



Elgin  
Community  
College

# ***Massage Therapy Program***

## ***2021- 2022***

# ***Student Handbook***

*Elgin Community College*  
*1700 Spartan Drive*  
*Elgin, Illinois 60123*  
*elgin.edu*  
*847-214-7203*



*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.*



**NAME** \_\_\_\_\_

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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 workschedules
- 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, [www.elgin.edu/massage](http://www.elgin.edu/massage)
- are given to students upon completion of the Introduction to Massage Therapy course in the program application packet.
- are in the Student Handbook, given to students upon acceptance to the program
- are included on the sign-off 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 three academic semesters beginning in the fall and 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 outreach events at various locations. The fall term begins our evening program. The spring term begins our daytime program. Before the start of each term, students are given 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 and Independence Day. Breaks include Thanksgiving recess, Winter break between terms and Spring break.

## 2021-2022 ECC CALENDAR

FALL TERM 2021	
Monday August 23, 2021	Fall term begins
Saturday September 4 -6, 2021	Labor Day holiday: No classes
5:00p Wednesday November 24– Sunday November 28, 2021	Thanksgiving Recess: No classes
Thursday December 16, 2021	Fall term ends
5:00 p.m. Wednesday December 22, 2021 – Monday January 3, 2022	Winter recess: All facilities closed
SPRING TERM 2022	
Monday January 17, 2022	Martin Luther King Jr. Day: No classes
Tuesday January 18, 2022	Spring term begins
Monday February 21, 2022	Presidents’ Day: No classes
Monday March 21 – Sunday March 22, 2022	Spring Recess: All facilities closed
Wednesday May 18, 2022	Spring term ends
SUMMER TERM 2022	
Monday June 6, 2022	Summer term begins
Monday July 4, 2022	Independence Day: No classes
Thursday August 4, 2022	Summer term end

## SECTION 2 CURRICULUM

### CURRICULUM, COURSE CODES AND FEES – 2021-2022

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
		TOTAL	744	40.0	\$5280.00	\$1,785.00	\$7065.00
			<b>Includes Intro Hrs</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 I  
**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 Applications

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 DESCRIPTION:**

The Massage Therapy Program is designed as a three semester, fulltime 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 0100 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 0100 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 0100 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 0100 and acceptance into the massage therapy program. *Description:* This course provides an opportunity to learn muscles on an individual basis, emphasizing 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 0100 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 0130 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 technique, 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 0141. *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 0110. *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 0130. *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 0120. *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 0125. *Description:* This course provides an opportunity to learn intermediate and deeper muscles on an individual basis, emphasizing 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 0130. *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 0230. *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, acupressure, reflexology and shiatsu.

### MAS 240 CLINICAL CASE REPORT

Prerequisite: Passing grade in MAS 0142. *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 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 0142. *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 0110. *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.

## BOOK LIST

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	MAS 110 MAS 130 MAS 230 MAS 235 MAS 240	FALL SPRING SUMMER

	Applied Therapies	MAS 215	
<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 Basic Bodywork Applied Therapies	MAS 125 MAS 225 MAS 130 MAS 215	FALL SPRING SUMMER
<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>Drug Handbook for Massage Therapists,</b> Wible, LWW In Touch Series, ISBN-10:0-7817-6309-6; 2009	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 – 2021- 2022 for current tuition.

1. Admission fees:
  - a. CPR training \$60 - \$80
2. Textbooks approximately \$450
3. Graduation fee \$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 and offsite outreach events.

### FINANCE

The complete payment policy can be found at <https://elgin.edu/pay-for-college/>

- 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 the deadlines posted in the financial aid office. 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 [www.elgin.edu](http://www.elgin.edu) 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 ECC Foundation website, Scholarships. Fill out online application.  
<https://app.smarterselect.com/programs/26380-Elgin-Community-College-Foundation>
  - Deadlines are March 15, June 15 and September 15.
  - 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 \$1250 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 <http://library.elgin.edu/>

### 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, see <https://elgin.edu/academics/academic-divisions/student-services/>
- ☐ Food Services, Cafeteria, <https://elgin.edu/life-at-ecc/services-resources/food-services/cafeteria/>
- ☐ Spartan Terrace Restaurant, <https://elgin.edu/life-at-ecc/services-resources/food-services/spartan-terrace/>
- ☐ Library, Learning Resource Center [elgin.edu/library](https://elgin.edu/library)
- ☐ Fitness Center, [elgin.edu/fitnesscenter](https://elgin.edu/fitnesscenter)
- ☐ Disabilities Services, [elgin.edu/ada](https://elgin.edu/ada)
- ☐ Advising Services, [elgin.edu/counseling](https://elgin.edu/counseling)

## 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'. It is illegal to work as a compensated massage therapist without a license. Students **may not work as paid massage therapists** 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](https://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.

## PHONE NUMBERS

### 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	LMT, Director	847-214-7203
Kalisek	Ami	LMT	815-354-9916
Loveland	Emily	Dr.	630-762-9864
Pendergrass	Natalie	LMT, CYT	847- 404-0849
Vanin	Sara	LMT	

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

1. Written final exam score in MAS100, Introduction to Massage Therapy, of 68 percent or better.
2. Cumulative grade of 75 percent or better in MAS 100, Introduction to Massage Therapy.
3. Submit to ECC: completed 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 packets will be sent via email address given 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, CPR requirement and orientation.

