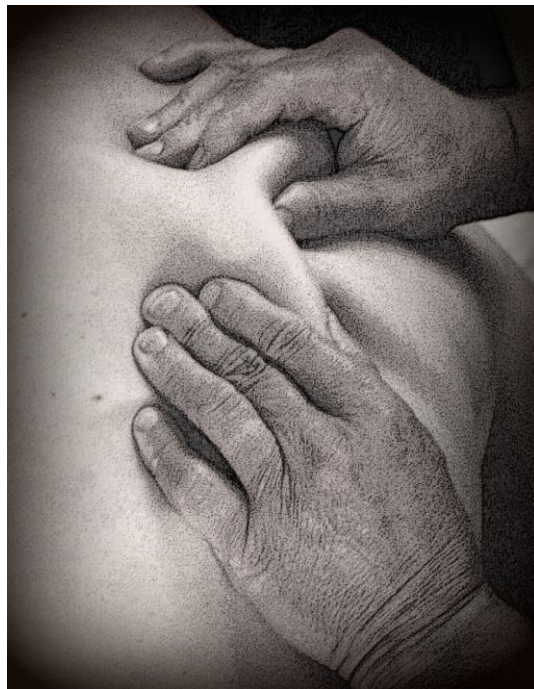


The Massage Therapy Program at Lane Community College

STUDENT HANDBOOK



An equal opportunity/affirmative action institution

The Massage Therapy Program at Lane Community College reserves the right to make changes to any material contained herein, as necessary. Currently enrolled massage students will receive notice of revisions as they occur.

The Massage Therapy Program at Lane Community College

Student Handbook Acknowledgement

I have received a copy of the Student Handbook for the Massage Therapy Program and understand that I am responsible for knowing the contents. I agree to abide by the procedures and practices of the Massage Therapy Program of Lane Community College. I am aware that as a student enrolled in the Massage Therapy Program at Lane, I enjoy the same rights and responsibilities as all Lane students and must therefore comply with the Student Code of Conduct and any additional rules of conduct which are specific to the Massage Program or the Downtown Campus. **I have read the Student and Academic Conduct section, and have initialed (on page 12) and signed (on page 13) to indicate that I understand it.** I also understand that the Massage Therapy Program reserves the right to make changes to any material contained herein, as deemed necessary.

Student Name (Print) _____

Student Signature _____ Date _____

Return a signed copy of this form to:

Lane Community College
Continuing Education
Attn: Kathy Calise
101 West 10th Ave.
Eugene, OR 97401

See Students' Rights and Responsibilities at:
<https://www.lanecc.edu/copps/student-rights-and-responsibilities>.

See the Student Code of Conduct at:
<https://www.lanecc.edu/copps/student-code-conduct>.

See the Lane Community College website for more information on available services

The Massage Therapy Program at Lane Community College

Table of Contents

Handbook Acknowledgement.....	2
Massage Program Overview	4
Mission Statement.....	4
Program Goals	4
State and College Requirements	5
Recommended Course of Study (6-term Plan)	5
Massage Therapy Pre-licensure Courses	6
Liability Insurance	9
Licensure.....	9
Testing.....	10
Students' Rights and Responsibilities	11
Center for Accessible Resources	11
Use of Facilities and Equipment	11
Student and Academic Conduct	12
Student and Academic Conduct section Signature Tear-off.....	13
Attendance and Participation	14
Grading	15
Complaints and Grievances	16
Resources for Students	17

The Massage Therapy Program at Lane Community College

Program Overview

Welcome! We are pleased that you are joining us and look forward to shaping a rewarding learning experience with you. This handbook will introduce you to the program, outline expectations, and link you to resources. Visit us on the web for even more information, at: <http://www.lanecc.edu/ce/massage> and <http://laneccmassage.com>

The Massage Program at Lane Community College is designed to give students a strong, basic foundation in the academic and hands-on skills of therapeutic massage. Our program prepares students not only to take the exams required by the State of Oregon for licensure, but to be successful working massage therapists. Our classes are approved by the Oregon Board of Massage Therapists and our program is accredited.

