



Elgin  
Community  
College

# Massage Therapy Program 2023- 2024 Student Handbook

Elgin Community College  
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Elgin, Illinois 60123  
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*Learning to Touch Body, Mind, and Spirit*



*These requirements are specific to the massage therapy program and are a supplement to the ECC college catalog and Health Professions Policy and Procedure Manual.*



Associated Bodywork & Massage Professionals Professional Member

Accessible Version: [MAS Handbook](#)

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# Introduction

## Accreditation

The Massage Therapy program at Elgin Community College is accredited by the Commission on Massage Therapy Accreditation (COMTA). The program has been accredited since 2007 and the current accreditation period is through October 2024. The address for COMTA is 900 Commonwealth Place Suite 200-331, Virginia Beach, VA 23464; 202-888-6790, [www.comta.org](http://www.comta.org).

## Program Mission and Goals

It is the mission of the massage therapy department to support Elgin Community College in “Improving People’s Lives through Learning”. To that end, we will provide students highly trained instructors, an education that exceeds set standards, opportunities to give back to their community with time and service, and relevant challenges to learn, think, and act using critical thinking skills, a compassionate heart, and well-trained hands.

1. The program will prepare graduates who possess skills and knowledge that will function as competent massage therapists.

Outcomes:

- Demonstrate knowledge and skills necessary to function as a licensed massage therapist in today’s health care environment.
- Practice effective, safe and hygienic techniques for the client and him/herself.

2. The graduates will demonstrate proficiency in problem-solving and critical thinking skills.

Outcomes:

- Apply knowledge of principles, indications and contraindications of massage therapy techniques.
- Demonstrate proficiency in problem-solving and critical thinking skills by modifying and adapting procedures and techniques to accommodate the client’s condition and other variables.
- Collect, document and analyze written, verbal and observed data to create client treatment plan of care.

3. The graduate will practice effective communication in the therapeutic setting.

Outcomes:

- Demonstrate effective oral and written communication skills with clients and health care providers.
- Demonstrate effective use of body language.
- Perform comprehensive client assessment.

- Document client care in a manner that meets state, federal and regulatory agency guidelines.
4. The graduate will conduct him or herself in a professional and ethical manner.
- Outcomes:
- Demonstrate professional behaviors as outlined by the Principles of Ethics for Massage Therapists by the American Massage Therapy Association (AMTA).
  - Apply concepts of multi-cultural awareness in professional behavior in the therapeutic environment.
5. To provide the healthcare community with qualified massage therapists.
- Outcomes:
- First time pass rates of graduates on the MBLEx licensing exam will be consistent with or above the national passing rates each year of the exam, with a minimum pass rate of 75%.
  - Demonstrate awareness of research literature and technology usage that provide tools necessary to become lifelong learners.

## Essential Requirements of a Massage Therapy Student

Reasonable accommodations for students with disabilities will be made to the extent of the law. The ADA Coordinator can be contacted at 847-214-7417, located in B125.

### **Sensory Skills**

Students must be able to:

- Visually observe a client for assessment purposes in a standard treatment room
- Hear instructions, corrections and information delivered verbally or audibly by instructors, fellow classmates, and clients in the provided space for said instruction
- Demonstrate tactile ability sufficient to assess client's muscle tone and physiological status
- Smell odors that indicate a change in a client's physiological condition or unsafe environmental conditions while in the provided space for treatment and instruction
- Give and receive clear verbal communication

### **Physical/Motor Skills**

Students must be able to:

- Carry, lift or drag up to 30lbs
- Deliver and receive a one hour massage

- Tolerate lengthy periods of activity, up to 4 hours, including sitting for lectures, standing or lying down for demonstration and practice and physical self-care exercises, including but not limited to yoga
- Adjust and maintain massage therapy equipment, adjusting knobs, tightening screws or bolts, and checking cable soundness by hand and with tools
- Manipulate equipment including massage therapy tables, bolsters, pillows, hot and cold packs, and towels and sheets to aid in positioning, draping, or treating a client effectively
- Perform manual therapy techniques using both gross and fine motor skills to effectively deliver massage therapy techniques
- Use proper body mechanics for all skills related to massage therapy
- Demonstrate the ability to apply universal precautions for the client's safety in all massage therapy activities

### **Communication Skills**

Students must be able to:

- Communicate both verbally and in writing, using appropriate terminology with accuracy and efficiency
- Recognize, interpret and respond to non-verbal communications in themselves, fellow classmates and clients

### **Cognitive, Intellectual Skills**

Students must be able to:

- Attain a 75% or better grade in the Introduction course and maintain a 70% or better grade in each course of the program. In a Pass/Fail course, students must attain a passing grade
- Observe, collect, interpret and assess data about clients
- Prioritize multiple tasks, integrate information, and make decisions utilizing critical thinking skills as taught in class

### **Behavioral Social Skills**

- If a student's performance appears to be hindered or minimized by the abuse of drugs and/or alcohol, the steps of Administrative Procedure 3.406 Drug Testing of Health Care Program Students will be enforced
- Students may not smoke during class time hours

Students must

- Demonstrate integrity and honesty in all matters

- Maintain confidentiality as taught in class and legally binding in the HIPAA act
- Be able to interact appropriately with individuals of all ages, genders, races, socio-economic, religious and cultural backgrounds
- Be able to cope with fluctuating workloads, client demands, and changes in work schedules
- Demonstrate the emotional health and stability required to fully utilize their intellectual capacities, demonstrate good judgment and render appropriate therapy treatment

### **The Essential Function Requirements**

- are posted on the [Massage Therapy department website](#)
- are in the Student Handbook, given to students upon acceptance to the program
- are included on the signature page of the handbook, signed as agreed to, and returned by students to administration at orientation to be kept in their permanent file

### **Students with Disabilities**

All colleges must provide accommodations to students with documented disabilities. This includes learning disabilities. Colleges comply with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 to ensure that no student, employee, visitor, or other beneficiary of the ADA encounters discrimination on the basis of his/her disability. All college facilities, services, and programs must be accessible to students, employees, and visitors with disabilities unless doing so would be an undue burden to the college.

Students requesting accommodations must submit documentation of the disability to the ADA coordinator or designated disability support service provider. Students do not need to reveal a disability, but without documentation on file, no exceptions to standard procedures can be given. Therefore, it is in the student's best interest to submit documentation even if there is no immediate need for support. Documentation is kept confidential in compliance with the ADA.

### **State Licensing**

Massage therapy is a licensed profession in the state of Illinois. The Massage Therapy Program prepares students for a state licensing exam upon completion of the program. The State of Illinois accepts the Massage and Bodywork Licensing Exam for state licensure. Licenses in massage therapy are issued through the Illinois Department of Financial and Professional Regulation. To obtain a license in massage therapy in the state of Illinois you must possess a valid social security number & pass a background check.

## Section 1 Calendar

The massage therapy program consists of four academic semesters beginning in the fall semester or three academic semesters beginning in the spring term each year based on minimum enrollment requirements and includes the summer semester. Students attend classes and laboratory experiences at the College in combination with clinicals on the main campus.

Before the start of each term, students are provided a list of classes to register for.

### Holidays

The following holidays are observed and no classes are in session: Labor Day, Election Day, Thanksgiving, Martin Luther King Day, President’s Day, Memorial Day, Juneteenth, and Independence Day. Breaks include Thanksgiving recess, Winter break between terms, and Spring break.

### 2023-2024 ECC Calendar

#### FALL TERM 2023

Dates	
Monday August 23, 2023	Fall term begins
Saturday September 2 - 4, 2023	Labor Day holiday: No classes
5:00p Wednesday November 22– Sunday November 26, 2023	Thanksgiving Recess: No classes
Thursday December 14, 2023	Fall term ends
5:00 p.m. Thursday December 21, 2023 – Monday January 3, 2022	Winter recess: All facilities closed

#### SPRING TERM 2024

Dates	
Monday January 15, 2024	Martin Luther King Jr. Day: No classes
Tuesday January 16, 2024	Spring term begins
Monday February 19, 2024	Presidents’ Day: No classes
Monday March 25 – Sunday March 31, 2024	Spring Recess: All facilities closed
Thursday May 16, 2024	Spring term ends

#### SUMMER TERM 2024

Dates	
Monday June 3, 2024	Summer term begins
Wednesday June 19, 2024	Juneteenth: No classes
Thursday July 4, 2024	Independence Day: No classes
Thursday August 8, 2024	Summer term end

