	800-445-6457	
LCC/Medical Locked Storage	HHS Bldg- Room 016	
Health Kneads	517-321-4500	
Frontier Natural Brands	800-669-3275	

MASSAGE PRODUCTS:

Massage King
www.massageking.com
1-800-290-3932

Got Your Back
www.gotyourback.com
1-800-677-9830

Massage Warehouse
www.massagewarehouse.com
1-800-910-9955

Oakworks
www.oakworks.com
1-800-558-8850
10% student discount

Please refer to the current/upcoming semester Course Schedule Book or click on the appropriate subject in the Semester Box you will be attending at the following website:

<http://www.lcc.edu/schedule/>

Payments and Refunds
Drops, Adds, Refunds and Audits

Students owing money to the College in respect to such matters as fees, loans, library fines, driving or parking penalties, etc., will be subject to disciplinary action if such accounts are not paid when due. In particular, it should be noted that if any accounts are outstanding at the end of an academic semester, the publication of the student's grade report and/or official transcripts will be delayed, and the student will not be permitted to register for a succeeding semester until such accounts are paid.

COURSE DESCRIPTIONS

F = Fall Semester Offering

Sp = Spring Semester Offering

Su = Summer Semester Offering

A credit hour is an instructional unit carried out for the purpose of eliciting some measure of educational change in a learner or group of learners. A credit can be awarded on a student's academic transcript when he or she successfully completes a unit of instruction of not fewer than 800 instructional minutes.

MASG 131 - Therapeutic Massage I

This course provides information on the theory and practice of therapeutic massage. Swedish massage techniques with variations are developed into a sequence for a full body therapeutic massage for healthy adults. Topics include basic anatomy and physiology of major muscle groups and bones, massage benefits and contraindications, professional ethics, body mechanics, and self-care. (F,Sp)

Prerequisite: Minimum 2.5 in BIOL 145 or concurrently and Evidence of HS Graduation or GED and Reading Level 5 and Writing Level 6 and Department Approval

4.000 Credit Hours
56.000 Lecture hours
16.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lab, Lab/Lecture, Lecture

MASG 136 - Medical Elements of Massage

This course will introduce the student to pathology of body systems and will address the positive or negative impact that massage therapy may have on those conditions. The student will also learn some basic medical vocabulary words to correspond with each body system. (F,Sp)

Prerequisite: Minimum 2.5 in MASG 131 or concurrently

3.000 Credit Hours
48.000 Lecture hours
0.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lecture, Online

MASG 138 - Fundamentals/Clinical Massage

This course prepares students to interact with massage clients as well as with allied health professionals. Active listening, rapport, empathy, and feedback skills used in a therapeutic massage environment will be taught. Students will develop an understanding of the physiological and emotional effects of touch and will learn protocol for establishing professional boundaries. (F,Sp)

Prerequisite: Minimum 2.5 in MASG 131 or concurrently and Reading Level 5 and Writing Level 6

1.000 Credit Hours
16.000 Lecture hours
0.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lecture

MASG 141 - Massage Clinic I

Students will progressively utilize the knowledge, skills, and practical experience attained throughout the Therapeutic Massage Program in a clinical setting. The student will be engaged in weekly scheduled massage sessions with clients in this first of three clinical courses. (F,Sp,Su)

Prerequisite: Minimum 2.5 in (MASG 136 and BIOL 145) and (MASG 138 or concurrently) and Passing grade in EMSB 102

Recommended: Minimum 2.5 in (MASG 151 or MASG 151D)

1.000 Credit Hours
0.000 Lecture hours
0.000 Lab hours
32.000 Other hours

Levels: Credit
Schedule Types: Worksite

MASG 151 - Applied Massage Techniques

This course will introduce the student to various massage therapy techniques and how these techniques relate to individuals with specific needs. The focus will be on designing and implementing appropriate massage therapy techniques for chair massage, infants, pregnant women, athletes, chronic and terminally ill individuals, the elderly, and clients with psychological issues. (F,Sp)

Prerequisite: Minimum 2.5 in MASG 131 or concurrently

4.000 Credit Hours
48.000 Lecture hours
32.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lab, Lab/Lecture, Lecture

MASG 151A - Chair Massage

This course will introduce the student to chair massage techniques. Student will learn palpation skills and identification of bony landmarks and muscles. Use of body mechanics to reduce strain on the therapist is emphasized. (Sp)

Prerequisite: Minimum 2.5 in MASG 131

1.000 Credit Hours
12.000 Lecture hours
8.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lab, Lab/Lecture, Lecture

MASG 151B - Sports Massage

This course prepares the student to perform massage prior to and following an athletic event or training session. Thermal injuries, the use of ice and heat to supplement the healing effects of massage, cross fiber friction techniques, indications, contraindications and procedures are covered. (Sp)

Prerequisite: Minimum 2.5 in MASG 131

1.000 Credit Hours
12.000 Lecture hours
8.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lab, Lab/Lecture, Lecture

MASG 151C - Maternal/Infant Massage

This course teaches massage techniques specifically beneficial to women during pregnancy and post-partum recovery. Massage techniques beneficial to infants and young children will also be introduced. (F)

Prerequisite: Minimum 2.5 in MASG 131

1.000 Credit Hours
12.000 Lecture hours
8.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lab, Lab/Lecture, Lecture

MASG 151D - Special Populations

Students learn to adapt massage techniques to the needs of special populations. The focus will be on designing and implementing appropriate massage therapy techniques for the chronic and terminally ill, the elderly, and clients with psychological and emotional issues. (F,Sp)