Mission Statement

The mission of the Massage Therapy Program at Lane is to educate and prepare students to become competent, licensed massage therapists who will conduct themselves in an ethical manner while providing quality massage to the community.

Program Goals

Our goal is to ensure that Lane Massage Program graduates exceed the expectations of the massage, bodywork, and wellness community as competent, qualified, and ethical entry-level professionals. At a minimum, upon completing the Massage Therapy Program at Lane, massage graduate will be able to:

1. Provide massage services based on current entry-level standards of practice.
2. Integrate knowledge from science, general studies, and theory and practice courses.
3. Demonstrate effective interpersonal skills with clients.
4. Display ethical behavior and professional judgment in a variety of professional situations.
5. Demonstrate the knowledge and skills needed to complete licensure exams.

State and College Requirements

The Oregon Board of Massage Therapists (OBMT) requires that applicants are at least 18 years of age and can document completion of a *minimum* of 500 educational contact hours (200 in health sciences and 300 in massage theory and practical application) to take the board-administered practical exam. Lane's Program is currently 620 hours and the *entire* program must be completed to earn a Certificate of Completion.

You may begin the Massage Therapy Program at Lane Community College in any term. A recommended course of study is designed to set the foundation for success in the program. Lane makes an effort to offer each required pre-licensure course every term; however, classes sometimes have to be cancelled due to low enrollment.

The following is a guideline for planning your schedule. *Kathy Calise, Program Coordinator for the Massage Program, will meet individually with students to create plans for completion.* You can make an appointment with her by calling (541) 463-6111 or emailing calisek@lanecc.edu.

We strongly encourage the following 6-term Plan for Completion

First Term

Massage I
Introduction to Palpation - Upper Body
Anatomy/Physiology/Pathology I

Second Term

Massage II
Introduction to Palpation - Lower Body
Anatomy/Physiology/Pathology II
Introduction to Communication

Third Term

Massage III
Anatomy/Physiology/Pathology III
Introduction to Acupressure

Fourth Term

Massage IV
Anatomy/Physiology/Pathology IV
Laws & Ethics
Clinical/Outreach Hours

Fifth Term

Massage V
Anatomy/Physiology/Pathology V
Kinesiology - Lower or Upper Body
Clinical/Outreach Hours

Sixth Term

Massage VI
Professional Practices
Kinesiology - Lower or Upper Body
Clinical/Outreach Hours

You may need to complete the program at a slower pace due to work and life commitments. We do not recommend completing it in fewer than 6 terms. This is so that you can appropriately integrate and apply the new knowledge and skills you gain, before seeking licensure. IF YOU WISH TO FINISH IN FEWER THAN 6 TERMS, YOU MUST SEE KATHY CALISE FOR APPROVAL.

Massage Therapy Pre-Licensure Course Descriptions

Health Sciences Courses

Anatomy/Physiology/Pathology

A total of five courses, the Anatomy/Physiology/Pathology series offers an integrative approach to providing a basic foundation in all three sciences. By combining these three disciplines into one course, students are able to assimilate structure, function, and dysfunction in a single learning environment. Application of these concepts to the practice of massage, and the effects of massage, are emphasized. These courses also introduce terminology, concepts of health and wellness, and tools of assessment. This series does have required textbooks.

Kinesiology – Lower & Upper Body

These two courses advance students' understanding of the principles of kinesiology. Students study specific muscle actions and coordinated movements with an emphasis on either the lower or upper body. Students must complete both Introduction to Palpation classes as a prerequisite. There is a required textbook.

Massage and Practical Application Courses

Introduction to Acupressure

A survey of Chinese medicine and its application to massage, this class introduces traditional Chinese meridians, their functions and methods for treatment, and how to incorporate acupressure techniques into massage therapy. Other concepts explored include yin and yang, Qi, and the five phases.

Introduction to Communication

In this class, students will consider their own communication styles and will discuss how to most constructively communicate with their classmates and instructors. Students will also explore the power of non-verbal communication and how it relates to the giving and receiving of touch. Materials are provided.