## Section 2 Curriculum

### Curriculum, Course Codes and Fees – 2023-2024

Course Code	Course Name	Clock Hours	Credit Hours	Tuition	Fees	Total
MAS 100	Introduction to Massage Therapy	24	1.5	\$ 198.00	\$ 35.00	\$ 233.00
MAS 110	Theory and Fundamentals of Massage	48	3.0	\$ 396.00	\$ 30.00	\$ 426.00
MAS 115	Wellness Concepts	24	1.5	\$ 198.00	\$ 30.00	\$ 228.00
MAS 120	Anatomy and Physiology I	48	3.0	\$ 396.00	\$ 50.00	\$ 446.00
MAS 125	Musculoskeletal Palpation I	32	2.0	\$ 264.00	\$ 50.00	\$ 314.00
MAS 130	Basic Bodywork and Massage	96	5.0	\$ 660.00	\$ 245.00	\$ 905.00
MAS 141	Massage Practice Clinic I	32	1.0	\$ 132.00	\$ 120.00	\$ 252.00
MAS 142	Massage Practice Clinic II	32	1.0	\$ 132.00	\$ 100.00	\$ 232.00
MAS 210	Pathologies and Pharmaceuticals	40	2.5	\$ 330.00	\$ 30.00	\$ 360.00
MAS 215	Applied Therapies	72	4.0	\$ 528.00	\$ 200.00	\$ 728.00
MAS 220	Anatomy and Physiology II	48	3.0	\$ 396.00	\$ 50.00	\$ 446.00
MAS 225	Musculoskeletal Palpation II	24	1.5	\$ 198.00	\$ 120.00	\$ 318.50
MAS 230	Supplemental Massage Applications	72	3.5	\$ 462.00	\$ 200.00	\$ 662.00
MAS 235	Eastern and Energetic Theory and Technique	40	2.5	\$ 330.00	\$ 100.00	\$ 430.00
MAS 240	Clinical Case Report	24	1.0	\$ 132.00	\$ 100.00	\$ 232.00
MAS 243	Massage Practice Clinic III	48	1.5	\$ 198.00	\$ 295.00	\$ 493.00
MAS 250	Business for Massage Therapists	40	2.5	\$ 330.00	\$ 30.00	\$ 360.00
<b>TOTAL</b>		<b>744</b>	<b>40.0</b>	<b>\$5280.00</b>	<b>\$1,785.00</b>	<b>\$7065.00</b>
<b>Includes Intro Hours</b>						

\*\*\*course tuition and fees subject to change

## Course Sequencing

### Part-time Fall Program

Prerequisite – 1.5 credit hours

MAS 100 Introduction to Massage Therapy

#### **Semester One – Fall – 9.5 credit hours**

MAS 110 – Theory and Fundamentals of Massage

MAS 115 – Wellness Concepts

MAS 120 – Anatomy and Physiology I

MAS 125 – Musculoskeletal Palpation

#### **Semester Two – Spring – 8.5 credit hours**

MAS 130 – Basic Bodywork and Massage

MAS 141 – Massage Practice Clinic I

MAS 210 – Pathology and Pharmaceuticals

#### **Semester Three – Summer – 9 credit hours**

MAS 215 – Applied Therapies

MAS 142 – Massage Practice Clinic II

MAS 250 – Business for Massage Therapists

MAS 225 – Musculoskeletal Palpation II

#### **Semester Four – Fall – 11.5 credit hours**

MAS 230 – Supplemental Massage Applications

MAS 220 – Anatomy and Physiology II

MAS 235 – Eastern and Energetic Theory and Technique

MAS 240 – Clinical Case Report

MAS 243 – Massage Practice Clinic III

### Full time Spring Program

Prerequisite – 1.5 credit hours

MAS 100 Introduction to Massage Therapy

#### **Semester One – Spring – 15.5 credit hours**

MAS 110 – Theory and Fundamentals of Massage

MAS 115 – Wellness Concepts  
MAS 120 – Anatomy and Physiology I  
MAS 125 – Musculoskeletal Palpation I  
MAS 130 – Basic Bodywork and Massage  
MAS 141 – Massage Practice Clinic I

**Semester Two – Summer – 9 credit hours**

MAS 210 – Pathology and Pharmaceuticals  
MAS 215 – Applied Therapies  
MAS 142 – Massage Practice Clinic II  
MAS 225– Musculoskeletal Palpation II

**Semester Three – Fall – 14 credit hours**

MAS 220 - Anatomy and Physiology II  
MAS 230– Supplemental Massage Application  
MAS 235 – Eastern and Energetic Theory and Technique  
MAS 240 – Clinical Case Report  
MAS 250 – Business for Massage Therapists  
MAS 243 – Massage Practice Clinic III

Part-time options available for spring also.

## Course Descriptions

The Massage Therapy Program is designed as a three-semester, full-time program of study. Classes begin in the fall semester for the student who needs a part-time program and in the spring semester for the student who needs a full-time program.

MAS 100 INTRODUCTION TO MASSAGE THERAPY – Prerequisite to program

*Description:* This course is required to apply to the Massage Therapy program. It serves as an introduction to the basic theory, principles, and techniques of therapeutic massage. Students will be introduced to massage theory, basic massage techniques, the concepts of quality of touch, contraindications, endangerment sites, safety and sanitation, and body mechanics for the therapist, as well as basic anatomy and simple recognition of selected muscle groups and bones

MAS 110 THEORY AND FUNDAMENTALS OF MASSAGE

Prerequisite: Grade of C or better in MAS 100 and acceptance into the massage therapy program.

*Description:* This course is intended to provide the student with a strong understanding of the

fundamental concepts of therapeutic massage. The focus of this course will encompass the history of the profession and touch, ethics and professionalism, requirements to practice, medical terminology, consultation, documentation, research, physiologic effects and benefits of massage, and indications and contraindications for massage.

### MAS 115 WELLNESS CONCEPTS

Prerequisite: Grade of C or better in MAS 100 or acceptance into the massage therapy program.

*Description:* This course is intended to provide the student with a strong understanding of the fundamental concepts of illness and health, personal wellness and responsibility, as well as in a larger context of connection with other people and planetary responsibility. Students will learn to correlate personal wellness with the concepts and practice of responsibility, breathing and sensing, eating, nutrition, exercise, thinking, work and play, communication, intimacy, and higher meaning in life.

### MAS 120 ANATOMY and PHYSIOLOGY for MASSAGE THERAPISTS

Prerequisite: Grade of C or better in MAS 100 and acceptance into the massage therapy program.

*Description:* Anatomy and Physiology is the study of the structural and functional relationships and homeostasis of body systems. The course incorporates the systems approach and integration of the systems into one functioning unit - the human body.

### MAS 125 MUSCULOSKELETAL PALPATION I

Prerequisite: Grade of C or better in MAS 100 and acceptance into the massage therapy program.

*Description:* This course provides an opportunity to learn muscles on an individual basis, emphasizing the origins, insertions, and actions of muscles. Palpation, examination through touch, is an integral part of the learning process and is part of each class.

### MAS 130 BASIC BODYWORK AND MASSAGE

Prerequisite: Grade of C or better in MAS 100 and acceptance into the massage therapy program.

*Description:* This course prepares students to administer a full-body, one-hour Swedish massage using a variety of strokes, correct draping, proper sanitation, and healthy body mechanics. A therapeutic movement component is incorporated to assist students with balance, core strengthening, and stretching. Chair and Event Massage is introduced.

### MAS 141 MASSAGE THERAPY PRACTICE CLINIC I

Prerequisite: Grade of C or better in MAS 130 or concurrent enrollment in MAS 130. *Description:* This course is designed to provide students with their first clinical experience. With a clinic instructor on-site, students will review client history, practice massage techniques, body mechanics, and therapeutic communication in a clinic setting. Students will apply skills to the level learned in their

technique class on fellow classmates and members of the community. Students will receive instruction and correction during the massage sessions from the instructor and be evaluated by the clients. Each class meeting includes a lecture and assessment component to expand hands-on learning into applicable critical thinking skills.

#### MAS 142 MASSAGE THERAPY PRACTICE CLINIC II

Prerequisite: Grade of C or better in MAS 141. *Description:* In this course, students perform full-body massage sessions on fellow students and members of the community. Students will further develop their skills in communication, critical thinking, technique, centering, qualities of touch, timing, body mechanics, and charting. As additional modalities and advanced techniques are learned, they are incorporated into the massage session. Instructors use a portion of each class to lecture and discuss each client interaction to continue to develop critical thinking skills for each unique treatment session. This course moves the student from general Swedish massage to individualized treatment.

#### MAS 210 PATHOLOGY AND PHARMACEUTICALS

Prerequisite: Grade of C or better in MAS 110. *Description:* This course will provide the student with a strong understanding of specific pathologies for each system of the body and the indications and contraindications of massage therapy treatment. Students will learn to identify specific pharmaceuticals and consider their impact when designing a massage session.

#### MAS 215 APPLIED THERAPIES

Prerequisite: Grade of C or better in MAS 130. *Description:* This course addresses the basic principles of hydrotherapy, active and passive stretching, proprioceptive neuromuscular facilitation, reciprocal inhibition, trigger point therapy, deep tissue techniques, and aromatherapy. Massage therapy indications and contraindications for treatment of specific special populations will be discussed. Students practice assessing and treating using critical thinking skills based on content presented.

#### MAS 220 ANATOMY and PHYSIOLOGY for MASSAGE THERAPISTS II

Prerequisite: Grade of C or better in MAS 120. *Description:* This course is a continuation of the considerations of the structural and functional relationships and homeostasis of body systems started in MAS 120. The principles of kinesiology, postural assessment, and gait analysis are introduced. This course incorporates the systems approach and integration of the systems into one functioning unit - the human body. A cadaver study is included in the course.