Prerequisite: Minimum 2.5 in MASG 136

1.000 Credit Hours
12.000 Lecture hours
8.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lab, Lab/Lecture, Lecture

MASG 231 - Therapeutic Massage II

This course will introduce the student to clinical massage techniques to treat conditions of the upper body. Students will learn anatomy, physiology, and kinesiology of specific muscles of the head, neck, upper extremities, and torso followed by clinical massage techniques and stretches to treat these areas. (F,Sp)

Prerequisite: Minimum 2.5 in MASG 131

4.000 Credit Hours
56.000 Lecture hours
16.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lab, Lab/Lecture, Lecture

MASG 232 - Therapeutic Massage III

This course will introduce the student to clinical massage techniques to treat conditions of the lower body. Students will learn anatomy, physiology and kinesiology of specific muscles of the torso, hips and lower extremities followed by clinical massage techniques and stretches to treat these areas. (F,Sp)

Prerequisite: Minimum 2.5 in MASG 231

4.000 Credit Hours
56.000 Lecture hours
16.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lab, Lab/Lecture, Lecture

MASG 241 - Massage Clinic II

Students will progressively utilize the knowledge, skills, and practical experience attained throughout the Therapeutic Massage Program in a clinical setting. The student will be engaged in weekly scheduled massage sessions with clients in this second of three clinical courses. (F,Sp,Su)

Prerequisite: Minimum 2.5 in MASG 141 and (minimum 2.5 in MASG 231 or concurrently)

1.000 Credit Hours
0.000 Lecture hours
0.000 Lab hours
32.000 Other hours

Levels: Credit
Schedule Types: Worksite

MASG 242 - Massage Clinic III

Students will progressively utilize the knowledge, skills, and practical experience attained throughout the Therapeutic Massage Program in a clinical setting. The student will be engaged in weekly scheduled massage sessions with clients in this last of three clinical courses. (F,Sp,Su)

Prerequisite: Minimum 2.5 in MASG 241 and (minimum 2.5 in MASG 232 or concurrently)

1.000 Credit Hours
0.000 Lecture hours
0.000 Lab hours
32.000 Other hours

Levels: Credit
Schedule Types: Worksite

MASG 251 - Alternative Massage Techniques

Students will be introduced to bodywork modalities that include reflexology, polarity, Shiatsu, and positional release through lecture, demonstration, and practice time. Topics will include how to locate specialized training programs in each modality and how to incorporate these techniques into a massage session. (F,Sp)

Prerequisite: Minimum 2.5 in MASG 131 or concurrently

4.000 Credit Hours
48.000 Lecture hours
32.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lab, Lab/Lecture, Lecture

MASG 251A - Polarity Therapy

Polarity therapy balances the human energy field. Students will learn polarity energetic theory and a basic flow of hands-on polarity energy balancing techniques. Topics will also include how to locate specialized training programs and how to blend polarity techniques into a massage session. (F)

Prerequisite: Minimum 2.5 in MASG 131 or concurrently

1.000 Credit Hours
12.000 Lecture hours
8.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lab, Lab/Lecture, Lecture

MASG 251B - Reflexology

Reflexology is the science that teaches the principle that there are reflexes in the feet and hands that correspond to every organ, gland, and part of the body. This course teaches the student to access reflex points in the foot to allow an improvement in circulation, nerve and blood supply. (Sp)

Prerequisite: Minimum 2.5 in MASG 131

1.000 Credit Hours
12.000 Lecture hours
8.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lab, Lab/Lecture, Lecture

MASG 251C - Asian Body Therapy

The purpose of ABT is to increase circulation and restore the balance of energy in the body. Students will apply digital pressure to points on the energy pathways (tsubos) to help the natural recuperative powers of the body, disperse toxins, relax muscles and balance energy. (F)

Prerequisite: Minimum 2.5 in MASG 131

1.000 Credit Hours
12.000 Lecture hours
8.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lab, Lab/Lecture, Lecture

MASG 251D - Positional Release

Positional Release is a therapeutic massage technique for decreasing or eliminating muscle hypertonicity and its resultant neuromuscular discomfort. This technique is painless for the client and allows the massage therapist to use deeper pressure techniques in the previously hypersensitive muscle. (F,Sp)

Prerequisite: Minimum 2.5 in MASG 232 or concurrently

1.000 Credit Hours
12.000 Lecture hours
8.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lab, Lab/Lecture, Lecture

MASG 254 - Busn App Therapeutic Massage

This course introduces students to aspects of business and marketing in the field of massage and body work. Emphasis is placed on development of a professional and personal business sense using planning and persistence, client-practitioner relationships, research, marketing strategy, goal-setting, motivation, and professional legalities. (Sp,Su)

Prerequisite: Minimum 2.5 in MASG 231 or concurrently

2.000 Credit Hours
32.000 Lecture hours
0.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lecture

MASG 256 - Clinical Assess Therap Massage

This course introduces the student to a system of dealing effectively with the client who presents a physical complaint. The principles and methods practiced by effective clinicians are identified and explained so that the student can use the problem oriented approach to analyze neuromuscular problems and complaints. (F,Sp)

Prerequisite: Minimum 2.5 in MASG 232 or concurrently

1.000 Credit Hours
16.000 Lecture hours
0.000 Lab hours
0.000 Other hours

Levels: Credit
Schedule Types: Lecture

MASG 261 - Massage Practicum

Students will apply massage techniques and experience a variety of environments and populations as they perform supervised work in the community. (F,Sp,Su)

Prerequisite: Minimum 2.5 in MASG 232 or concurrently

0.500 Credit Hours
0.000 Lecture hours
0.000 Lab hours
24.000 Other hours

Levels: Credit
Schedule Types: Worksite

LEARNING STYLES

The therapeutic massage program strives to present course information in a variety of ways to accommodate the different learning styles of the students. Everyone has a primary learning style that is visual, auditory or kinesthetic. Please make note of your primary learning style so that you can achieve success in the program.