## 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 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 amended as needed due to emergency situations.**

*\*Form included in back of handbook*

- Attendance is expected in all program classes. All unexpected absences should be called 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 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 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

- 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 and special projects assigned by the program director are available to make up missed class time in order to complete the 19 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 instructor's.

## 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 an event 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 e textbooks 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](mailto: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, may access email via the computer in the program library or the computer labs in the 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 mail box in the entry hallway to the program library (A-177). Students should check their email, classroom mail box and D2L regularly. This is how students receive routine communication from instructors and administration.
- Frequently needed forms are kept in the mail box 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 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 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 4.601 is available on line or by request to program administration.

- It is the student’s responsibility to disclose any physical, mental or emotional conditions or restrictions which 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 maybe 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 performance the required skills to pass the course.
- Ear gauges must be flesh colored and solid.
- 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 the 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.

## HEALTH PROFESSIONS STUDENT CODE OF CONDUCT

### 1. *Definitions*

Elgin Community College herein referred to as "College".

College Premises includes all land, buildings, facilities or other property in the possession of or owned by, leased by, used, or controlled by the College, including adjacent streets and sidewalks.

**[In Health Professions this also includes off-campus instructional sites.]**

College Official includes any person employed by the College, performing assigned administrative or professional duties.

**[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**

College Community includes any person who is a student, faculty member, College official, visitor or any other person employed by the College or on College premises. A person's status in a particular situation shall be determined by the Vice President for Teaching, Learning, and Student Development.

Organization means any number of persons who have complied with the formal requirements for recognition, through the Office of Student Life.

For more detailed information regarding Administrative Procedures, please go to [elgin.edu](http://elgin.edu).

## 2. *Student Obligations to the College*

Registration at Elgin Community College entitles each student to the rights and privileges as a member in the college community. As in other communities, students must assume the responsibilities and obligations accompanying these freedoms. The responsibility for maintaining appropriate standards of conduct, observing all College regulations, and complying with all federal, state and local laws rests with the student. Behavior for which a student is subject to disciplinary sanctions by the College, fall into these categories:

- a. Acts of dishonesty, including but not limited to the following:
  - 1) Cheating, plagiarism, or other forms of academic dishonesty-second or multiple offenses (Refer to Administrative Procedure 4.407 Academic Integrity)  
**[In Health Professions this also includes behavior that extends beyond the student role as well as failure to self-limit when appropriate. Also refer to Administrative Procedure 4.407 Academic Integrity with Health Professions Interpretations.]**
  - 2) Providing false information to any College official, faculty member or office  
**[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**
  - 3) Forgery, alteration, or misuse of any College document, record, equipment, or instrument of identification.  
**[In Health Professions this also includes clinical or program documents, records, or instruments of identification.]**
  - 4) Tampering with the election of any College-recognized student organization.
- b. Intentionally disrupting the orderly processes and operations of the College:
  - 1) Interfering with the educational opportunities of other students through classroom disruption or inappropriate behavior, including foul language.  
**[In Health Professions this also includes off-campus instructional sites.]**
  - 2) Intentionally obstructing or denying access, either pedestrian or vehicular, to facilities or services by those entitled to use such services or facilities, on campus or while attending off-campus events.
  - 3) Intentionally interfering with the lawful rights of other persons on campus  
**[In Health Professions this also includes the rights of other persons at off-campus instructional sites.]**
  - 4) Inciting others to perform acts prohibited by paragraphs (a), (b) or (c) of this section.
- c. Intentional participation in demonstrations within the interior of any College building, structure or any other portion of the premises of the College which have not been approved through appropriate administrative procedures.  
**[In Health Professions this also includes off-campus instructional sites.]**
- d. Unauthorized entry into or occupation of any room, building or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment or facilities.  
**[In Health Professions this also includes off-campus instructional sites.]**
- e. Physical abuse, bullying, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other reckless conduct which threatens or endangers the health or safety of self or others, including but not limited through the use of social media and electronic communication.

- f. Sexual harassment, sexual assault, sexual abuse, or stalking on College premises or at College sponsored or supervised activities. Refer to Administrative Procedure 3.403 Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure for more detailed information.  
**[In Health Professions this also includes off-campus instructional sites.]**
- g. Discrimination or harassment on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state or local law. Refer to Administrative Procedure 3.402 Equal Opportunity and Affirmative Action Statement for more detailed information.
- h. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property.  
**[In Health Professions this also includes off-campus instructional sites.]**
- i. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- j. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so.  
**[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**
- k. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to College premises.  
**[In Health Professions this also includes off-campus instructional sites.]**
- l. Violation of published College policies, administrative procedures, rules or regulations.  
**[In Health Professions this also includes policies in student handbooks and published policies, rules or regulations at off-campus instructional sites.]**
- m. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.  
**[In Health Professions this also includes off-campus instructional sites.]**
- n. Use, possession, distribution or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law.  
**[In Health Professions this also includes off-campus instructional sites.]**
- o. Use, possession or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and Collegeregulations.  
**[In Health Professions this also includes off-campus instructional sites.]**
- p. Smoking in areas which are not designated by the College refer to Administrative Procedure 3.801 Smoking and Tobacco Use on Campus.  
**[In Health Professions this also includes off-campus instructional sites.]**
- q. Possession or use of firearms, explosives, firearm ammunition, incendiary devices or other weapons except as authorized by the College. Possession of dangerous chemicals with intent to do harm.