Introduction to Palpation – Lower & Upper Body

In these introductory, hands-on courses, students learn and practice the palpation of bony landmarks and the origin and insertion of muscles. Anatomical terminology is presented and modeled, and students learn muscle actions and joint movements. These courses have a required textbook.

Laws and Ethics

This class asks students to engage with the particular ethical challenges faced by touch therapists, utilizing an emotional intelligence framework to encourage self-reflection and clarify boundaries. Students are also introduced to the laws that regulate massage in Oregon. Massage III and Introduction to Communication are prerequisites to this class. Materials are provided.

Massage I

This course explores the history and principles of massage, and the practical application of massage techniques. Students will learn basic strokes, practitioner preparation techniques, and treatment procedures. Anatomical terms as well as the location of major muscles and bones will also be reinforced. Students must bring sheets to the first class. There is a required textbook.

Massage II

In this course, students will continue to focus on the five basic Swedish strokes, with the addition of their variations and the use of tools. Body rocking, joint range of motion, mobilization, and oppositional stretches are also taught. Students will deepen their understanding of body mechanics, further sensitize their touch, and begin to experiment with session design. Sheets are required for the first class. Massage I is a prerequisite.

Massage III

Deep-tissue techniques are the focus of this course, and several varieties are discussed, demonstrated, and practiced. Non-Swedish practices, such as craniosacral therapy and Thai massage, are also introduced and explored. Massage II is a prerequisite.

Massage IV

This course familiarizes students with new skills for taking client histories and introduces evaluation with an emphasis on manual resisted muscle testing as well as the treatment and management of various injuries and pain. Mechanisms of injury, relevant anatomy, and treatment techniques such as basic trigger point therapy and myofascial release are introduced. Students will need sheets and required textbooks for the first class. Massage II is a prerequisite.

Massage V

This course introduces more advanced connective tissue techniques and presents real-world scenarios that engage students in problem solving and injury care strategies to help them create integrative sessions and well-developed treatment plans. Students will also further their evaluation, analysis, and intake skills.

Massage VI

This final massage course explores pregnancy and pediatric massage essentials and offers students a chance to work on these special populations. It also introduces hydrotherapy techniques appropriate for use in both clinical and spa environments.

Professional Practices

In this course, students learn a variety of methods for managing and promoting a successful massage therapy practice. Essential business tools such as client retention, charting, insurance billing, bookkeeping, marketing, and networking are discussed. There is a required textbook. Students must have taken A/P/P II, Laws and Ethics, and Massage III to take this class.

Student Clinic & Community Outreach

In their final three terms (typically terms 4-6), students complete a required number of hours of massage provided to the public in a clinic or outreach setting. Massage Program staff – who are working Licensed Massage Therapists – manage, facilitate, and oversee students as they acquire these hours; and students receive feedback from these LMTs as well as from the public with whom they interact. This opportunity offers students experience and familiarity with real-world working environments and often helps shape their future professional goals.

Other Courses offered for Massage Students**LMT Practice Lab**

Practice Lab allows massage students to use school facilities for hands-on practice outside of class time. Lab hours are posted the second week of each term and pre-registration is required. An instructional aide is available to answer questions and provide guidance. Students must bring sheets and supplies.

Liability Insurance

You are required to carry professional liability insurance while enrolled in the Massage Therapy program. This protects you in the very rare instance that someone believes you have injured them in the course of a massage treatment and takes legal action. You must have coverage for a minimum of \$1,000,000 per claim, with a total of \$3,000,000 for the policy – these are industry standards. ***Proof of liability insurance must be presented during your first hands-on class.***

Professional Associations that provide liability insurance:

American Massage Therapy Association (AMTA)

phone: (847) 864-0123 (8:00 am to 5:30 pm CST)

web: www.amtamassage.org

Associated Bodywork & Massage Professionals (ABMP)

phone: (800) 458-2267 (7:45 am to 5:00 pm MST, M-F)

web: www.abmp.org

Be sure to inform the organization you choose of the school you are attending; they will provide you with the current school ID number.

Licensure

The Oregon Board of Massage Therapists regulates the practice of massage in the state of Oregon. In order to be eligible for licensure, an applicant must have completed a course of study in an approved school with a minimum of 500 contact hours; must pass both written and practical exams; and must hold current CPR certification.