Visual learners are people who primarily process information by what they see. Examples of course material that would enhance the learning process for visual learners are handouts, visual aides such as a skeleton and muscle models, watching demonstrations, and media presentations.

Auditory learners process information by what they hear. They understand best when spoken to as in a traditional classroom lecture or an instructor talking a student through hands on massage techniques.

Kinesthetic learners prefer hands on activities. A large percentage of students in massage education are kinesthetic learners. Kinesthetic learners understand best by palpation of bones, bony landmarks, and muscles as part of the learning process. All the massage technique courses have a lab component to learn and practice palpatory skills.

ACADEMIC CALENDAR- All Schedules are subject to change
 For updates and changes, see: <http://www.lcc.edu/calendar.html>

Fall Semester 2009 - August 20 through December 13									
Web registration start date Assigned times:	<table border="1"> <tr> <td>60 or more credits</td> <td>April 28 12:01 am</td> </tr> <tr> <td>30 or more credits</td> <td>April 28 noon</td> </tr> <tr> <td>12 or more credits</td> <td>April 29 12:01 am</td> </tr> <tr> <td>Open to all</td> <td>April 29 noon</td> </tr> </table>	60 or more credits	April 28 12:01 am	30 or more credits	April 28 noon	12 or more credits	April 29 12:01 am	Open to all	April 29 noon
60 or more credits	April 28 12:01 am								
30 or more credits	April 28 noon								
12 or more credits	April 29 12:01 am								
Open to all	April 29 noon								
Classes Begin	August 20, 2009								
Labor Day Holiday (College Closed - No Classes)	September 7								
Thanksgiving Holiday (College Closed - No Classes)	November 26-29								
Last Class Day	December 13								

Spring Semester 2010 - January 9 through May 7	
Tentative registration start date	November 17, 2009
Classes Begin	January 9, 2010
Martin Luther King Jr. Holiday (College Closed - No Classes)	January 18
Spring Break (No Classes)	March 6-12
Last Class Day	May 7

Summer Semester 2010 - June 7 through August 2	
Tentative registration start date	April 20, 2010
Classes Begin	June 7, 2010
Independence Day Holiday (College Closed - No Classes)	July 5
Last Class Day	August 2

ADMISSION REQUIREMENTS FOR THE THERAPEUTIC MASSAGE PROGRAM

It is advised that students achieve a Reading Level 5 and Writing Level 6 in order to be successful in therapeutic massage courses. International students must complete ESL Placement Tests.

In order to be considered as a candidate for this program, students must meet basic requirements beyond those required for admission to the College. Many of the courses for this program are open only to students officially granted Department Approval to the Therapeutic Massage Program.

All admission procedures are coordinated through the program office, which has responsibility for distributing, receiving, and dating application forms. Therefore, any student desiring to complete this program should contact (517) 483-1410, Health and Human Services Building-Room 108, to receive an approval form. The student may then contact the Therapeutic Massage Program Director or support staff member for further information.

Students meeting basic requirements will be given department approval on a first come-first serve system based on date of approval and completion of basic requirements.

The prospective student is responsible for providing verification/supporting documentation for information not contained in the current Lansing Community College official transcript.

1. Students must be 18 years of age or older by start date of the semester they are enrolled for MASG 131.
2. Provide proof of high school graduation (attach a copy of: high school diploma **or**, high school transcript **or**, GED with score of 35 or higher **or**, home school certificate **or**, college transcript showing 60+ credits **or**, LCC Level 3-Arithmetic-Student Assessment Math Test Result Sheet)
3. Complete the Therapeutic Massage Program Approval Form and submit to the Health and Human Service Careers Department, Health and Human Services Building-Room 108 or mail to 3100-HHPS/Massage, PO Box 40010, Lansing, MI 48901-7210.
4. All Therapeutic Massage students will be required to complete, and pass with 80%, a required on-line OSHA (Occupational Safety and Health Administration) Blood-Borne Pathogen and Universal Precautions training program when enrolling in MASG 131-Therapeutic Massage I. Students will be required to update the training yearly after July 1st.
5. All students accepted into the Therapeutic Massage Program will be **required** to attend the student orientation held during the first class meeting of MASG 131.

Learning disabilities affect students in different ways. Students may have difficulty remembering, understanding and/or expressing information. Students may be weak in spelling, writing math, reading, and problem solving, organization and time management. If a student feels they cannot meet the following guidelines and feel they have a learning disability they may contact the Office of Disability Support Services at (517) 483-1904 or 1207, or online at <http://www.lcc.edu/odss> to receive an appropriate accommodation.

MOTOR, COGNITIVE, and PSYCHOLOGICAL SKILLS ESSENTIAL FOR MASSAGE STUDENTS

1. Essential motor skills required to meet the class and clinical practice outcomes are:

Strength/Endurance: Perform physical activities requiring ability to push / pull and position the human body, up to 50 pounds. Possess the hand/arm strength necessary to manipulate muscles and other soft tissues.

Manual Dexterity: Have no impairment of the use of the hands, wrists, fingers, shoulders, or arms, which may interfere with the ability to manipulate the soft tissues of the human body.