#### MAS 225 MUSCULOSKELETAL PALPATION II

Prerequisite: Must be a grade of C or better in MAS 125. *Description:* This course provides an opportunity to learn intermediate and deeper muscles on an individual basis, emphasizing the

origins, insertions, and actions of muscles. Palpation, examination through touch, is an integral part of the learning process and is part of each class.

#### MAS 230 SUPPLEMENTAL MASSAGE APPLICATIONS

Prerequisite: Grade of C or better in MAS 130. *Description:* Through both lecture and hands-on practice this course introduces adjunct and advanced modalities that will deepen knowledge of body systems, techniques, and tools to establish a well-rounded practice. Topics covered will be, but are not limited to, Craniosacral Technique, Manual Lymphatic Drainage, Myofascial Release, prenatal and side-lying massage, infant massage, body scrubs, assistive tools, hot stone massage, connecting style massage, and massage at a sporting event.

#### MAS 235 EASTERN AND ENERGETIC THEORY AND TECHNIQUE

Prerequisite: Grade of C or better in MAS 230. *Description:* This course further develops the student's awareness and ability to apply the subtle, natural energy systems of the body in a therapeutic treatment session. Eastern wellness philosophy and application is introduced through basic concepts of traditional Chinese medicine, meridians, acupuncture, reflexology, and shiatsu.

#### MAS 240 CLINICAL CASE REPORT

Prerequisite: Passing grade in MAS 142. *Description:* Students are assigned a client to work with in the massage clinic under the supervision and guidance of a clinical instructor. The focus of this class is on researching pathologies, pharmaceuticals, and executing treatment while considering the contraindication and indications of their client. Students will work with the same client for the duration of the class, creating a unique treatment plan and writing a case study report. The case study format will follow Massage Therapy Foundation (MTF) guidelines and may be submitted to the MTF Student Case Study contest.

#### MAS 243 MASSAGE THERAPY PRACTICE CLINIC III

Prerequisite: Passing grade in MAS 142. *Description:* Under the supervision of instructors, students apply principles, techniques, and procedures learned to assess and treat clients, who are members of the community, individually in a setting that simulates a professional therapeutic massage practice. Students will serve as, and gain experience as, both as a massage therapist and an office manager. Students will also practice short massage event sequences and appropriate event intake. Students will demonstrate professional therapeutic communication skills, the proper application of both basic and more advanced bodywork techniques, proper body mechanics and draping techniques, use proper safety and sanitation practices, demonstrate critical thinking skills, and create documentation of each session.

#### MAS 250 BUSINESS for MASSAGE THERAPISTS

Prerequisite: Grade of C or better in MAS 110. *Description:* In this course students will learn the fundamentals of massage therapy business. Course topics will focus on the business plan, ethics, record-keeping, finances, policies, procedures, professionalism, communications, marketing, and advertising. Students will discuss target markets, as well as identify success strategies and obstacles to success when managing a business. Local business people will present during this course, sharing their experiences with students. Students will create a resume and cover letter and practice interview skills based on their new profession as a massage therapist. Professional development, client retention, and career longevity will also be a focus of the course.

## Credit Calculation

- Per Illinois Community College Board regulations, 50 minutes of instructional time and 10 minutes of break = 1 clock hour.
- 16 lecture clock hours = 1 credit hour. 32 lab clock hours = 1 credit hour.

## Booklist

Required Text Info for Purchasing	Course Name	Course Code	Semester
<b>Mosby's Fundamentals of Therapeutic Massage 7<sup>th</sup> ed.</b> Sandy Fritz and Luke Fritz;Elsevier;2021. ISBN: <b>978-0323661836</b>	Theory and Fundamentals, Basic Bodywork, Supplemental Massage, Eastern and Energetic, Clinical Case Report Applied Therapies	MAS 110 MAS 130 MAS 230 MAS 235 MAS 240 MAS 215	Fall Spring Summer
<b>Mosby's Essential Sciences for Therapeutic Massage, 6<sup>th</sup> ed.</b> Sandy Fritz and Luke Fritz, Elsevier, 2020 ISBN-13: <b>978-0323672290</b>	A&P I, A&P II	MAS 120 MAS 220	Spring Fall
<b>Wellness Workbook 3rd ed;</b> Travis and Ryan, Celestial, ISBN 1-58761-213-5; 2004	Wellness	MAS 115	Spring Fall
<b>Trail Guide to the Body, 6<sup>th</sup> ed;</b> Biel, Andrew Books of Discovery ISBN # 978-0-9987850-6-6; 2019	MSP I and II Basic Bodywork Applied Therapies	MAS 125 MAS 225 MAS 130 MAS 215	Fall Spring Summer
<b>Trail Guide to the Body, Student Workbook 6<sup>th</sup> ed;</b> ISBN # 978-0-9914666-7-2; 2019	MSP I and II	MAS 125 MAS 225	Fall Spring Summer

Required Text Info for Purchasing	Course Name	Course Code	Semester
<b>Trail Guide to Movement, 2<sup>nd</sup> ed.;</b> Biel, Andrew, Books of Discovery ISBN#978-0-9987850-5-9; 2019	A & P II	MAS 220	Spring
<b>A Massage Therapist's Guide to Pathology, 7<sup>th</sup> ed.;</b> Werner, Ruth, Books of Discovery; 978-0998266343; 2019	Pathologies and Pharmaceuticals	MAS 210	Spring Summer
<b>Aromatherapy Kit and Chart in the Bookstore</b>	Applied Therapies	MAS 215	Summer
<b>A Massage Therapist's Guide to Business,</b> Allen, LWW, ISBN# 978-1-58255-827-1, 2012	Business Practices	MAS 250	Summer Fall
<b>Acupressure's Potent Points;</b> Gach, Michael Reed; Bantam Books; ISBN 0 553 34970 8; 1990	Eastern & Energetic Theory & Technique	MAS 235	Fall

## Program Expenses

See Course Codes and Fees – 2023- 2024 for Current Tuition.

1. Admission fees:
  - a. CPR training \$60 - \$80
2. Textbooks approximately \$450
3. The graduation fee is \$15.
4. Program Clinical scrubs – one set minimum, purchased at the bookstore – approximately \$40
5. Twin sheets or massage table sheets – 4 sets
6. Blanket, hand towel, bath towel
7. Pens, pencils, notebooks
8. Colored pencils or markers
9. Lubricants – second and third semester
10. Cleaning wipes or solution – second and third semester
11. Massage Table
12. Massage Chair – optional

Students are responsible for transportation to and from classes.

## Finance

The complete payment policy can be found at [Pay for College | Elgin Community College \(ECC\)](#)

- Tuition must be paid each semester by the payment deadlines posted on the website or student accounts.
- Students applying for financial aid should do so each semester by financial aid office deadlines. Financial aid forms are available online and in the ECC financial aid office
- Financial obligation to the college must be met each semester in order to register for the following semester.
- All fees must be paid in full by program completion in order to receive the certificate of completion.
- Student transcripts will be held until all financial obligations are cleared with the college.
- No references or information about your participation in the Massage Therapy Program can be given out to potential employers until all financial obligations are cleared with the college.
- Options for payment, not meant to be an all-inclusive list, include self-pay, personal credit card, personal loan, scholarship (a FAFSA must be filed, see the [ECC Website under “Pay for College”](#) for more information), financial aid, payment plan through the student accounts office (B151) and/or employer reimbursement
- The massage therapy program offers two scholarships exclusive to massage therapy students to help pay for their tuition and fees. The Massage Therapy Endowment Scholarship and the Massage Therapy Program Completion Scholarship.
  - Go to the ECC Foundation website, Scholarships. [Fill out an online application.](#)
  - The Massage Therapy Endowment Scholarship will award one student per start date \$300 each.
  - The Massage Therapy Program Completion Scholarship awards two students per semester an award of \$1,250 in their final full semester.

## Section 3 Resources and Services

### Library

- A massage therapy reference library is available to all massage therapy students, A-177
- Materials may be loaned out for one (1) week.
- When checking out a book from the massage therapy reference library, sign the book out on the sign-out sheet with all information required. When you return the library book, fill in the 'date returned section and place the book back in its appropriate spot.
- The class representative or a volunteer from the class is responsible for checking the book status monthly, to verify books are being checked out correctly and returned on time.
- Renner Learning Resource Center on ECC's main campus is also available to students. More information can be obtained at the [ECC library database](#).

### Computer Resources

Students have access to computers in the massage program library (A177), the program student workroom (A184), the main campus open computer labs, and the Renner Learning Resource Center.

### Tutoring

- ECC offers a variety of tutoring options in the Tutoring Center, B230.
- Some courses may offer in-class tutors to assist massage therapy program students.

### Student Services

- [For a complete list of Student services](#)
- [Food Services and Cafeteria](#)
- [Spartan Terrace Restaurant](#)
- [Library, Learning Resource Center](#)
- [Fitness Center](#)
- [Student Access and Disabilities Services](#)
- [Advising Services](#)

### Career Planning, and Graduate Placement

- Registration for, participation in, and completion of the Massage Therapy program at Elgin Community College does not guarantee certification, licensing or employment in the field of Massage Therapy.