- r. Conduct which is disorderly, reckless, lewd or indecent; a breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College. This includes use of electronic devices with intent to cause injury or distress.  
**[In Health Professions this also includes off-campus instructional sites.]**
- s. Theft or other abuse of computer time or services, including any violation of the Acceptable Usage Guidelines for Electronic Student Services ,which can be found in all computer labs.
  - 1) Use of computing facilities to view or share pornography or send obscene or abusive messages.  
**[In Health Professions this also includes off-campus instructional sites.]**
- t. Abuse of the Disciplinary Hearing Process, including but not limited to:
  - 1) Failure to obey the summons of a judicial hearing committee or College official  
**[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**
  - 2) Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee
  - 3) Disruption or interference with the orderly conduct of a disciplinary proceeding
  - 4) Request of a disciplinary proceeding knowingly without cause
  - 5) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system
  - 6) Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding
  - 7) Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee. or witness prior to, during, and/or after a judicial proceeding.
  - 8) Failure to comply with the sanction(s) imposed under the Student Discipline Procedure
  - 9) Influencing or attempting to influence another person to commit an abuse of the disciplinary hearing.

### **3. Disciplinary Procedures**

Complaints:

Any member of the college community may file charges against any student for misconduct using Administrative Procedure 4.401 (Complaint Procedure).

**[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**

### **4. Appeal**

Following the adjudication of the complaint, the student or group or organization has the Right to Appeal to the vice president of Teaching, Learning, and Student Development using Administrative Procedure 4.408 (Appeal).

### **5. Record of Complaint and/or Appeal**

After the Complaint and/or Appeal Processes have been concluded, all records of that processes will be placed in a confidential file in the Dean of Student Services and Development office for a period of 5 years.

## **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 HARRASSMENT

### ***“ADMINISTRATIVE PROCEDURE 3.403***

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 can be found at <https://elgin.edu/about-ecc/college-administration/college-procedures/drug-free-campus-policy/>
- ECC's complete Student Substance Abuse Procedure can be found at <https://elgin.edu/about-ecc/college-administration/college-procedures/student-substance-abuse-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:*

1. 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 tools 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.
- ☐ 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 or <https://elgin.edu/admissions/register-for-classes/withdrawal/> for more information.

## **HEALTH PROFESSIONS ACADEMIC INTEGRITY**

### **I. Statement on Academic Integrity**

Elgin Community College strives to foster an environment of respect for and achievement of the highest levels of academic integrity for all members of its academic community. Academic integrity and honesty are essential hallmarks of the institution's contributions to the greater society and cannot be abridged without considerable harm to those who must rely upon the intellectual pursuits of the institution.

The college community has responsibilities to all those within its sphere of influence, both within the academic community itself and to the greater society which supports its work. **[In Health Professions this is interpreted to include all clinical sites that provide educational experiences.]** Institutional integrity can only be achieved through honesty, conscientiousness, and credibility of the members of the ECC community itself. **[In Health Professions this includes the professional code of ethics for each discipline.]** To that end, all members of the ECC community are expected to comply with the college's shared values, which emphasize excellence, freedom of inquiry, equity, ethical practices, accountability, respect for diversity, and community engagement; and with its codes of conduct, which expressly forbid any form of academic dishonesty.

For more information on how to avoid academic integrity violations, see the [Plagiarism](#) Modules available from the main menu, under Student Support, in D2L or via <http://studentweb2.elgin.edu/DLearning/plagiarism/index.html>. Students may also use the [ECC Library](#) resources for citing sources at <http://library.elgin.edu/screens/citations.html> or seek assistance from the Write Place staff.

### **II. Acts of Academic Dishonesty include, but are not limited to the following:**

#### A. Cheating

At its most basic level, cheating is the unauthorized use of outside assistance. Cheating includes use of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an examination. In addition, cheating occurs when a student copies another individual's work or ideas.

#### B. Plagiarism

Plagiarism is the presentation of another person's written words or ideas as one's own. Students are guilty of plagiarism if they submit as their own work:

- the sequence of ideas, arrangement of material, pattern of thought of someone else, even though it is expressed in the student's own words; plagiarism occurs when such a sequence of ideas is transferred from a source to their work without the processes of digestion, integration, and reorganization in the writer's mind, and without acknowledgement in their work.
- part or all of a written assignment copied or paraphrased from another person's work without proper documentation reusing or modifying a previously submitted work for a present assignment without obtaining prior permission from the instructors involved

C. Fabrication

Fabrication is the invention or counterfeiting of data and/or research. **[In Health Professions this includes patient data.]**

D. Complicity

Complicity occurs when a student provides assistance in any act that violates the integrity policy. Students are guilty of being accomplices to academic dishonesty if they: **[In Health Professions talking during an exam/quiz is considered sharing information, and failure to report knowledge of other students cheating is also considered an act of complicity.]**

- allow their work to be copied and submitted as the work of another
- prepare work for another student and allow it to be submitted as that student's own work
- keep or contribute materials with the clear intent that they will be copied or submitted as work of anyone other than the author
- purchase work from another source
- fail to report acts of plagiarism to their instructor; students who know their work is being copied are presumed to consent to its being copied

E. Multiple Submissions

Multiple submission occurs when a student submits the same (or largely unaltered) work in multiple courses without instructor approval. Multiple submission does not include coursework in learning community or linked courses (in which instructors develop assignments together), nor shall it cover those situations in which a student has received approval to expand or develop previous work.