Hearing: Ability to hear and comprehend the spoken word and normal sounds.

Tactile Ability: Demonstrate tactile abilities sufficient to make physical assessments of soft and hard tissues (palpation, physical assessment, and functions related to therapeutic intervention).

Mobility: Perform walking and long periods of standing.

2. Essential cognitive skills required to meet the class and clinical practice outcomes:

Attention Span: Attend to tasks/functions that require the ability to focus up to 60 minute. No mental, nervous, organic, functional disease or psychiatric disorder likely to interfere with the ability to coordinate treatment planning or work with health care professionals or the public. Possess the ability to establish and understand physical and emotional boundaries in the client/therapist relationship.

Conceptualization: Understand and relate to specific ideas, concepts, and theories generated and simultaneously discussed and implemented. Apply theory to clinical situations.

Memory: Remember tasks / assignments given to self and others over both long and short periods of time.

Critical Thinking: Possess critical thinking ability sufficient for clinical judgment. Ability to identify cause-effect relationships in clinical situations and develop and implement treatment plans.

3. Essential psychological skills required to meet the class and clinical practice outcomes:

Interpersonal: Demonstrate interpersonal skills to interact with individuals and groups from different social, emotional, cultural, and intellectual backgrounds. Establish rapport with clients in a therapeutic setting and with other colleagues.

Communication: Possess the ability to communicate sufficiently for interaction with others in both verbal and written form. Explain treatment procedures, initiate health teaching, document, interpret recommendations from health care professionals and understand verbal feedback from the massage client.

Substance Abuse: No current clinical diagnosis of alcoholism. Must not use Schedule 1 drugs or other substances such as amphetamines, narcotics, or any other habit-forming drug except those substances or drugs prescribed by a licensed medical practitioner who is familiar with the individual's medical history and assigned duties, and who can attest that the substance or drug will not adversely affect the individual's ability to safely practice in the health care setting.

PREGNANCY POLICY

If a student is currently pregnant, or becomes pregnant at any time while enrolled in the Therapeutic Massage Program, she must inform the Program Administrator in writing immediately. The Program Administrator will provide the student a copy of the Therapeutic Massage Program Pregnancy Guidelines. It is the pregnant student's responsibility to see that the guidelines are followed in the classroom, lab, and community service settings during the course of her pregnancy. A physician's written release will be required for the student to participate in either giving or receiving a massage in class or during community service events.

GENERAL COLLEGE ADMISSION PROCEDURES (From the LCC Catalog)

Procedures for Completing the Admissions Application

1. Complete all items requested on the application for admission.
2. International applicants must follow the procedures outlined under International Applicants.
3. Applicants in high school must follow the procedures outlined under Dual Enrollment Program or Special Admission Program.
4. Nonpublic home school applicants must follow the procedures outlined under the Nonpublic Home School Program.
5. Guest students must follow the procedures outlined under Guest and International Guest Applicants.

APPLICANTS MAY MAIL, FAX (517) 483-9668, OR BRING APPLICATIONS TO THE ENROLLMENT SERVICES OFFICE LOCATED IN THE GANNON VOCATIONAL-TECHNICAL BLDG., SUITE 2200. ITEMS SHOULD BE MAILED TO: 1121-ENROLLMENT SERVICES/ADMISSIONS, LANSING COMMUNITY COLLEGE, PO BOX 40010, LANSING, MI 48901-7210. FOR ADDITIONAL INFORMATION CALL (517) 483-1200. APPLICANTS MAY ALSO SUBMIT AN ONLINE APPLICATION VIA THE INTERNET AT OUR WEB ADDRESS http://www.lcc.edu/lcc_application_form.htm

Applicants who are admitted to LCC will receive notification and information regarding registration procedures. Applicants denied admission will receive a letter stating the reason for denial and explaining the appeal process (see Appeal Process for Denial of Admission).

GRADING SYSTEM

The following numerical system is used at Lansing Community College to evaluate academic work:

College Standard	Narrative Equivalent	Recommended Guidelines for Performance Achievement of Objectives*
4.0	Excellent	91% to 100%
3.5		86% to 90%
3.0	Good	81% to 85%
2.5		76% to 80%
2.0	Satisfactory	71% to 75%
1.5		66% to 70%
1.0	Poor	60% to 65%
0.0	Failure	0% to 59%
* THIS GUIDELINE IS RECOMMENDED ONLY. STUDENTS SHOULD SEE THEIR INSTRUCTOR REGARDING THE GRADING SYSTEM USED FOR A SPECIFIC COURSE.		

Instead of a numerical grade, students may receive an alphabetical letter for their course work if they have audited a course (X), withdrawn from a course (W), or did not complete course work (I). Specific regulations regarding these alphabetical letters are outlined in the College Catalog.

Pass/Fail GRADING (P-Z)

The pass (P) / fail (Z) grading system is used in the Massage Lab Practicum and Massage for Non-Majors courses.

Grading procedure of the pass/fail system is as follows:

1. Grades on the P-Z system are not included in computing the semester or cumulative grade average.
2. The grades granted on the P-Z system are determined with definitions of “P” and “Z” as follows:
 - a. P (pass) represents a level of performance equivalent to a regular number grade of 2.0 or above on a 4.0 system; credit is granted.
 - b. Z (fail) represents a level of performance less than a 2.0 on a 4.0 system; no credit is granted.

All courses attempted on the P-Z grading system will appear on the student’s academic record. Policies pertaining to the issuing of “W” and “I” grades also apply to courses graded on the P-Z system (See LCC Catalog for further information).