- The Massage Therapy Program does not formally or officially place graduates for employment. Students receive information and training for employment in MAS 250, Business for the Massage Therapist.
- Massage Therapist is a protected title in the State of Illinois. Only Illinois Licensed Massage Therapists may use the title 'Massage Therapist' or perform 'massage therapy'. It is illegal to work as a compensated massage therapist without a license. Students **may not work as paid massage therapists or receive any money for massage services** during the program.
- Student insurance covers students for clinical situations that are classified as "student assignments" and coursework.
- Employers of licensed massage therapists often contact us to find therapists for their businesses. All graduates of the program are sent employment announcements by the department via email.
- The Career Development Services department provides career development and employment services at Elgin Community College.
- Graduating students may visit Career Development Services (B120) for the most effective use of the employment services, including CCJobNet.

## Transcripts

- Official electronic ECC transcripts can be requested free of charge through AccessECC.
- Transcripts are typically available three weeks after the end of the semester.
- An addendum to the transcript is given to all students upon completion which contains credit to clock hour conversions for all classes in the program. This is given free of charge and additional copies can be provided by calling the massage therapy program director.

## Weather

Register for ECC's Emergency Alert System at [emergency.elgin.edu](http://emergency.elgin.edu)

- Campus closings are listed with all major radio and television outlets in the area
- In the event of an emergency or a closing, directions are posted on the on-campus screens throughout the hallways, and may flash on all active computer screens.
- The campus switchboard also carries a closing message; if you need to check, you can call 847-697-1000
- The campus closes very rarely, so expect to have class unless the weather is extreme

## Tornadoes/Severe Storm

A voice announcement will be made if there is time.

- Quickly, but calmly, go to the lowest level of the building.

- Stay away from glass areas and doors.
- Never use an elevator to evacuate. Use stairs.
- Take shelter in an interior hallway or room, especially those labeled a "Severe Weather Shelter".
- Stay in a protected area until an "all clear" is sounded.
- Outdoors, stay away from cars and lie down in a ditch or depression.

## Contact Information

### Program faculty and staff

- Lurana Bain, Program Director: 847-214-7203
- Massage Therapy Clinic: 847-214-7323
- Wendy Miller, Dean of Health Professions: 847-214-7308
- ECC Switchboard: 847-697-1000
- ECC Police: 847-214-7777

All college numbers may be dialed from a college phone using the last 4 digits, extension #

- All instructors provide their contact information on the first day of class.
- Each instructor is solely responsible for information and follow-up on assignments and grades.
- Students are responsible to each instructor to finish assignments and be prepared for quizzes and exams as listed in their syllabus.

Last Name	First Name	Title	Contact Info
Bain	Lurana	M.Ed., LMT, BCTMB, Director	847-214-7203
Beckley	Jean		<a href="mailto:jbeckley@elgin.edu">jbeckley@elgin.edu</a>
Kalisek	Ami	LMT	815-354-9916
Kimpan Freeman	Julie	LMT	<a href="mailto:jkimpanfreeman@elgin.edu">jkimpanfreeman@elgin.edu</a>
Loveland	Emily	D.C.	630-762-9864
Nagengast	Lindsay	LMT	Lnagengast@elgin.edu
Pendergrass	Natalie	LMT, CYT	847- 404-0849
Vanin	Sara	LMT	svanin@elgin.edu

This list is subject to change.

Guest presenters in adjunct and advanced therapies may be brought in throughout the year.

## Section 4 Program Policies and Procedures

### Admissions Procedures

- Written final exam score in MAS100, Introduction to Massage Therapy, of 68 percent or better.
- Cumulative grade of 75 percent or better in MAS 100, Introduction to Massage Therapy.
- Submit to ECC: ECC application, health professions application, high school transcripts or GED score or equivalent from country of origin by the application deadline.

### Acceptance Procedures

- Application deadlines are July 1 for evening program and December 1 for daytime program.
- After the application deadline, acceptance is based on completion of application requirements. Students are expected to be registered for classes by August 1 in the fall and January 1 in the spring to secure their place in the program. If more than 20 applications are received per start date, acceptance will be based on final percentage grade in MAS 100
- Acceptance notifications will be sent via email address provided on the application.
- Packets are sent approximately 4 weeks prior to the program start date. It will include information regarding program orientation, classes, books, supplies, student handbook, and CPR requirement.

### Readmission to Program

- Admission to the program is based on continual enrollment. Students who stop attending or do not complete course requirements are dismissed from the program. Students who stop attending for one semester or more may be asked to demonstrate competence for readmission by retesting and passing all completed course final exams (written and hands-on) with a 70% or greater. Readmission is also based on space availability.
- Students are expected to finish the program within 3 years. Extensions to this are considered on a case-by-case basis.
- Students who wish to return after more than 4 semesters of absence must re-apply and start MAS coursework from the beginning.
- Students must be physically able to meet all academic requirements to continue in the program. Clinical time missed due to pregnancy/temporary disability will be treated as sick time/excused absence (refer to attendance guidelines in the Program Handbook). If an "Incomplete" grade is given due to pregnancy/temporary disability, the student is given 30 calendar days in which to complete the assignments or the "Incomplete" will convert to an F grade. A "Return to Program" form is in the back of this handbook and is to be used in the case of missed time in the program due to pregnancy or temporary disability.

# Attendance Policy

## Classroom Attendance

Attendance policy applies unless stated otherwise in the individual instructor's syllabus.

Because the program contains a specific number of hours to complete, punctual attendance is crucial to receiving the certificate of completion and state licensing exam eligibility. **Attendance policies may be amended as needed due to emergency situations.**

*\*Form included in the back of handbook*

- Attendance is expected in all program classes. All unexpected absences should be communicated to the course instructor.
- **Missing 25% of a non-clinical course** (all courses except MAS 141, MAS 142, MAS 240, and MAS 243) **is an automatic failure of the course. All absences in a course will contribute towards the calculation of time missed unless accompanied by a physician's note. For clinical courses – see clinical attendance in Section 5 of this handbook.**
- Anticipated absences must be reported in writing to the Instructor before the aforementioned absence. Use the provided form, which the instructor forwards to administration.
- Absenteeism will lower a student's final grade by one letter grade (10%) upon the third absence in a 16-week semester course; the policy is adjusted (pro-rated) for non-clinical courses of lesser length.
- Students are responsible for obtaining notes from a classmate and handouts from the instructor.
- Any and all homework assignments due on the date of the absence are due on the original due date. Credit given is based on instructor's policy.
- **See clinical attendance policy in Section 5 of this handbook - If you miss one clinic without calling before the start of clinic or miss a second clinic, you fail the course.** Students must call the administrative office **and** the clinic instructor when they cannot attend a clinic class.
- All missed hours (classroom and clinical) must be made up during the semester they are missed to receive final course grades for the semester and fulfill graduation requirements.
- Administration has the right to request a student to leave the classroom and/or withdraw a student from a course/program if attendance shows a lack of responsibility and respect to this policy, the instructor or fellow classmates.

Since all hours must be completed for program completion, attendance updates (hours completed) will be given to students at the end of each semester and at least one other time in each semester.

## Classroom Tardiness

- All policies apply unless otherwise stated in instructor's syllabus.
- This policy is based on a 16-week course; the policy will be adjusted (pro-rated) for (non-clinical) courses of lesser length.
- Tardiness will be noted after missing the first 5 minutes of class, leaving early from class, or not returning from breaks on time. Please see the Participation Policy section for more information.
- Tardiness will lower the final grade by 5% (1/2 letter grade), in addition to the participation penalties.
- Thereafter, every third tardy will result in an additional lowering of the final grade by 5%.
- Advise the instructor of anticipated tardiness in advance.
- Administration has the right to withdraw a student from the course/program if excessive tardiness shows a lack of responsibility and respect to this policy, the instructor and fellow classmates.

## Missed Hours

All missed hours (classroom and clinical) must be made up during the semester they are missed to receive final course grades for the semester and fulfill graduation requirements.

## Missed Hours Makeup

Form included in back of handbook and available by the mailboxes

- All missed time must be made up. This make-up time does not excuse or erase the absence.
- Missed clinic hours may only be made up by participating in a clinical event. Missed classroom hours may be made up by participating in a clinical or classroom-type event.
- Opportunities to make up classroom hours must be approved by administration.
- Options such as attendance/participation additional class attendance, one-on-one instructor practice time, additional clinic participation, clinic office reception desk, professional organization continuing education, and special projects assigned by the program director are available to make up missed class time in order to complete the required number of hours.
- Participation at these events is recorded upon completion of a Missed Time Makeup Form, a faculty signature, and submission to program administration. This is the student's responsibility not the instructors.

## Participation

- Each class requires attendance and participation.
- Attendance and participation constitute part of the final grade based on the instructor's syllabus.