F. Misconduct in Research

Misconduct in research occurs when a student violates professional guidelines or standards in research, to include college standards and codes of conduct.

### III. Instructor Initiated Sanctions

If an instructor identifies an act of academic dishonesty, the instructor shall determine the appropriate sanction(s) for the particular offense. The instructor may choose to document any of the following actions using the Academic Integrity Violation form: **[In Health Professions this may include dismissal from the program depending on the severity of the offense. Refer to the Student Code of Conduct which lists behavior for which a student may be subject to disciplinary sanctions by the College.]**

- Verbal warning
- Completion of non-credit "Writing with Integrity" course through the WritePlace
- Rewrite/redo assignment
- Reduced grade/failure on assignment

When an instructor chooses to reduce the final course grade or fails the student in the course, the student must be informed of the act in writing using the Academic Integrity Policy Violation form. The form must be completed

then emailed to the student via their ECC student email account with an electronic copy to the Academic Dean, Dean of Students, and Registrar.

The student must also be informed by the instructor of his or her right to appeal the instructor's determination to the appropriate Academic Dean (see Part IV). A student must appeal within ten days of instructor notification. While an appeal is in progress, the student must be allowed to continue actively participating in the class as long as the student is in compliance with the college's Student Code of Conduct Administrative Procedure 4.402.

A documented subsequent violation of the Academic Integrity procedure recorded with the Dean of Student Services & Development shall result in administrative sanctions as outlined in the Administrative Procedure 4.402 (Student Code of Conduct), which may include:

1. Disciplinary warning or probation
2. Participation in non-credit "Writing with Integrity" course
3. Suspension
4. Expulsion

#### **IV. Appeal Process**

A student charged with an act of academic dishonesty may appeal the instructor's determination. Students should continue active participation in the course while appeals are under review. The phases outlined below shall be followed. All dates will extend from the date of first notification by the faculty even if such dates fall before the end of the semester. In addition, students who appeal a specific finding of academic dishonesty may not appeal the final grade in the class for reasons associated with the specific academic integrity charge.

##### **Phase I: Informal Resolution**

The purpose of Phase 1 is for the faculty member and the student to resolve the disagreement following and documenting these steps:

Step 1: The student must contact the faculty member within ten (10) days of receiving the Academic Integrity Violation form with a written request to the faculty email account identified in the course documents.

Step 2: The faculty member, if available, must respond in writing to the student's Elgin Community College email account within ten (10) days from the day the student contacts the faculty member.

If the student and faculty member cannot reach an agreement or if the faculty member is unavailable, the student may move on to Phase 2.

##### **Phase 2: Division Review**

The purpose of Phase 2 is to allow for independent review of the student's appeal by following and documenting these steps:

Step 1: To formally appeal the Academic Integrity charge, the student must submit a written statement with documentation to the appropriate Academic Dean for review within ten (10) days of receiving the faculty member's response (or if ten (10) days has passed with no response).

Step 2: Within ten (10) days, the Dean will review the documentation and confer with the faculty member, if available, and student to determine if the appeal has merit. If the Dean determines that the appeal has merit, he or she will work with the faculty member, if available, and the student in an effort to resolve the problem in a manner that is agreeable to both the faculty member and student. If such a solution is determined, the Dean and faculty member, if available, will work together to implement the solution as noted in Phase 4, Step 1.

Step 3: If such a solution is not found within ten (10) days, the Dean will forward his or her recommendations to the Vice President of Teaching, Learning and Student Development, as noted in Phase 3.

If dissatisfied with the Dean's recommendation, the student or faculty member may submit a written appeal to the Vice President of Teaching, Learning and Student Development within five (5) days of the Dean's recommendation as noted in Phase 3.

### **Phase 3: Vice President/Committee Review**

The purpose of Phase 3 is to provide due process for students and faculty by following and documenting these steps:

Step 1: If the appeal is denied by the Vice President, the student shall be notified within five (5) days and the matter shall be at an end.

Step 2: If the Vice President determines that the appeal has merit, within five (5) days of receiving that written appeal, s/he will notify Elgin Community College Faculty Association (ECCFA) of the need to appoint and convene an Academic Integrity Appeal Advisory Committee. The Vice President, in consultation with ECCFA, is responsible for ensuring that those designated to serve are not directly involved with the concern nor have any other conflict of interest. The committee will be comprised of the president of the student senate and three faculty members from three different academic disciplines, including one from the course discipline or closely related field and two from outside of the course discipline.

Step 3: ECCFA will consult with the Vice President and will select these members within ten (10) days of receipt of the request. After ten (10) days, if ECCFA is unable to fulfill the request, the Vice President shall appoint, in consultation with ECCFA, the faculty representatives for the committee. The faculty members will elect the chair of the committee.