TRANSFER OF CREDIT

Only official transcripts will be evaluated for transfer credit. Lansing Community College will determine the credit value of each of the courses. The College will accept as official transcripts only incoming transcripts that have appropriate signatures and/or official college seals and that are mailed directly to the Lansing Community College Enrollment Services from an issuing institution. Transcripts or copies of transcripts carried by individuals may be used for academic advising or counseling, but transfer credits will NOT be posted to the Lansing Community College academic record from transcripts that are not received directly from the issuing institution. It is the function of the Enrollment Services Office of the College to verify the official status of all incoming transcripts prior to the evaluation and posting of transfer credit. All transcripts submitted to LCC for evaluation become the property of LCC. Students will receive official notification of transcript evaluation results upon completion of the process.

Course work which is similar in nature, content, and level to that offered by Lansing Community College will be accepted in transfer. Transfer credit will be accepted at full value in transfer if earned:

1. In a program, college, or university which offers programs that are comparable to programs offered by Lansing Community College, and the program or institution is either accredited or a candidate for accreditation by an accrediting association which is a member of Council for Higher Education Accreditation (CHEA), or
2. From institutions with professional accreditation but lacking regional accreditation, with attainment of a final grade of 2.0 or higher, providing an evaluation has been completed by appropriate program officials at Lansing Community College.

Please refer to the LCC Catalog for further information on transfer of credit.

ACADEMIC STANDING POLICY

The College and the Therapeutic Massage Program recognizes the need for students to maintain a minimum level of academic competency to prove academic success in a course as well as build proficiency in a field of study.

Students must maintain a course grade of at least a 2.5 in the Therapeutic Massage Program courses to remain in Good Standing, which indicates satisfactory academic progress. Students whose course scores fall below a 2.5 at mid-semester will be placed on “Probationary” standing by the course instructor, which indicates unsatisfactory academic progress. Students can return to Good Standing by earning a 2.5 or higher by the end of the semester.

Students receiving financial aid or veterans benefits are required to satisfy specific additional academic standards to continue receiving financial assistance. See the *Financial Aid* section of the LCC Catalog (page 10)

President’s List: GPA over 3.80

Dean’s List: GPA between 3.50 to 3.80

GRADUATION REQUIREMENTS

Upon successful completion of all required classes in the Therapeutic Massage Program with a 2.5 or higher program GPA, the student will earn a Certificate of Achievement. The certificate of achievement consists of a minimum of 30 specifically designated semester credits in occupational areas. At least 10 semester credits must be earned in attendance at Lansing Community College.

Certificates of achievement and certificates of completion are groups of designated courses or a designated course in occupational areas. To receive a certificate of achievement or certificate of completion from Lansing Community College, a student must meet the following institutional graduation requirements:

1. Complete a course of study approved by the College and consisting of a minimum of 30 semester credits for a certificate of achievement and fewer than 30 semester credits for a certificate of completion with no more than 10 percent of these credits acquired on the pass/fail (P-Z) grading system. (See the Degree and Certificate Programs section of the catalog.)
2. Maintain a cumulative grade point average of 2.5 or above in all therapeutic massage courses taken at the college.
3. Earn toward the curriculum at least one-third of the semester credits for the certificate in attendance at Lansing Community College. Credits earned through comprehensive exams will not be counted toward this requirement.
4. **File an application for graduation with the Enrollment Services/Registrar's Office one semester prior to the semester of graduation.**
5. Satisfy all general and specific requirements of Lansing Community College.

TEACHER STUDENT RATIO IN LECTURE AND HANDS ON

Lecture and classroom- 1 teacher for every 24 students
Massage Clinic – 1 teacher for every 17 students

ACADEMIC REQUIREMENTS

A course grade of 2.5 or higher is required in Therapeutic Massage Program courses and prerequisites.

A passing grade "P" is required in Therapeutic Massage Program Lab Practicums.

A grade of less than 2.5 (76%) or lower in any massage course will require that the student repeat the course.

ACADEMIC HONESTY

Each student is expected to be honest in his or her work. Cheating is dishonest. The term "cheating" includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty, staff and peer/student. Any interaction between students in a testing situation may be interpreted as cheating. Academic honesty is twofold on the part of the student; first, not to cheat, and second, not to enable others to cheat. Students who cheat will be removed from the remainder of the course and receive a 0.0 final grade. See "Misconduct" on Page 17 of this handbook for more information.

POLICY STATEMENTS

Tardy and Attendance Policies:

The following definitions shall apply to all courses:

1. Tardy is measured by the time per the classroom clock.
2. Tardy shall apply to the beginning of class, returning from breaks and/or leaving class early.
3. Leaving early is defined as before the instructor releases class.