- Students who choose not to participate for reasons in classroom practice other than medical will have points deducted or considered absent at the discretion of the instructor.
- Students must adhere to the dress code in order to receive full participation points.
- Point deduction will be automatic based on the student's attendance after the 5-minute grace period.
- Each instructor may utilize their own attendance and participation policy as stated in their syllabus.
- If you fail one class in the program it may keep you from progressing forward in the program with your cohort (See APPEALS PROCESS)

### Inclement Weather

If the college is closed due to inclement weather, students are not required to attend class or clinic and will not be penalized in any way.

### Leave of Absence/Temporary Disability

See Section 4, Return to Program and Appendix, Return to Program Form

### Personal Electronics

- Students are not permitted to use cell phones/ pagers/tablets/laptops in the classroom or clinic without instructor consent.
- Tablets with etextbooks may be used with instructor consent.
- If an emergency arises and a student needs to have access to their cell phone, the instructor must give consent and the phone must be on silent so as not to disturb the learning environment.
- No electronic devices are allowed in-clinic – lab or reception. No devices with a camera may be anywhere students are interacting with the public.

### Communication

- All students must activate and use their student.elgin.edu email account. Instructors are only allowed to email students to their student email account. Students who do not have a home computer or smartphone may access email via the computer in the program library or the computer labs in Building A or C.
- Students should familiarize themselves with Desire2Learn, ECC's electronic classroom manager system. Tutorials are available to assist with this.
- Each student has a mailbox in the entry hallway to the program library (A-177). Students should check their email, classroom mailbox, and D2L regularly. This is how students receive

routine communication from instructors and administration.

- Frequently needed forms are kept in the mailbox cabinet in the entry hallway to the program library.
- Forms for the program director should be directed to office A153.06. Any confidential communication should be placed in a sealed envelope.
- Open communication between students, instructors and administration is a high priority.
- Students may make a personal appointment with program administration by calling the office at 847-214- 7203 or emailing the program director at [lbain@elgin.edu](mailto:lbain@elgin.edu).
- There are several bulletin boards in the massage area to communicate information.
  - The bulletin board in the dispensary entry hallway is dedicated to the current classes and massage topics.
    - Upcoming massage therapy events, industry news, and equipment for sale is posted there.
    - All information posted on the bulletin board must be approved by the administration.
    - Administration reserves the right to question and/or remove anything from the bulletin board that is deemed inappropriate.
  - The bulletin board on the back wall in the dispensary posts relevant postings from the administration.
  - The bulletin board in the program library entryway posts current job opportunities.

## Student Health and Safety

### **Administrative Procedure 4.601**

Elgin Community College (ECC) places a high priority on the need to prevent the spread of chronic, communicable diseases. The College is committed to educating its staff, students, and the community about protection from and control of communicable diseases. A communicable disease is defined as: “1. a disease that may be transmitted directly or indirectly from one individual to another; 2. Disease due to an infectious agent or toxic products produced by it” (Taber’s Cyclopedic Medical Dictionary, 1989, p. 425). It is the responsibility of students and employees to report to the college any communicable or contagious disease with which they are diagnosed. *The full Administrative Procedure 3.601/4.601 Communicable Diseases And/or Life-Threatening Illnesses or by request to program administration.*

- It is the student’s responsibility to disclose any physical, mental or emotional conditions or restrictions that may impair their ability to attend class regularly, arrive on time for class, receive 60 minutes of massage, perform 60 minutes of massage without sitting down, study on a regular basis, learn technical terminology and take written or oral exams.
- A doctor’s note must be presented upon return to class after missing 3 or more consecutive

classes, stating that you are healthy enough to return.

- Policies and health screenings may be implemented or amended as needed in health emergency situations.

### **Handwashing and Hygiene**

- Hand washing is the number one way to prevent the spread of disease.
- Students are required to wash their hands and forearms before/after client contact, after handling dirty linens, and before/after cleaning equipment.
- Fingernails trimmed appropriately short, watch for hang nails and keep a nail file or clipper with you
- Nail polish may be worn if it is clear or light-colored & well maintained.
- Hair must be clean; pulled back if it is long, no hats are allowed in clinic
- Attire must be appropriate for class and a professional setting
- Supportive closed-toe shoes are required for bodywork class
- No jewelry may be worn on the hands or wrists during a bodywork class
- Earrings should not dangle
- Other than ears, visible body piercing jewelry should be removed when doing bodywork during the program
- Any contraindications will be observed. For elective contraindications (tattoos, cosmetic surgery or enhancements, etc.) students may lose participation points if unable to participate in class activities when present for class. For emergency contraindications (fractures, skin rashes, etc.) students will not lose participation points as long as they are in attendance. In all cases, students must be able to perform the required skills to pass the course.
- Dermal implants must be covered. Dermal implants in a student's hand or forearm may injure clients and are not allowed.
- Use a good deodorant; no personal scents (perfumes or scented body lotions) should be worn to class, due to allergy sensitivities
- Oral hygiene is also very important since you are working in close proximity to people. Brush and floss your teeth often.
- Gum chewing is not allowed.

### **Incident Reports**

- For criminal or medical emergency incidents, call the ECC police at x7777.
- If a student or clinic client is injured on ECC property, please alert an ECC employee, an incident report must be created.
- Incidents that occur on ECC property must be reported using the following procedures.

Make a concerted effort to:

- A. Assist the victim
- B. Identify the offender and/or physical hazard.
- C. Address the problem.
- D. Contact the appropriate law enforcement authority, if necessary.
- E. Complete an ECC incident report that shall include: the name of the reporting person, date of birth, time, nature of the incident, location of occurrence, any injuries, any witnesses (name, address, date of birth, telephone number) and a brief description of the incident. If a perpetrator is involved the report should include a description if available.

## Registration

- Students must register for classes before the start date of class.
- Previous semester fees must be paid to register for classes in a new semester

## Sexual Harassment

### [ADMINISTRATIVE PROCEDURE 3.403 Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy](#)

Sexual Harassment is illegal based on Title VII of the Civil Rights Act of 1964, as amended in 1991, Section 703 of Title VII, Title IX of the Education Amendments of 1972, and the Illinois Human Rights Act. These Acts prohibit discrimination because of sex in all employment and educational practices. Elgin Community College will not tolerate any acts of sexual harassment and will investigate allegations in an expedient manner. All administrators, employees, students, and all others having reason or occasion to use the facilities of ECC will conduct themselves in a manner that promotes an environment free from sexual harassment.”

**ECC has a ZERO TOLERANCE FOR SEXUAL HARRASSMENT.** Sexual harassment is illegal, it is unacceptable, it can happen to anyone and you can do something about it. Massage therapists have a strong obligation to always conduct themselves with the highest degree of decorum. Your conduct reflects not only on yourself, but also on the Massage Therapy Program and our profession as a whole. Sexual misconduct can manifest itself in many forms and we have a grave responsibility to always conduct ourselves judiciously and within legal guidelines.

Because massage therapy is a highly physical career, and massage therapists may tend to be “touchy/feely” people, we need to stay vigilant about how we conduct ourselves, obviously with our clients, but also with each other. Public displays of affection among classmates can look quite offensive to outsiders. We must never give cause to anyone to question our professionalism and ability to set standards of behavior and personal and professional boundaries.

## Parking

- Observe all parking regulations. Parking fines will block class registration and completion of the program.
- Do not park in any lot marked for “STAFF”; you will be ticketed, no questions asked!
- Students may not park in the clinic lot. The clinic lot is for clinic clients only.

## Photography and Video

- No student may be photographed without his or her consent.
- Please see the Agreement page and Social Media Policy in your handbook.
- Additional verbal consent must be obtained before capturing the likeness of anyone in the program if they are on a massage table, whether fully or partially draped.

## Smoking

- ECC is a smoke-free campus. Smoking is not allowed during class hours. Smoking can be very offensive to people, your fellow classmates, and your future clients.
- Effective March 30, 2015, Elgin Community College (“ECC”) will conform to the Smoke-Free Campus Act (Public Acts 098-0985 and 098-0979). This Act prohibits smoking on each campus of a State-supported institution of higher education.

## Drug-Free Campus

- [ECC's complete Drug-Free Campus policy](#)

Elgin Community College will conform fully with the federal Drug-Free Workplace Act of 1988, 41 USC Section 701 et seq., the Illinois Drug-Free Workplace Act, 30 ILCS 580/1 et seq. and the federal Drug-Free Schools and Communities Amendments Act of 1989, 20 USC section 3171 et seq.

The College seeks to improve the work environment and maintain an educational environment conducive to academic achievement by eliminating drugs and alcohol on the College campus. No consumption of alcoholic beverages will be permitted unless a liquor license has been procured or alcohol is utilized for instructional purposes.

### *Discipline and Dismissal:*

Discipline for violating the Drug-Free Campus Procedure shall be governed by the College disciplinary and termination policies. Nothing contained herein limits the right of the College under federal, state or local law to discipline the employee or student, up to and including termination of employment or expulsion and referral for prosecution, for violation of any College procedure.