Step 4: The committee will hold formal hearing(s) at which the student and the faculty member may provide documentation. The student must be advised of his or her right to be accompanied by an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the student). The faculty member may also bring an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the faculty member). All committee hearings shall be confidential.

Step 5: The committee shall review the evidence and make a written recommendation to the Vice President Teaching Learning Student Development within three days of the last hearing. The Vice President may accept or modify the Academic Integrity Appeal Advisory Committee's recommendations and may determine additional sanctions or responses, as necessary. The Vice President will notify the faculty member, the student, the appropriate Academic Dean, and the chair of the Academic Integrity Appeal Advisory Committee of his or her decision within five (5) days of receiving the Committee's recommendation.

### **Phase 4: Resolution**

The purpose of Phase 4 is to implement the findings of the grade appeal process by following and documenting these steps:

Step 1: If the Dean (in Phase 2) or the Academic Integrity Appeal Advisory Committee (in Phase 3) finds merit in the appeal, the faculty member, if available, will be given an opportunity to change the student's grade prior to the Academic Dean or Committee reporting to the Vice President. The Academic Dean or Chair of the Academic Integrity Appeal Advisory Committee will notify the Vice President of Teaching, Learning and Student Development of the faculty member's decision in his or her report to the Vice President.

Step 2: If, after all appropriate steps, the grade appeal has been accepted and the faculty member refuses to change the grade, the Vice President Teaching Learning Student Development will change the grade administratively.

## **SOCIAL 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 blogs, commenting on a blog, creating a LinkedIn profile, using Facebook, Snap Chat, Twitter or Instagram and/or engaging in any other social networking, including contributing to or through any of the other online media.

### **PERSONAL EXPRESSION**

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

**The Massage Therapy Program will determine, in its sole discretion, whether a particular blog or social networking use violates the programs 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 Equal Access/Equal Opportunity Statement can be found at <https://elgin.edu/about-ecc/college-administration/college-procedures/equal-access-opportunity-policy/>
- 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 students 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.
- Exit interviews are conducted by program director and/or instructor in the month prior to program completion.

- Exit interviews 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, 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 their respective instructors 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 will be sent to the ECC testing center the following day. (847) 214-7150 B115
- Missed lab tests and hands on evaluations cannot be taken in the testing center. The student is responsible for making arrangement with the instructor within one week.
- Licensing exam review material can be purchased online. ABMP offers Exam Coach for test prep and AMTA offers a 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 and the instructor 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 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:

1. Conduct all business and professional activities within their scope of practice and all applicable legal and regulatory requirements.
2. Refrain from engaging in any sexual conduct or sexual activities involving their clients in the course of a massage therapy session.
3. Be truthful in advertising and marketing, and refrain from misrepresenting his or her services, charges for services, credentials, training, experience, ability or results.
4. 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.
5. 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 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 and the Student Code of Conduct/Discipline procedure found in the ECC college catalog. Students are expected to observe Massage Therapy program regulations and meet professional standards as outlined in the AMTA code of ethics.

A written warning may be issued for infractions of program regulations or professional standards. A copy of the written warning will be kept on file in the Dean of Health Professions office.

Students who continue to violate program regulations or professional standards in which they have previously been given a warning will be subject to disciplinary action up to and including permanent dismissal from the Massage Therapy program.

When behavioral/affective reasons warrant an immediate action, a student may be dismissed from the Massage Therapy program without a written warning.

Students who have been permanently dismissed from the Massage Therapy program are permanently dismissed from the Health Professions division at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy

### Dismissal Procedure

1. Program officials will review all facts and documentation related to the student's violation of program regulations or professional standards.

2. If warranted, the program official will prepare a *Notice of Permanent Dismissal* that outlines the specific reasons for the dismissal.
3. The program official will meet with the student to present the *Notice of Permanent Dismissal*. A student who is dismissed from the Massage Therapy program will not be permitted to attend any further Massage Therapy classes/clinical and will receive failing grades in the Massage Therapy courses in which they are enrolled.

#### Due Process / Student Appeal

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Student Appeal/Complaint procedure or Grade Appeal procedure as outlined in the ECC college catalog. (02/2013)

## **STUDENT COMPLAINT AND APPEALS POLICY**

### COMPLAINT PROCEDURE

- See General Disciplinary Policy above.
- ECC's complete complaint procedure can be found at <https://elgin.edu/about-ecc/college-administration/college-procedures/complaint-policy/>.
- Complaints may also be filed with our accrediting body, COMTA, [www.comta.org](http://www.comta.org), 2101 Wilson Blvd, Ste 302, Arlington, VA 22201; 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 <https://elgin.edu/about-ecc/college-administration/college-procedures/student-academic-records-policy/>

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) or <https://elgin.edu/about-ecc/college-administration/college-procedures/student-academic-records-policy/>

### APPEALS PROCESS

Students have the right to appeal a decision by following the procedure outlined in College Procedure

- 4.408. <https://elgin.edu/about-ecc/college-administration/college-procedures/appeal-complaint-policy/>

## **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 8am-4pm; M-F 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.
- ☐ Massage tables and chairs are available for lending out for outreach events. Tables & chairs must be checked out and back in with office staff.