<u>TARDY POLICY</u>	
FOR ALL 4 WEEK COURSES	FOR ALL 8 and 16 WEEK COURSES
<p>Students accumulating less than 20 minutes of tardiness shall suffer no consequences.</p> <p>Students accumulating 20 minutes of tardy shall have penalty of .5 deduction in total grade point for the course.</p> <p>Students accumulating additional 10 minutes of tardy beyond the 20 minutes mentioned above, will have an additional .5 grade point deduction for the course for every additional infraction of 10 minutes.</p> <p>Students are responsible for making up any missed material as assigned by the instructor.</p>	<p>Students accumulating less than 20 minutes of tardiness shall suffer no consequences.</p> <p>Students accumulating first 20 minutes of tardiness = 1 tardy and a .5 deduction in overall grade point for the course.</p> <p>Students accumulating additional 20 minutes of tardy beyond the 20 minutes mentioned above, will have an additional .5 grade point deduction for the course for every additional infraction of 20 minutes.</p> <p>3 tardies in a semester = 1.5 deduction in total grade point for the course. Students will fail the course if they receive more than 3 tardies.</p> <p>Students are responsible for making up any missed material as assigned by the instructor.</p>
<u>ABSENCE POLICY</u>	
<p>No absences permitted. Students will be administratively withdrawn and receive a "W" grade in accordance with the College's Withdrawal Policy.</p>	<p>Missing more than 35 minutes of any one class shall be considered an absence.</p> <p>One (1) absence is allowed. Students are responsible for making up any missed material, as assigned by the instructor.</p> <p>2nd absence = .5 deduction in grade. Students are responsible for making up any missed material as assigned by the instructor.</p> <p>3rd absence = failure</p>
MESSAGE CLINIC (MASG 141/241/242) ONLY	
TARDY POLICY	ABSENCE POLICY
<p>Students who are tardy or leave early in a clinic course will receive a 20 point reduction for each occurrence.</p> <p>Students who are tardy or who leave early twice in a clinic course will fail the course and receive a final 0.0 grade.</p>	<p>Because students are working with the public one (1) absence will be permitted each semester due to illness.</p> <p>Students are required to notify the instructor a minimum of 12 hours in advance of clinic absence.</p> <p>Absence in no way relieves the student of the responsibility for completing all required hours and coursework to the satisfaction of the instructor in charge.</p> <p>There will be one make-up session near the end of the semester to accommodate student absence.</p> <p>Students failing to complete the total number of hours will fail this course with a final 0.0 grade.</p>
<p>8/23/07 alero:workspace/hhps_hhs_masg_ofc/masg141/241/242/tardy_absence_policy-f07</p>	

Make-Up Work:

It is the student's responsibility to check the course syllabus, obtain notes from another student, and approach the instructor to inquire about any make-up work if s/he has been absent from a class. If the student is absent on the day of a scheduled quiz, test or exam, s/he must contact the course instructor on the day of the quiz, test, or exam (please refer to your section syllabi for specific instructor contact information).

Make up opportunities for practical (hands-on) exams may be impossible to schedule, and it is highly recommended that the student be present and arrive on time for such exams. Failure to show for a scheduled practical exam may result in forfeiture of the practical exam score for that course.

Illness, Injury, Pregnancy:

- 1) It is the student's responsibility to inform the Therapeutic Massage Academic Team Leader of any serious illness, injury, surgery that might compromise their performance and the safety of either the student or their classroom partners, lab clients, or to the public when performing community service activities. It is the student's responsibility to report any further changes in their health status to the program coordinator. Reasonable accommodation will be our goal.
- 2) If a student is currently pregnant, or becomes pregnant at any time while enrolled in the Therapeutic Massage Program, she must inform the Therapeutic Massage Academic Team Leader in writing immediately. The Academic Team Leader will provide the student a copy of the Therapeutic Massage Program Pregnancy Guidelines. It is the pregnant student's responsibility to see that the guidelines are followed in the classroom, lab, and community service settings during the course of her pregnancy. A physician's written release will be required for the student to participate in either giving or receiving massage therapy in class or in community service events.
- 3) Any student having a serious illness, injury, surgery, or pregnancy while in the program will be required to obtain a physician's written release. This release must verify that s/he is able to meet the physical guidelines and practice requirements in the classroom, lab or during community service without any restrictions in activity. The goal is to prevent aggravating an existing condition or jeopardizing the safety and well-being of massage clients, classmates, or the public. The student will not be permitted to return to class without this written release, which will be maintained in the student's file.

Professionalism / Conduct:

Classroom Guidelines – Each of us enters this program with our own style, our own understanding of touch and our own goals. In order to learn and work in a manner that supports the education and growth of each individual, certain guidelines need to be established to provide a semblance of order for the group. The following will help you to learn in our environment.

- a) You are not expected to fully understand or master the material in class the first time it is presented. That is why there are homework assignments and study activities.
- b) You are expected to be an active participant in all class discussions.
- c) Lab time is designed to practice techniques from class in a supervised setting. Please practice only those applications specified by your instructor. If you are to work independently of others, please do so.
- d) Your instructor will provide specific guidelines and time frames for practicing techniques in the lab. There are to be followed in order to keep pace with the material presented. In all cases, you will need to practice both the techniques and its timely application outside of class.
- e) Please be considerate of your classmates and your instructors, and to the property of others. Act professionally at all times.
- f) Due to the hands-on nature of this profession, students must be a willing participant while either working on classmates and clients, or being worked on by fellow students.
- g) Feedback is a required component of the program. There is no sleeping in class, even with receiving a massage, as your feedback is necessary to help your classmates.
- h) With feedback, it is possible to be kind and honest in the same sentence. Polish that skill.

- i) The use of picture phones is strictly prohibited in the massage setting, and can be grounds for immediate dismissal. For everyone's privacy, please leave your cell phones elsewhere, or be sure it is turned off while in the classroom.
- j) As students you will also be acting as clients in the classroom, therefore there will be sharing of personal information that is pertinent to bodywork. Please treat one another with the same confidentiality and respect as you would be expected to when working in the field.

Code of Ethics

The students of the LCC Therapeutic Massage Program are expected to follow standards of acceptable, ethical, professional behavior for massage therapists. The statements below reflect the spirit of the AMTA (American Massage Therapy Association) Code of Ethics and shall be the basis and standard of professionalism and conduct for the therapeutic massage student.