## Transfer of Credit

- Credits earned or classroom hours recorded at another school or institution are not accepted in ECC's massage program.
- Proficiency credit may be available for MAS 120 & 220 for program students who have similar college-level courses and can pass the midterm & final with a 70%.
- Any credits earned or classroom hours recorded in this program are generally non-transferable to another massage therapy program or a 4-year institution.
- Any credits earned or classroom hours recorded in this program are accepted at the discretion of the institution to which a student is transferring.

## Dual Relationships

- Students should not have dual relationships with instructors or college staff while enrolled in the program.
- A dual relationship includes, but is not limited to dating, sexual relationships, personal friendships, employers/employee, landlord/tenant, or client/therapist relationships.
- Dual relationships have the potential to interfere with the primary relationship of teacher and student.

## Academic Policies Teacher/Student Ratio

- A one to ten ratio is maintained in a lab and clinical format.
- A one to twenty ratio is maintained in a lecture format.

## Completion Requirements

### Course

- Successful completion of each course is achieved with an overall grade of 70% or above.
- Because this is an academically linear program, failure to achieve a 70% or above grade in any course in a semester may result in being kept from advancement to the next semester or course.
- Several types of assessment methods will measure comprehension of course content in order to advance to the next level of the program and graduate in good standing with the program.

## Program

- Successful completion of each course within the program is achieved with a grade of 70% or above.
- Successful completion of all classroom and clinic hours is required.
- Attendance updates (hours completed) will be given to students at the end of each semester and at least two other times in each 16-week semester.
- A certificate of completion is awarded when all coursework is complete.
- A certificate of completion will be conferred only if all financial obligations to the college have been met. Upon payment of all outstanding fees, and notification of program administration, the certificate will be mailed to the student.

## Voluntary Withdrawal

- Students are expected to attend all classes in which they are enrolled and to know the attendance policy of each of their instructors. Under no circumstances should a student stop attending class without formally [withdrawing](#). This can result in a failing grade on the student's permanent record.
- Class withdrawals are processed in the Registration Center or online at [accessECC](#). The college encourages students to discuss their intent to withdraw with their instructor(s).
- Please refer to the [ECC college catalog](#) for more information.

## Social Media/Networking

Students should avoid all discussion of personalities of fellow students, instructors and/or clinic clients. Discussion of problems, issues, or negative experiences encountered in the Massage Therapy Program, including, but not limited to clinical experience, should not be written about on any social network. Ethics are discussed in the Professional Behavior section of this Handbook.

The following are guidelines that should be followed when creating posts/blogs, commenting on posts/blogs, creating a LinkedIn profile, using Facebook, Snap Chat, Twitter, TikTok, or Instagram and/or engaging in any other social media, including contributing to or through any of the other online media.

### **Personal Expression**

Personal social media contributions contain the views of a particular student, not the views of the college or clinical setting; however, readers may not immediately appreciate this concept. Students are discouraged from discussing clinical experiences while using social networking sites.

## **Protect Confidential/Trade Secret Information**

When posting and/or contributing to or through any social networking site, students must refrain from disclosing confidential, proprietary, sensitive and/or trade secret information of a clinical site and third parties.

## **BE RESPECTFUL AND EXERCISE COMMON SENSE.**

All social media contributions must comply with the Massage Therapy Program policies, including the program's code of conduct and Elgin Community College's policies and procedures. When posting to and/or contributing to or through any social networking site, be respectful of others. Assume co-workers and future employers are reading your contributions.

**The Massage Therapy Program will determine, in its sole discretion, whether a particular social media contribution violates the program's policies. Violation of this policy may result in discipline, up to and including dismissal from the program.**

**A signed copy of this agreement will be included in the student's file.**

## Confidentiality

- Students, instructors and administration shall safeguard the confidentiality of all client information unless disclosure is required by law, court order or is absolutely necessary for the protection of the public.
- Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy within the constraints of the law. (AMTA)
- All matters discussed in the classroom of a personal nature by classmates must be kept confidential. Due to the personal nature of our studies and self-care topics, this point is of paramount importance and non- negotiable.
- All client information is confidential. When discussing a case study or a practice massage, students never use real names or discuss our cases outside of the classroom in such a way as to be disrespectful to the client or divulge information that may identify the client.
- Confidentiality is not only important in the classroom but has legal implications to all healthcare professionals.
- HIPAA guidelines are covered throughout the program.
- Breach of confidentiality can be cause for disciplinary action up to and including dismissal from the program.

## Discrimination

- [ECC's Anti-Discrimination, Harassment, And Retaliation Policy and Procedure](#)
- Students, instructors, and administration are expected to refuse to unjustly discriminate against clients or other health professionals (NCBTMB)
- Health Profession Division Discrimination Statement Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments based on the student's beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law. (08/2008)

## Evaluation (Program, Classes, And Instructors)

- To comply with college and accreditation policy, students will be asked to evaluate classes and instructors on a regular basis.
- Evaluation emails will be sent out about a week before class ends for each course or instructor's class.
- Please complete the evaluation honestly and in a timely manner for it to be calculated into the aggregate.
- Program completion surveys are conducted by the program director and/or instructor in the month prior to program completion.
- Program completion surveys are conducted to give students the opportunity to provide feedback about the program.

## Grading Policies

- Instructors outline the method of student evaluation in their respective syllabi.
- They may use any or all of the following: homework assignments, quizzes, written exams, lab exams, hands on exams, class participation, written papers, presentations, group projects, individual projects, lab exercises, and attendance.

All students earn a midterm and final grade in each course. Grades can be located on accessECC. Students must receive a 70% or better to successfully complete a course.

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 69% or below = F

Unless otherwise stated in the course syllabus.

# Retention, Promotion, And Testing

## Retention

Health Professions – Academic Advisor and Retention Specialist. Assists students to develop or improve their skills to be a success in their chosen field. Sarah Buzzelli, 847-214-7286, sbuzzelli@elgin.edu, B120.17

## Testing

- All testing occurs in a classroom or clinic, unless stated otherwise by an instructor. If a student needs a different testing environment or more time to test, the student may be permitted to take written tests in the testing center based on ADA declaration and request for accommodations. Lab and hands-on testing must be done in the massage therapy clinic/lab. Some accommodations for time provided to take lab and hands-on test may be available. Students should discuss this with disability services if needed.
- Be prepared for a quiz at any time.
- Your instructor will advise of the frequency and type of assessments they use.
- Missed quizzes must be made up before the next meeting of that class, within one week; failure to do so will result in a zero/F for that quiz, test, or exam.
- Missed quizzes and tests may be taken in the ECC testing center with proper notice.
- Missed lab tests and hands-on evaluations cannot be taken in the testing center. The student is responsible for making arrangements with the instructor within one week.
- Licensing exam review material can be purchased online. ABMP offers Exam Coach for test prep and AMTA offers free test prep for members. We have several review books that can be checked out from the program library.

## Self-Care and Stress Management

What we've learned along the way...

- Revise your priorities along the way, things are always changing
- When you feel overwhelmed, take a couple deep breaths, re-focus and know that the feeling will pass if you take one day at a time
- Think positively, just do it
- Plan extra time for studying, arrange for babysitters, time off work, whatever you need to be prepared for class and complete projects
- Asking for help with the little things can make a big difference in your life and your family
- Have everything ready for class the night before
- Take a deep breath, focus on one thing at a time
- The challenge is worth it, if it's in your heart to do this

- Talk to your family and friends about your commitment to become a Massage Therapist; let them encourage you and help you where they can
- Organize a routine for studying, find what works best for you when studying, find a place to study that's right for you
- Ask questions about assignments, lecture materials, class discussions
- Answer the questions at the end of the chapter; it will help you for quizzes and exams
- Study along the way, don't wait and "cram"
- Get familiar with your textbooks, table of contents, appendix, etc.
- Use an index card system to study, keep the cards with you and study when you have a spare minute here or there
- Eat well and regularly, drink plenty of water, develop a regular exercise routine, sleep enough to be rested
- Attend to your emotional and spiritual well-being

## Failure of a MAS Course

If a student does not pass a program course, they may appeal in writing to the program director to continue in the program.

- The appeal letter must include an awareness of why the student failed the course.
- The student must outline a plan of action to rectify any problems that may have caused them to fail the course and the positive actions they plan to take if their appeal is granted.
- Failed courses must be re-taken, resulting in a passing grade. Each case will be reviewed individually, and stipulations to continue in the program will be discussed and documented in the student's file.

## Withdrawal and Re-Entry

See Section 4, Readmission to Program

## Professional Development

- Students are expected to participate in professional development activities as a student. All students will join AMTA and ABMP as student members.
- All students are strongly encouraged to attend Student Day at the AMTA-IL State Conference in the spring.
- Students are expected to participate in National Massage Therapy Awareness Week events in late October, or EveryBody Deserves a Massage Week in July.
- Current students are expected to act as a role model to the incoming massage therapy

students.

## Graduation

- All Massage Therapy students completing the program participate in ECC's December graduation ceremonies.
- The deadline for participating in graduation are generally around the start of the fall semester.
- Graduation is a family and friends event.
- The program may have a private celebration on one of the last days of class before program completion.
- Students are given one (1) certificate of completion upon graduation.
- A class photo will be taken at one of the last class meetings. The cost of the photo is determined by the professional photographer and is determined as the date approaches. All students should plan to be in the class photo whether they purchase one or not.