## 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 we at ECC are representative of the mix of diverse views in everything from religion and politics to sexuality and family structure.
- ☐ In this environment, we need to develop a listening, non-judgmental presence when classmates are telling their story or expressing an opinion.
- ☐ Likewise, when telling your story or expressing your opinion, be aware that not everyone believes the same as you, was raised the same as you, nor have any desire 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, clinic files, 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 sheets will be located by the dispensary.

### STATE LICENSING EXAM and STATE LICENSE

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 sexoffenders.**

Full details on all state license requirements can be found at [www.amtamassage.org/regulation/index.html](http://www.amtamassage.org/regulation/index.html). 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)  
<http://www.amtamassage.org/>
- Associated Bodywork and Massage Professionals (ABMP)  
<http://www.abmp.com>
- National Certification Board for Therapeutic Massage and Bodywork (NCBTMB)  
<http://www.ncbtmb.com>
- Federation of State Massage Therapy Boards  
<https://www.fsmtb.org/>
- Illinois Department of Financial and Professional Regulation for Massage (IDFPR)  
<https://www.idfpr.com/profs/MassageTherapy.asp>
- Commission on Massage Therapy Accreditation (COMTA)  
<http://www.comta.org>

## SECTION 5

# CLINICAL EDUCATION PLAN AND POLICIES

### **CLINICAL COURSEWORK: Practice clinics, Case report clinic and Community outreach**

- Three different types of clinical environments are provided to students to expose them to several real world situations and settings.
- 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 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.**
- Community outreach is an opportunity for students to participate in events to support the community.
  - These events are intended to expose the student to event massage and client experiences (athletes, office workers, hospital workers, etc.), to familiarize the student with opportunities for community service and business visibility and to provide visibility in the community for massage therapy.
  - All events are staffed by a qualified instructor.
  - Attending an event is part of your MAS 243 clinical hours. Not attending is considered an absence in MAS 243.

## ETHICS REQUIREMENT

See Section 4, General disciplinary policy.

Students will study ethics in MAS 110. Ethical behavior is expected at all times while enrolled as a student in the program.

## PROFESSIONAL BEHAVIOR, CONDUCT

- This is a college learning environment.
- The Standard of Ethics of both AMTA and ABMP are in effect in all ECC Massage Therapy Program settings.

- ☒ 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 <https://elgin.edu/about-ecc/college-administration/college-procedures/student-code-of-conduct-policy/>

### **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; 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 name tag).

## **INSURANCE - Professional**

- Professional membership and insurance applications to either AMTA or ABMP will be filled out during student orientation. All insurance forms will be mailed together. Students will receive their insurance cards and other student support materials in the 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 in either 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 the clinical 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, 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 BLOODBORNE PATHOGEN EXPOSURE POLICY**

Scope: Applies to all students enrolled in ECC Health Professions programs

Policy Statement: In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard, all students who have an exposure incident to bloodborne pathogens while engaged in Elgin Community College’s sponsored health professions programs will benefit from prompt medical attention, including baseline and follow-up laboratory testing as necessary.

Definitions:

**Blood:** human blood, human blood components, and products made from human blood.

**Bloodborne pathogens:** pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Other potentially infectious materials include:

Amniotic fluid

Body tissues

Organs from a human

Semen

Cerebrospinal fluid

Pericardial fluid  
Peritoneal fluid  
Pleural fluid  
Saliva (in dental procedures)  
Vaginal secretions

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated sharps: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.

Exposure Incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of a student's duties.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.

Personal Protective Equipment: Specialized clothing or equipment worn by a student for protection against a hazard. General work clothes (e.g. uniforms pants, shirts or blouses) not intended to function as protection against a hazard are not considered personal protective equipment. Examples include but are not limited to: CPR barrier

Face shields/masks/goggles: are to be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.

Gloves: to be worn when it can reasonably be anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures and when handling or touching contaminated items or surfaces. Disposable gloves such as surgical or examination gloves must be replaced as soon as practical when contaminated or as soon as feasible when they are torn or punctured or when their ability to function as a barrier is compromised. Disposable (single use) gloves are not to be washed or decontaminated for re-use.

Gowns/aprons and other protective body clothing: to be worn as a barrier between general clothing and a potential exposure hazard.

Standard Precautions: An approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Procedure:

Clinical/Lab Practices

All students will be presented current Blood Borne pathogen educational information per program policies. Additional training will be provided for any changes or updates.

Students who do not complete Blood Borne Pathogen training will not be allowed in the clinical or lab area.

All students will apply the practice of Standard Precautions and Infection Control in each task they perform.

Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Contaminated sharps must be disposed immediately after use in a puncture resistant container, labeled with a biohazard warning and leak-proof on the sides and bottom.

Contaminated needles or sharps are not bent, recapped or removed. If recapping or needle removal is necessary, it is accomplished through the use of a medical device or a one-handed technique under the direct supervision of a healthcare practitioner or instructor.

The needle or sharps safety device must be activated immediately after use according to the manufacturer's intended guidelines.

Students should notify the supervising healthcare practitioner or instructor of any sharps containers that are overfilled.