Additional information about licensure, and detailed expectations of licensed therapists, are available in the rules and statutes that govern the massage profession. See the Oregon Administrative Rules for updated licensure fees and application requirements (<http://www.oregon.gov/OBMT/Pages/lawsrulespolicies.aspx>).

Oregon Board of Massage Therapists (OBMT)

748 Hawthorne Ave., NE

Salem, OR 97301

phone: (503) 365-8657

fax: (503) 385-4465

<http://www.oregon.gov/OBMT>

Testing

As you approach completion of the Massage Therapy Program at Lane, you will begin the application process for testing. You are required to take a proctored written exam, a Board-administered practical exam, as well as an online test on the laws and rules that govern the massage profession in Oregon.

The Written Exam: The Massage and Bodywork Licensing Exam (MBLEx) is offered by the Federation for State Massage Therapy Boards (FSMTB). For more on the test, or to apply to take it, see: <http://fsmtb.org/licensing.html>

The Practical Exam: Oregon is the only state that requires applicants for massage licensure pass an exam that tests their practical skills. The practical exam is administered by the Oregon Board of Massage Therapists, in Salem. For details about the exam, and about the licensure process in general, see the OBMT website: <http://www.oregon.gov/OBMT/Pages/licensing2.aspx>

The Massage Therapy Program at Lane Community College

Student Rights and Responsibilities

Lane Community College resolves to provide an atmosphere conducive to learning, where instruction and student learning occur without external pressure, interference, or disturbance. The College's vision statement, ***Transforming Lives through Learning*** supports core values including Diversity, Innovation, Collaboration & Partnership, Sustainability, and Integrity (<http://www.lanecc.edu/sites/default/files/research/ir/strategicdirectionsvisionmission.pdf>). These values embody the belief that staff and students alike are responsible for conducting themselves in a manner that acknowledges a wide range of opinions, beliefs, and perspectives and encourages the respectful exchange of ideas.

As a student enrolled in the Massage Therapy Program at Lane Community College, you enjoy many of the rights and responsibilities (<https://www.lanecc.edu/copps/student-rights-and-responsibilities>) that students on our main campus do, and must comply with the Student Code of Conduct (<https://www.lanecc.edu/copps/student-code-conduct>).

Center for Accessible Resources

If you need academic support because of a documented disability – psychiatric, learning, physical, or sensory – you may be eligible for accommodations through the Center for Accessible Resources. Contact the Center at (541) 463-5150, or by email at accessibleresources@lanecc.edu, **preferably at the beginning of the term *before* the term you wish to attend, and at least four weeks prior to the start of classes.**

Use of Facilities and Equipment

The facilities and services of the college are open to all enrolled students, provided the facilities and services are used in an appropriate manner and in compliance with college procedures. All supplies and equipment are the property of Lane Community College and may not be removed from the premises. Other equipment, videos, and books may be available to borrow but may only be issued with the approval of an instructor or the Program Coordinator. Supplies required for massage classes, such as massage tables, will be provided by Lane during class time. The massage rooms are open for Practice Lab to registered students after the third week of the term. The Lab schedule is posted each term and is based on classroom availability.

The Massage Therapy Program at Lane Community College

Student and Academic Conduct _____ initial

Ethical conduct is essential to successful completion of the Massage Therapy Program at Lane. Lane Community College policies serve as a guide for expectations within the Program, and we encourage you to become familiar with them. Additional guidelines may be established by the Program as necessary to ensure an environment that is safe and respectful for staff and students.

Respect for Boundaries

Due to the nature of massage, respect among students for interpersonal and touch boundaries is vital to ensuring a safe learning environment. Therefore, any reported violations of the physical boundaries of students will be addressed; and will be investigated by appropriate staff if warranted. In some cases, allegations of inappropriate touch may lead to *temporary or permanent suspension of a student from Massage Program classrooms.*

Practice Massage Sessions (Assigned for Homework) and the Law

Practice massage sessions must be performed on *friends and family only; never on the general public*. Students may not announce their massage services – *even if they declare they are a student* – in *any public forum* (on Craigslist or in a publicly-viewable post on Facebook, for example). The Oregon Board of Massage Therapists deems this “false, deceptive, or misleading advertising” by an unlicensed person, punishable by a hefty fine (OAR 334-040-0010).