The massage student shall:

- 1) demonstrate commitment to provide the highest quality massage therapy/bodywork to those who seek their professional service.
- 2) acknowledge the inherent worth and individuality of each person by not discriminating or behaving in any prejudicial manner with clients and/or colleagues.
- 3) demonstrate professional excellence through regular self-assessment of strengths, limitations, and effectiveness by continued education and training.
- 4) acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy.
- 5) conduct all business and professional activities within their scope of practice, the law of the land, and project a professional image.
- 6) refrain from engaging in any sexual conduct or sexual activities involving their clients.
- 7) accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients, and associates.

Sexual Harassment, Inappropriate Behaviors and Touch:

Title 29 of the Code of Federal Regulations defines sexual harassment as:

- unwelcome sexual advances
- unwelcome requests for sexual favors
- other behavior of a sexual nature

Sexual harassment is unwanted, objectionable and disrespectful conduct and/or communication of a sexual nature. In the education setting, it applies to interaction between students, faculty, clinical supervisors, and clients. It also includes any behavior or conduct that interferes with a person's academic performance or creates an offensive or intimidating educational environment, whether directed at that person or another. All students are entitled to an educational experience in which words, actions and touch do not have any appearance of disrespect. Behaviors, relationships or activities of a sexual nature are never appropriate in a professional massage setting or classroom. We have zero tolerance for sexual harassment.

Draping Guidelines:

Keeping the massage recipient covered with a sheet or towel during massage is an important professional practice that protects the recipient's modesty and emphasizes the nonsexual, therapeutic approach of the massage. The massage recipients in both the classroom and the massage lab practicum setting are required to wear underpants. The student is responsible for making sure that the genital areas of men and women, and the breasts of women are to be covered at all times. Failure to follow these draping guidelines, or any additional guidelines required by the classroom instructor, could result in dismissal from the program.

Misconduct:

Misconduct is defined as behavior that is inconsistent with or in opposition to the LCC standards of conduct. Examples include, but are not limited to, cheating, plagiarism, harassment, being under the influence of drugs other than those prescribed by a physician, or under the influence of alcohol while in the classroom or representing the program, or any other breach of good conduct or of the Code of Ethics as defined above. Misconduct may result in a dismissal from the program.

Dual Relationships:

Dual relationships are defined as those entered into outside of the classroom. Dual relationships occur when:

- 1) A student and teacher enter into a friendship or social relationship outside of the classroom.
- 2) A student enters into a friendship or social relationship with a massage client (recognizing that family and current friends provide good practice opportunities for the student).
- 3) A student enters into a dating or sexual relationship with another student or massage client.

In order to avoid the negative consequences of dual relationships (hurt feelings, confusion about educational/professional boundaries, favoritism, vulnerability, confidentiality, etc.), these relationships are discouraged.

Leaves of Absence:

Following college policy students have up to five years to complete the Therapeutic Massage Program once they enroll in MASG 131, Therapeutic Massage I. Students do not need to take courses every semester to obtain their Certificate of Achievement, therefore a formal request for a Leave of Absence is not required.

Termination (Suspension and Dismissals):

Following college policy as listed in the current LCC Catalog, suspension, dismissal and permanent dismissal from LCC may be imposed in cases of noncompliance with College rules and regulations, or violation of the Student Code of Conduct.

See Code of Conduct/Sanctions at:

http://www.lcc.edu/catalog/policies_procedures/studentrights.htm#conduct

STUDENT RESPONSIBILITIES

In order to be successful learners, students must assume an active role in the learning process. The student responsibilities listed below emphasize behaviors that contribute directly to student academic success, and they apply to all students enrolled at the College.

1. Students will take responsibility for their own learning and for succeeding in their courses by:
 - a. Following course requirements as presented in course syllabi;
 - b. Attending all of their classes;
 - c. Preparing for classes and completing assignments on time;
 - d. Obtaining work missed in the case of an absence;
 - e. Cooperating with their instructor and other students to create a positive learning atmosphere;
 - f. Contributing effectively to class activities.
2. Students will be academically and intellectually honest in all classes, examinations, and learning activities. (The College, by regulation, will discipline students who cheat and/or copy the work of others; dishonesty is a serious offense and will be dealt with appropriately.)
3. Students will contribute to a positive learning environment by conducting themselves appropriately. (The College prohibits acts that interfere with the rights of others to seriously pursue an education. For more details on the regulations of the College, see section entitled Student Rights, Responsibilities, and Conduct.)

FINANCIAL AID/SCHOLARSHIPS

Please refer to the LCC Catalog for information about financial aid and scholarships available to students, or to one of the following LCC websites:

<http://www.lcc.edu/finaid/>

<http://www.lcc.edu/~scholar/>

DRESS CODE

In addition to information contained in the 2007-2009 LCC Catalog (page 30), the following guidelines apply to appropriate student dress for the Therapeutic Massage Program:

- Personal hygiene - students are to be clean, well-groomed, and free of offensive body odors.
- Perfume – due to the close physical contact necessary during massage therapy practice, it is advised that you omit the use of perfume and aromatic lotions when attending massage therapy classes, labs, and community service events as a courtesy to those who have environmental sensitivities and allergies.
- Polo shirts with khaki pants (black or tan) or hospital-type scrubs in the classroom. Either sandals or shoes are OK, but you must wear socks. For any clinic, practicum, or community services activity, you must wear the LCC Therapeutic Massage Program polo shirt and tan khaki pants (see page 8 for purchasing information), and closed toed shoes.
- Nails should be kept short and filed smooth. When looking at the palm of your hand you should not be able to see the nails at the fingertips. Long nails in the classroom constitute a tardy or absence, depending on the length of class time it takes the student to meet the standard.
- No jewelry/watches to be worn on arms and hands while performing massage. These standards are set up for your safety and the safety of classmates and clients.
- Hair should be pulled back from the face.