The student shall never attempt to retrieve any item that has been disposed of in a sharps container.

Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.

Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in clinical areas where there is potential for exposure to blood borne pathogens.

If the student brings food and/or drink to the clinical site, it is not to be kept in refrigerators, freezers, on countertops or in other storage areas when blood or potentially infectious fluids are present. It may be stored in the refrigerator or area for facility employee food/drinks. It may not be stored in the same areas as patient food or drink.

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

#### Personal Protective Equipment

The student will wear appropriate personal protective equipment provided by the facility such as, but not limited to: gloves, gowns, laboratory coats, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.

Personal protective equipment will be considered “appropriate” only if it does not permit blood or other potentially infectious materials to pass through to or reach the student’s uniform, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

All personal protective equipment shall be removed prior to leaving the work area.

When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

Gloves shall be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.

Disposable (single use) gloves, such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

Disposable (single use) gloves shall not be washed or decontaminated for re-use.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin length face shields, shall be worn whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend on the task and degree of exposure anticipated.

#### Post-Exposure Practices

Working in the health field involves an assumption of risk.

Students shall follow the correct protocol, procedures, and policies of host facility and OSHA to keep the risk for injury or illness at a minimum.

In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

Following any contact of body areas with blood or any other infectious material, students shall thoroughly wash the exposed area.

Students must notify their clinical instructor immediately of any exposure or possible exposure.

The student should seek medical attention immediately to determine what type of follow-up is necessary. Post exposure care for Hepatitis B and HIV should be administered as soon as possible (within the first few hours) after the exposure incident for maximum effectiveness.

Follow-up documentation will be submitted to the appropriate ECC Program Director which includes the route of exposure and the circumstances related to the incident. Refer to attached Exposure/Incident Report Form.

#### Reporting of Clinical Exposure Incidents

The report of the clinical incident documents events that are breaches of professional practice. A clinical incident occurs when there is a violation of professional standards or requirements, or if there is unsafe patient care or medication administration procedures; and the clinical agencies require an institutional specific “incident report”.

Safety practices at the clinical agencies and at Elgin Community College are the responsibility of health professions faculty and students. All incidents must be reported immediately to the appropriate persons.

Procedure:

Clinical incidents involving a Health Professions student and/or a clinical patient:

The student will notify clinical instructor, health practitioner or program faculty at once.

The student will, under the supervision of a clinical instructor, health practitioner or program faculty, notify the manager/coordinator of the department/unit.

The student and clinical instructor, health practitioner or program faculty, under the direction of the manager/coordinator, will follow the procedure at the clinical agency at which the incident occurred and complete appropriate "incident report" forms.

The student, under the direction of the program faculty/director, or clinical staff, will complete the ECC Exposure/Incident Report Form.

Once signed by all parties, a copy will be submitted to the Dean of Health Professions.

Financial obligations incurred as a result of the incident will be the responsibility of the student.

Reference: Occupational Safety and Health Administration (OSHA) Standard Number 1910.1030

[https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=10051](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051)

Submit copy of completed form to both the Program Director and Dean of Health Professions

### **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.

# Policy Signature Pages

## Elgin Community College

Massage Therapy Program  
1700 Spartan Drive  
Building A  
Elgin, IL 60123

### SOCIAL NETWORKING

Ethics are discussed in the Professional Behavior section of this Handbook. 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.

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

#### **PERSONAL EXPRESSION**

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

**The Massage Therapy Program will determine, in its sole discretion, whether a particular blog or social networking use violates the programs 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.**

#### **ACKNOWLEDGEMENT OF UNDERSTANDING**

**I have read and agree to comply with the terms of this policy outlining the understanding of my responsibility to the Massage Therapy Program with regards to social networking. I understand that violation of this policy may result in disciplinary action up to and including dismissal from the program.**

\_\_\_\_\_  
Student Signature

Date

Printed Name: \_\_\_\_\_



## Health Professions Division Voluntary Assumption of Risk & Release of Liability

THIS IS A RELEASE OF LEGAL RIGHTS. READ CAREFULLY PRIOR TO SIGNING.

**Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees and its designated agents.**

As a student in Elgin Community College's Health Professions Division, I (print your name) \_\_\_\_\_, freely choose to participate in the (print your program name) \_\_\_\_\_ program in which I am enrolled. I agree as follows:

**RISKS:** I understand that the clinical education environment for the Program in which I am enrolled through Elgin community College contains exposures to risks inherent in activities required for participation in the Program. These risks include, but are not limited to bodily injury, communicable and infectious diseases and property damage.

**HEALTH AND SAFETY:** I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

**ASSUMPTION OF RISK AND RELEASE OF LIABILITY:** Knowing the risks described above, and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees and its designated agents from all claims of any kind which I, the student, may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

**SIGNATURE:** I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this *Voluntary Assumption of Risk and Release of Liability* and acknowledge that I understand it. The laws of the State of Illinois shall govern this *Voluntary Assumption of Risk and Release of Liability*.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

## HEALTH PROFESSIONS STUDENT HANDBOOK AGREEMENT

Elgin Community College's Massage Therapy Program Student Handbook provides information regarding the policies and procedures in effect for the massage therapy program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing on the lines below.