## Disciplinary Policies

### General disciplinary policy

While enrolled in the massage therapy program, students are expected to abide by the AMTA's Code and Rules of Ethics and Conduct themselves professionally.

### AMTA's Code of Ethics

Understanding and adhering to a code of ethics is inherent to the professional life of a licensed massage therapist. Students in the Massage Therapy Program will be exposed to the code of ethics of AMTA and ABMP. Ethics are an integral part of the program, and examples of ethical behavior, ethical dilemmas, and the difference between law and ethics will be discussed and brought to your attention throughout the program. Following is the AMTA Code of Ethics.

This Code of Ethics is a summary statement of the standards of conduct that define ethical behavior for the massage therapist. Adherence to the Code is a prerequisite for admission to and continued membership in the American Massage Therapy Association (AMTA).

### Principles of Ethics

The Principles of Ethics form the first part of the Code of Ethics. They are aspirational and inspirational model standards of exemplary professional conduct for all members of the association. These Principles should not be regarded as limitations or restrictions but as goals for which members should constantly strive.

Massage therapists/practitioners 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 within the constraints of the law.
5. Project a professional image and uphold the highest standards of professionalism.
6. Accept responsibility to do no harm to the physical, mental, and emotional well-being of self, clients, and associates.

### Rules of Ethics

The Rules of Ethics are mandatory and direct specific standards of minimally-acceptable professional conduct for all members of the association. The Rules of Ethics are enforceable for all association members, and any members who violate this Code shall be subject to disciplinary action.

Massage therapists/practitioners shall:

- Conduct all business and professional activities within their scope of practice and all applicable legal and regulatory requirements.
- Refrain from engaging in any sexual conduct or sexual activities involving their clients in the course of a massage therapy session.
- Be truthful in advertising and marketing, and refrain from misrepresenting his or her services, charges for services, credentials, training, experience, ability, or results.
- Refrain from using AMTA membership, including the AMTA name, logo, or other intellectual property, or the member's position, in any way that is unauthorized, improper, or misleading.
- Refrain from engaging in any activity which would violate confidentiality commitments and/or proprietary rights of AMTA or any other person or organization.
- Any student who does not comply with the policies and standards of the program and/or college is subject to disciplinary action.
- Students who have grievances regarding the massage therapy program should discuss them first with the faculty member involved. A problem that is not resolved at this level should be brought to the program director's attention. If a problem is not resolved informally at this level, the student should follow the Student Appeal and Complaint Procedure or Student Grade Appeal Procedure outlined in the college catalog.
- Any student acting in an unprofessional manner while on campus may be asked to leave by an administrator or instructor. Being asked to leave will result in zero points for attendance and

participation for that day. Further action is at the discretion of the administration.

- Inappropriate behaviors include, but are not limited to, racial, ethnic, or sexual slurs, harassment or bullying; disruption of class – tardiness, falling asleep, monopolizing discussions, talking, cell phone use in the classroom, earbuds left in during class, irrelevant questions or comments; physical actions that do, or could result in, personal injury or property damage.

## Dismissal

Students are responsible for maintaining appropriate standards of conduct as described in this student handbook, the Student Code of Conduct/Discipline procedure found in the ECC college catalog, and the Health Professions Policies and Procedures Manual. Students are expected to observe Massage Therapy program regulations and meet professional standards as outlined in the AMTA code of ethics.

## Student Complaint and Appeals Policy

### COMPLAINT PROCEDURE

- See General Disciplinary Policy above.
- [ECC's complete complaint procedure](#)
- Complaints may also be filed with our accrediting body, [COMTA](#), 900 Commonwealth Place Suite 200-331, Virginia Beach, VA 23464; 202-888-6790.

### STUDENT RIGHTS

#### **The right of students to have access to their files**

See ECC catalog, [Family Educational Rights & Privacy Act Annual Notification](#) (Student Records) Or Student's right to know, [elgin.edu/righttoknow](http://elgin.edu/righttoknow)

#### **Policy of confidentiality of student records and release of student information**

See ECC catalog, [Family Educational Rights & Privacy Act Annual Notification](#) (Student Records)

### APPEALS PROCESS

Students have the right to appeal a decision by following the procedure outlined in [Administrative Procedure 4.408 Appeal for Complaint Procedure](#).

## Food in the Classroom

- All non-refrigerated food should be in properly closed containers and kept in cupboards.
- No food should ever be left on counters.
- The refrigerator should be cleaned out regularly. This is a student responsibility.
- Food left in the refrigerator will be deemed garbage at some point and thrown out.
- Filtered water is available from the program refrigerator. Please use your own bottles and cups.
- All dirty dishes should be washed and put away daily.

## Equipment and Supplies

- Massage tables and chairs are available for student use during classroom and clinic time in the classroom.
- Students are required to have a minimum of four sets of sheets during the program and to carry a set of sheets with them to all classes or keep them in a locker. Students are expected to use their own clean sheets during class time. Equipment and supplies that are used from the store room must be given to you by an instructor, and their use will be logged accordingly.
- Students are expected to have their own table and supplies by midterm of the first semester of study for offsite clinics and events unless otherwise advised. In addition, students may want to purchase a stool and bolster.
- A166 (6 bay room) is open most days from 8 am to 4 pm; Monday through Friday during fall and spring semesters, and 8am-4pm M-TH during the summer semester. It may be used for studying and practicing if a class is not being held in there. Students in the small clinic must remain respectful of the classes being held in the 10 bay (large) clinic. Please verify the space is open and available before coming to campus.
- The massage therapy spaces- A162 (10 bay room), A179 (wet room), A180 (wet room), A182 (dry private room), A183 (storeroom), and A184 (Workroom) are to be kept locked throughout the day when not in use. Most instructors and massage department staff have a key to these spaces. The massage rooms and classrooms are educational spaces that can be used by students for learning. Students can request these rooms be unlocked by staff when students would like to use them.
- Lubricants are provided by the program for Bodywork classes and Clinics in the first semester of training. Second and third semester students bring their own lubricants to clinics and Bodywork classes based on their own preference.
- There are many products that enhance your practice and the comfort of your table. You will become familiar with these products as the year progresses. Feel comfortable sharing new product information that you receive with your classmates.

## Facilities and Classroom Equipment

- General Classroom, A-160
  - Smart classroom
  - 28 student capacity
- 10 bay clinic, A-162
  - Smart classroom
  - White board
  - Tables and chairs for 20 students
  - 10 electric massage tables with adjustable face cradles
  - 10 massage stools
- Dispensary, A-164
  - Hydrocollator
  - 2 sinks, cabinets for storage
  - **Right side** is for washing dishes, cabinets may store food products, dishes and service-ware
  - Refrigerator, student and program use
  - Microwave
  - Freezer, student and program use for cold packs and ice
  - **Left side** is equipment and supply storage
  - Counter-top hydrocollator
  - 2 paraffin wax units
  - Towel warmer
- 6 bay clinic, A-166
  - 2 sinks and cabinet storage
  - Tables and chairs for 12 students
  - 6 massage tables with face cradles
  - 6 massage stools
  - TV, laptop and cart
- Student library and computer station, A-177
- Library hallway contains the mail box cabinet and acrylic wall-mount rack for professional publications
- Unisex restroom, A-178
- Student workroom, A-184
  - 2 desks
  - Sound system
- Store Room, A-183
  - Linens
  - Portable tables

- Massage chairs
- Reflexology chairs
- Yoga mats
- Supplies for program
- Private massage room, Dry room, A-182
  - 1 massage table
  - 1 massage stool
- Private wet room, A-179
  - 1 Wet Hydraulic Treatment Table
  - 1 wall mounted Vichy shower
  - Towel warmer
- Private wet room, A-180
- 1 Wet Hydraulic Treatment Table
- 1 wall mounted Vichy shower
- Hot stone warmer
- Clinic reception and check-in, A-163
- Secure Client file room, A-163.01
- Reception work room, A-163.02
- Cashier Office, A-163.03
- Program Director Office, A-153.06
- Designated parking for up to 20 clinic clients; easily accessible, 2 handicapped/ADA accessible spots directly in front of Building A reception lobby, parking permit required.

## Homework

- Homework is calculated into your total grade and is important.
- Any and all homework assignments due on a day you are absent, are due on the day you are absent.
- Any and all homework assignments given out on a day you are absent are due on the original due date of the assignment.
- Late homework credit is given based on each individual instructor's policy. Most homework assignments can be emailed to the instructor.

## Personal Beliefs

- The United States is a nation of diversity and ECC is representative of the mix of diverse views in everything from religion and politics to sexuality and family structure.
- In our inclusive environment, we need to develop a listening, non-judgmental presence when classmates are telling their lived experiences or expressing an opinion.

- Likewise, when telling your lived experiences or expressing your opinion, be aware that not everyone has the same beliefs, nor is wanting to change their belief system.