RECORDS / CONFIDENTIALITY POLICY

Lansing Community College will not distribute student lists to non-college agencies except as required by law. For more information on the Family Educational Rights and Privacy Act of 1974 and access to student records and personal information, please refer to the LCC College Catalog.

Students who feel their rights under the Family Educational Rights and Privacy Act have been abridged may file complaints with the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

PROGRAM STAFF

Mabel Menadier-Thomas, M.Ed.
Academic Team Leader
(517) 483-1431
menadiem@lcc.edu

Deb Jarous
Program Support (PT)
(517) 483-1455
jarousd@lcc.edu

PROGRAM FACULTY 517-483-1410 (leave a message)

Sheila Cook
Carol Daher
Kate Douds
Jeff Flint
Glenn Grossman

Ulyana Maystrenko
Brenda Maynard, NCBTMB
Mabel Menadier-Thomas, NCBTMB
Tina Sarkey

FACILITIES AND CLASSROOM EQUIPMENT

Our current facility has 18 professional quality, adjustable massage tables for student use in the classroom. Each student learning station in the massage room is equipped with curtains for privacy during labs, clinic or changing clothing while participating in class. Each table has one bolster and an adjustable face cradle. Body Cushions and other bolstering devices are available for student use in the labs. A state-of-the art sound system provides soothing music during lab classes. There are 12 professional massage chairs, 12 desktop portals, and 12 portable massage tables available for student use during classes and LCC sponsored community service events. No food or drinks are allowed in the classroom. Water is allowed only in a closed container.

INSURANCE

Lansing Community College maintains third party liability coverage for students in the clinic and for all clinical assignments.

STUDENT / GRADUATE PLACEMENT SERVICES

Students and alumni seeking job assistance will find information on job postings, how to conduct a job search, writing resumes and cover letters, and learn job interview techniques at the Career and Employment Services web page: <http://www.lcc.edu/ces/>

CES JobLink is an online job posting service for LCC students and alumni that provides access to job listings for Lansing and nearby cities. Students/alumni can post their resume online. The site is updated frequently.
<http://www.lcc.edu/ces/jobposting/>

STATE REQUIREMENTS

There are no current state requirements for Michigan. Please check for local ordinances for guidance in operating a massage therapy business once you earn your 749-758 hour Certificate of Achievement.

For a listing of licensing requirements in other states, please refer to the following website:
<http://www.ewcha.com/massage/licensing.asp>

NATIONAL CERTIFICATION

Successful completion of this program prepares an individual for national certification. There are two national tests that certify the massage therapist to operate in all fifty states. The two tests are: NCETM (National Certification Exam for Therapeutic Massage) offered through the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), or MBLEx (Massage and Bodywork Licensing Examination) offered through the Federation of State Massage Therapy Boards (FSMTB).

National Certification Board for Therapeutic Massage and Bodywork 8201 Greensboro Drive, Suite 300 McLean, VA 22102 Phone: 1-800-296-0664 · (703) 610-9015 · Fax: (703) 610-9005 email: info@ncbtmb.com website: http://www.ncbtmb.com/	FSMTB P.O. Box 198748 Nashville, TN 37219 Phone: 866.962.3926 Fax: 615.846.0153 email: mblex@fsmtb.org website: http://www.fsmtb.org/index.html
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

STUDENT SERVICES

Please refer to the LCC Catalog or website (lcc.edu) for a complete listing and description of student services available at LCC. Some services available for students include:

Assessment
Career and Employment Services
Counseling
Disability Support Services
Enrollment Services
Financial Aid and Scholarships
Instructional and Student Support
International Student Admissions

Language Skills
Library
Multicultural Center
Student Life
Tutoring Services
Women's Resource Center

INCIDENT / ACCIDENT PROTOCOL

In the event that a student is involved in an incident or accident while in class or lab, such as exposure to a blood borne pathogen or other biohazard, the student must notify the instructor of the class immediately, and the instructor will contact the Department of Public Safety for further guidance.

Students are required to take an on-line course in blood borne pathogens by the second week of their first massage therapy class, and s/he must update that training during the month of July each year they are in the program.

STUDENT APPEALS AND COMPLAINT PROCEDURE

Before initiating the formal appeal process at the divisional level, students are encouraged to first meet with the initial decision-maker involved (the instructor, for example) to attempt to resolve issues in an informal manner. When a student wishes to lodge a formal complaint regarding a person—except in cases of sexual harassment/discrimination (which is found in the LCC Catalog –page 30-under *Student and Staff Sexual Harassment and Discrimination*, or at: http://www.lcc.edu/eo/sexual_harassment/)—the student is encouraged to use the following line of appeal:

- a. Program director
- b. Department chair
- c. The dean of the division involved (or his or her designee)
- d. The Judicial Board of the College
- e. The President (or his or her designee)

Note: At each level of the complaint process, a student will have up to 10 (ten) calendar days (excluding Saturday and Sunday) to appeal a decision after notification of that decision at a prior level.

REVISION - September 4, 2009

PUBLICATION DATE – August 19, 2009

lcc_files:workspaces/hhps_hhs_dept/office-staff/masg-office/handbook-student/student_handbook_fall_09