\_\_\_\_\_ I have received a copy of the Massage Therapy Program student handbook.

\_\_\_\_\_ I am aware that it is my responsibility to ask questions about the contents of the massage therapy student handbook and have those questions answered to my satisfaction.

\_\_\_\_\_ I understand that failure to follow any of the policies in the massage therapy student handbook may result in my dismissal from the massage therapy program.

\_\_\_\_\_ I agree to fully participate in the clinic/lab portion of the massage therapy program. I understand that this requires hands on participation and that parts of my body will be exposed and touched.

\_\_\_\_\_ I agree that while enrolled in the Massage Therapy Program I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of a massage therapist, but also strive to develop professional behaviors and attitudes.

\_\_\_\_\_ I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class is cause for dismissal from the massage therapy program.

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (print name)

**CONFIDENTIALITY STATEMENT**

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Massage Therapy Program Director when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Massage Therapy Program Director.

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Date

**PHOTOGRAPHY RELEASE and/or PROFESSIONAL INSURANCE STATUS**

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Massage Therapy Program to any outreach site to which I am committed. I also give permission to send a copy of my student membership card in my chosen professional organization to prove that I am covered by liability insurance.

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (print name)

**PERMISSION TO SURVEY FUTURE EMPLOYER**

I give permission to survey my future employer as part of the Massage Therapy Program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goals.

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (print name)

## SIGNATURE PAGE

POLICY – ENROLLMENT AGREEMENT 21/22  
 Massage Therapy Program  
 Elgin Community College

*Please initial to indicate you have read and agree to the following*

*Initials*

I have received, read and understand the <b>student handbook and program catalog</b> (including any addenda) presented to me as a participant in this program.	
I have read and understand the Attendance and Tardy policy.	
I have read and understand the policy regarding working as a massage practitioner.	
I agree to register for courses (enroll) and meet all financial obligations necessary to complete this program unless I officially withdraw per college policy.	
I fully understand the importance of maintaining confidentiality regarding personal or client issues discussed in class or clinic and understand that disclosure of such information outside of class is cause for dismissal from the program	
I understand that respectful, kind and mature behavior is expected in the classroom and all associated activities	
I have read and can perform the Essential Functions for the Massage Therapy Program	
I understand that upon completion of the program a certificate is awarded providing I have met all financial, program hours and course requirement obligations.	
Not adhering to published standards could be just cause for dismissal.	
I understand that I must submit a copy of my student (ABMP or AMTA) liability insurance card to be kept in my file	

Date \_\_\_\_\_ Signature \_\_\_\_\_

This signed document will be kept in your student file. A copy will be provided to you.

I authorize my photographic or video likeness to be taken by classmates and/or instructors or a member of the press, while a student in the massage therapy program, as long as I am clothed.

YES \_\_\_\_\_ OR NO \_\_\_\_\_  
initials                      initials

**The following forms will be located in the student mailbox area.**



MESSAGE THERAPY PROGRAM



**STUDENT ABSENCE OR TARDY FORM**

Absence/Tardy Information

Today's date: \_\_\_\_\_ Course: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date(s) of Absence or Tardy: \_\_\_\_\_

Amount of time missed: \_\_\_\_\_

Instructor, after noting your records, please return to administration

Instructor Signature \_\_\_\_\_ Date received \_\_\_\_\_

Student Record Noted \_\_\_\_\_ (signed)



MESSAGE THERAPY PROGRAM  
*STUDENT ABSENCE OR TARDY FORM*



Absence/Tardy Information

Today's date: \_\_\_\_\_ Course: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date(s) of Absence or Tardy: \_\_\_\_\_

Amount of time missed: \_\_\_\_\_

Instructor, after noting your records, please return to administration

Instructor Signature \_\_\_\_\_ Date received \_\_\_\_\_

Student Record Noted \_\_\_\_\_ (signed)



## Make –up or Additional Time Reporting

This form must be signed and sent to Administration to accurately record your hours; if the form is not legible it cannot be recorded in your records

STUDENT NAME \_\_\_\_\_

Date and Time \_\_\_\_\_

How were hours made up? (Massage, clerical, outreach etc.)

\_\_\_\_\_

Number of hours made up \_\_\_\_\_

Supervisor/Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_



## Make –up or Additional Time Reporting

This form must be signed and sent to Administration to accurately record your hours; if the form is not legible it cannot be recorded in your records

STUDENT NAME \_\_\_\_\_

Date and Time \_\_\_\_\_

How were hours made up? (Massage, clerical, outreach etc.)

\_\_\_\_\_

Number of hours made up \_\_\_\_\_

Supervisor/Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

**Elgin Community College  
Health Professions Division**

**RETURN TO PROGRAM**

**Purpose:** This form is to be used when a student is unable to attend required Health Professions clinical time due to pregnancy or temporary disability.

**Policy:** 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.

**Physician Statement**

**Date:** \_\_\_\_\_

**[Student name]** \_\_\_\_\_ has my permission to continue in/return to required clinical time for **[program name]** \_\_\_\_\_ with no limitations.

**Physician's name:** \_\_\_\_\_

**Physician's signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Doctor's office stamp:**

**Note:** Students who are absent two or more weeks must request a Leave of Absence, in writing, from the Program Director/Instructional Coordinator.