Nondiscrimination/Harassment Policy

Lane Community College is committed to providing an atmosphere free from discrimination, harassment and retaliation. Harassment based on sex, race, ethnicity, national origin, religion, sexual orientation, or disability, as well as physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any member of the college will not be tolerated. All forms of harassment, including student to student harassment, are covered by Lane’s harassment policies. For links to each policy and information about the complaint process, see: Harassment and Discrimination Complaint Process (<https://www.lanecc.edu/copps/documents/harassment-and-discrimination-complaint-process>).

Theft

Any student found to have attempted or committed theft of and/or damage to property of the college, property of a member of the college community, or any other personal or public property will be removed from the Massage Therapy Program.

Academic Honesty

Students are expected to conduct their academic affairs in a forthright and honest manner. ***Cheating and plagiarism are not tolerated.*** 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 a test or other academic material belonging to a member of the college faculty or staff.

First Offense: Students caught cheating will be given zero points for their assignment or exam, and the incident will be reported to the Program Coordinator. Intentional plagiarism on an assignment will result in a zero grade for the assignment and academic sanctions. The Program Coordinator will meet with the student and issue a warning as to the consequences of a second offense.

Second Offense: Any student caught cheating a second time will be reported to the Program Coordinator and subsequently ***removed from the Massage Therapy Program.***

Students are subject to due process as outlined in the Student Code of Conduct (<https://www.lanecc.edu/copps/student-code-conduct>).

Appropriate Dress

Massage students are expected to comply with basic standards for dress and hygiene. Please:

- **Dress** appropriately for the class you are attending, being mindful to project a professional image;
- Wear **Hair** so that it does not hang down and touch a client;
- Keep **Hands** clean, and nails clean and clipped short;
- Remove any **Jewelry** that could interfere with the experience of a client, i.e. rings and bracelets, and necklaces or earrings that may hang down and touch the client.

By initialing above and signing below, I attest that I have read and I understand the **Student and Academic Conduct** section of the **Massage Student Handbook**

Signature

Date

Attendance and Participation

Your attendance and active participation are essential to the success of our program and your education. Please plan to participate in classroom discussions and activities and to demonstrate your engagement.

Classroom Access

In order to ensure a high-quality learning experience for Massage Program students, only enrolled participants and/or assistants who are accommodating students with disabilities are allowed in the Massage Program classrooms. Children are **never** allowed in classrooms.

Contact Hours

Because students accrue contact hours for state licensure in the Massage Program, **only one absence is permitted in each class, per term**. And, for the same reason, **three (3) tardy arrivals will be counted as one missed class**. Students may be allowed to make up a second absence at the discretion of their instructor; though *all make-up assignments must be completed by the last day of the term*. Students who have **three (3) absences will receive a No Pass**.

Tardiness

When you arrive late to class it is disruptive to class flow, to your instructor, to other students, and to your own learning. Further, because students are accruing contact hours, **arrival late to class three times** (by 15 minutes or more) **is counted as an absence**.

Illness or Injury

As a pre-licensure training program, the Massage Therapy Program at Lane does not differentiate between excused and unexcused absences. When illness or injury prevents participation but allows a student to observe, two classes may be observed without the student being marked absent. If, after two observed classes, a student still cannot participate, it is recommended that they drop the class or, if appropriate, request an Incomplete (see below).

Dropping a Course

Dropping a course if you realize you are unable to complete it is *your responsibility*. If you drop a class after the deadline for a refund, you are still liable for payment, but in some cases you may choose to do so anyway to avoid a No Pass on your transcript. If you do not complete a course and do not drop it before the end of the term, you will receive a No Pass by default.

Grading

Pass/No Pass

The Massage Therapy Program at Lane Community College offers non-credit classes and all grades given are Pass/No Pass.