## Volunteers

- Dirty laundry must be placed in the appropriate bags and placed in the hall every Monday afternoon.
- Clean laundry may be put away in the store room in the linen cabinets on Tuesday afternoon.
- The student library, keeping the clinic and equipment clean, especially the hydrocollator and maintaining the music library are student volunteer duties.
- Second and third-semester students are needed to help with the clinic desk for first and second semester. Sign up by contacting the program director.

## State Licensing Exam and State Licensure

Massage therapy is a licensed profession in the state of Illinois. The Massage Therapy Program prepares students for a state licensing exam upon completion of the program. The application for exam is filled out in class and forwarded to the appropriate agency by program administration. Student fees in MAS 243 pay for the exam to be taken one time, so no additional money is collected when the exam application is mailed. The State of Illinois accepts the National Certification Exam and Massage and Bodywork Licensing Exam for state licensure.

**Licenses in massage therapy are issued through the Illinois Department of Financial and Professional Regulation. To obtain a license in massage therapy in the state of Illinois you must possess a valid social security number for a background check. Applicants must be of good moral character. Licenses are not issued to applicants who have been convicted of sexual crimes or registered sex offenders. A person must be licensed with an active license number to accept compensation of any kind for massage therapy.**

Full details on all [state license requirements](#). The table below contains licensing requirements for IL and neighboring states. Other states may differ.

State	Exam	Education	Continuing Ed	Fees
Illinois	MBLEx	600 hours	24 CEU Biennially	\$175 \$175 renewal
Kentucky	NESL, MBLEx	600 hours Board approved	24 CEU Biennially	\$125 \$100 renewal
Indiana	MBLEx	500 hours	CEU TBD	\$100 \$150 renewal
Iowa	MBLEx	600 hours	24 CEU Biennially	\$120 \$60 renewal
Missouri	MBLEx, NCCAOM	500 hours Board approved	12 CEU Biennially	\$100 \$50 renewal
Wisconsin	MBLEx	600 hours	24 CEU Biennially	\$75 \$82 renewal

The candidate's passing grade is forwarded to the state by the testing agency, awaiting the full license application that each candidate must fill out. The application for IL state licensure is filled out in class, also.

## Websites to Know

- [American Massage Therapy Association \(AMTA\)](#)
- [Associated Bodywork and Massage Professionals \(ABMP\)](#)
- [National Certification Board for Therapeutic Massage and Bodywork \(NCBTMB\)](#)
- [Federation of State Massage Therapy Boards](#)
- [Illinois Department of Financial and Professional Regulation for Massage \(IDFPR\)](#)
- [Commission on Massage Therapy Accreditation \(COMTA\)](#)

## Section 5 Clinical Education Plan and Policies

### Clinical Coursework: Practice Clinics and Case Report Clinic

- Students are required to complete all of the clinical hours in a clinical learning setting.
- Missed clinical hours must be made up in a supervised clinical setting.
- Commitment to the learning clinics must be taken seriously as appointments in the clinic are filled by members of the community.
- All unexpected absences should be called to the director at 847-214-7203 AND to their Clinic Instructor directly when they cannot attend a clinic class.

### Clinical attendance and tardiness

- Clinic is a mandatory attendance class
  - If you miss one clinic and call before the class starts, you are excused
  - If you miss one clinic without calling before the start of a clinic or miss a second clinic, you fail the course
- Students must call the administrative office and the clinic instructor when they cannot attend a clinic class.
- Anticipated absences must be reported in writing to the Instructor before the aforementioned absence. Use the provided form, which the instructor forwards to administration.
- All time missed from clinic must be made up before the end of the semester. Clinical time can only be made up with clinical time. Please see your instructor or program director for assistance in scheduling make-up clinical time.
- A student is tardy if they are more than 5 minutes late for clinic. A student must call the administrative office and the clinic instructor if they are going to be late.
- If a student is tardy and it causes them to miss a scheduled client, the tardy is treated as an absence. The course grade will be an F on the second tardy for that particular course.

### Professional Behavior, Conduct

- This is a college learning environment.
- The Standard of Ethics of both AMTA and ABMP are in effect at all times.
- Students, instructors and administration are expected to act with the highest professionalism during the program; all are expected to conduct their classroom and professional business activities with honesty and integrity and respect the inherent worth of all persons -National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).
- All draping practices adhere to the Illinois State Massage Licensing Act, and Standards of Practice of NCBTMB. Draping practices protect the client's physical and emotional privacy. Genitals are never exposed.
- Any student acting in an unprofessional manner while on campus may be asked to leave by an

administrator or instructor. Being asked to leave will result in zero points for attendance and participation for that day. Further action is at the discretion of administration.

- Inappropriate behaviors include, but are not limited to, racial, ethnic, or sexual slurs, harassment or bullying; disruption of class – tardiness, falling asleep, monopolizing discussions, talking, cell phone use in the classroom, earbuds left in during class, irrelevant questions or comments; physical actions that do, or could result in, personal injury or property damage.
- Students are treated as adults and expected to take the instructor, the course work, themselves, and one another seriously and to arrive to each class session on time and fully prepared.
- Students are expected to
  - Arrive on time; attend all classes; see the Attendance and Tardy Policy and Participation Policy
  - Carry at least one set of sheets to every class
  - Have all texts and materials necessary for the class
  - Have homework assignments ready to hand in
- All electronic devices should be turned off during class. Any exception must be cleared with the instructor.
- Any improper conduct of a student in the massage therapy program will be documented and discussed with the student.
- Progressive discipline, up to and including dismissal from the program, will take place if behavior is unethical, unprofessional and/or persistent by the student
- Any misconduct addressed by an ECC student administrative procedure, will be handled as stated in said procedure; see [Administrative Procedure 4.402 Student Code of Conduct](#)

## Clinical Student Responsibilities

- The massage therapy student has additional responsibilities as a member of the health care profession to ensure the emotional and physical safety of clients during the educational process.
- The student will come to clinic prepared to give safe, responsible client care.
- The student will only work with clients when an instructor is present.
- The student is responsible to seek the assistance of the instructor before proceeding with new, unfamiliar or uncertain aspects of treatment.
- The student will abide by the attendance and participation course requirements.

## Name Tags

Name tags must be worn at all times in clinical settings and will be provided for you. You will receive

one name tag. Additional or replacement name tags are \$20 each.

## Lockers

Lockers are available to use while enrolled as a student. They will be assigned at orientation. Students need to supply their own lock. It is the student's responsibility to clean out their locker at the completion of the program.

## Dress Code

- Clinical program scrubs & closed-toe supportive shoes must be worn to all clinic classes and events when you are working with the public. Program scrubs are available for purchase in the ECC bookstore.
- Scrubs of any style or color/pattern can be worn to other classes; the dress code is listed in your syllabus for class.
- Participation points will be deducted if students do not adhere to dress code policies (including wearing a name tag).

## Insurance - Professional

- Student membership and insurance applications for both AMTA or ABMP will be completed via release of information permission provided to the program direction prior to the start of classes. Students will receive their insurance cards and other student support materials via email or regular mail.
- The program pays for initial student membership and insurance cost for one year.
- A copy of the student insurance card is kept on file in the administrative office. Please submit a copy upon receipt.
- Students should carry their proof of insurance with them at all times.
- Student insurance covers clinical situations that are classified as "student assignments" and coursework.
- Membership with ABMP or AMTA provides students with resources and publications that enhance the educational process and prepares them for their career.
- Should a student take longer than one calendar year to complete the program, additional liability insurance fees are the responsibility of the student.

## Clinical Grade Policy

Students will receive a grade for each clinical course at midterm and at completion.

## Physical or Emotional Jeopardy

A student who places a client or clients in either emotional or physical jeopardy may be dismissed from a course and possibly dismissed from the program. Physical or emotional jeopardy is described as, but not limited to: causing clients harm or injury, placing client at risk for harm or injury, working on a client unsupervised, causing a client emotional distress, disregard for client's safety, placing a client's physical or emotional health in jeopardy for own personal advancement or gain.

## Health Professions Social Media Conduct

In exchange for the educational opportunities provided to me by the clinical agencies, I agree to comply with all state, local, and federal requirements governing the privacy of medical information. Those privacy requirements have been explained to me, and I have had training in complying with these requirements. I agree to uphold all HIPPA and other privacy requirements during my clinical rotations.

I understand that I am bound to comply with all privacy requirements when I am not at the clinical rotation, including in my conversations with family, friends, and peers. I will be held accountable for maintaining the privacy of any information I obtain, see, or am given during my clinical rotations. To uphold the privacy of such information, I agree to not post or discuss any clinical experience or information regarding my experience with the clinical agency, its staff, or its clients/patients on any internet social media. I will be prohibited from returning to the clinical site if I violate any privacy requirement in any regard. Video/audio recording is only permitted with faculty/staff approval. If not approved, students are prohibited from all forms of video/audio recordings.

Video/audio recording is also prohibited from being shared with individuals or any internet social media. Such violation may also result in a delay in completing my degree requirements or in further disciplinary action against me by Elgin Community College.

## Health Professions Statement on Safety

Health Professions students are expected to practice safe techniques, remain drug and alcohol free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's

consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.