Incompletes

A grade of Incomplete is given only in rare circumstances and must be negotiated with the course instructor. Typically, Incompletes are given only in the cases of severe family or medical emergencies. Receipt of an Incomplete is open only to students who have successfully completed 3/4 of the required course work with a passing (70%) grade at the time they request an Incomplete. *An Incomplete may not be used simply to avoid a failing grade.*

Requesting an Incomplete

The issuance of an Incomplete occurs after a Request for Grade of Incomplete Form (<https://www.lanecc.edu/copps/documents/incomplete-grade>) is completed and signed by *both* the instructor and the student. ***The student must initiate the request*** for issuance of an Incomplete, and the instructor has the option to accept or reject the request. Once signed by both parties, the Request for Grade of Incomplete Form becomes a contract which places responsibility for future action *on the student*. It is then incumbent upon the student to arrange with the instructor to make up missed classes and/or assignments within the ***subsequent two terms***; if not resolved within two terms, an Incompletes become No Pass.

Complaints and Grievances

Lane Community College instructors and staff are committed to providing students with the highest quality massage therapy training. Lane makes every effort to informally resolve any difficulties that may arise between students or between a student and an instructor(s) or staff member, or concerns that a student may have regarding their education. However, there may be circumstances in which a student wishes to formally complain or submit a grievance.

Please take the following steps if you feel action is warranted regarding a personal grievance:

Resolving a Problem Informally

Step 1: If you have a problem with another student, a staff person, or a college policy, please try to begin by discussing the problem directly with that person. Concerns over grades or class content are always best discussed with the instructor before taking further action. If the problem still remains after this communication, see Step 2.

Step 2: If you have a problem with another student, a staff person, or college policy and are unable to resolve the problem with direct communication, discuss the problem with a staff member you are comfortable with and trust. They may suggest a course of action, or request to discuss the issue with the Program Coordinator to reach resolution. If you still feel your problem remains unresolved, see Step 3.

Step 3: If you have not been able to resolve an issue, your complaints and grievances should be submitted in person and/or in writing to the Program Coordinator. Please specify the nature of your grievance(s), outline a sequence of events if applicable, and describe the response you seek. Once submitted, the Program Coordinator will decide on the most appropriate course of action for the nature of the complaint received. This may include an investigation, a discussion with the parties concerned, a review by committee, and/or a meeting with the student and other involved parties for conflict resolution mediation.

The Program Coordinator will make every effort to address complaints as quickly as possible; students can expect a response within 10 working days. If a student feels their complaint or concern has not been adequately addressed by the Program Coordinator, they may consider making a formal complaint to the college (see below).

Resolving a Problem Formally

For the Formal Student Complaint Procedure, see:

<https://www.lanecc.edu/copps/documents/student-complaint-procedure-formal>

Resources for LMT Students

Lane Community College & Massage Program Resources

Lane Homepage: www.lanecc.edu

Massage Therapy Program Homepage: <http://www.lanecc.edu/ce/massage>

Massage Therapy Program Blog: www.laneccmassage.wordpress.com

Lane Policy and Procedure Database: <https://www.lanecc.edu/copps>

Lane Student Resources: <http://www.lanecc.edu/students>

Massage Resources

American Massage Therapy Association (AMTA): www.amtamassage.org

Associated Massage and Bodywork Professionals (ABMP): www.abmp.org

Federation of State Massage Therapy Boards (FSMTB): www.fsmtb.org

National Certification Board for Therapeutic Massage and Bodywork: www.ncbtmb.org

The Massage Therapy Foundation: www.massagetherapyfoundation.org

The Oregon Board of Massage Therapists: www.oregon.gov/OBMT

Eugene/Springfield Community Resources

FOOD for Lane County – food pantries, hot meals, assistance resources:
http://www.foodforlanecounty.org/en/get_help/

Volunteers in Medicine – free medical & mental health care for low-income adults:
<http://www.vim-clinic.org/>

Occupy Medical – free medical & mental health services, provided *every Sunday*:
<http://occupy-medical.org/contact-us/>

Center for Family Therapy - counseling by UO graduate students at sliding scale rates:
<https://education.uoregon.edu/hedco-clinic/center-family-therapy>