

# **OLNEY CENTRAL COLLEGE**



## **MASSAGE THERAPY PROGRAM**

Massage Therapy Student Handbook  
2024-2025

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## INTRODUCTION

Welcome to the Illinois Eastern Community Colleges - Olney Central College Massage Therapy Program! We're happy you have selected this exciting career path and OCC as your school of choice. It's our desire to make your journey enjoyable and successful. One key to success, while not nearly as glamorous as other aspects of this program, is the importance of reading the [academic catalog](#), [OCC student handbook](#), course syllabi, and this handbook, as you will be expected to adhere to the policies and guidelines found in these documents. IECC reserves the right to change, without notice, any of the material, information, requirements, or regulations published in these various resources.

## LICENSING

Upon completion of this program of study, students will be eligible to sit for the Massage and Bodywork Licensing Exam (MBLE<sub>x</sub>), administered by The Federation of state Massage Therapy Boards (FSMTB). Licenses in Massage Therapy in Illinois are issued through the [Illinois Department of Financial and Professional Regulation](#).

### Professional Licensure Disclosure

This program prepares students to seek a licensure in the state of Illinois and may not meet minimum requirements for other states. See the Professional Licensure Disclosure at [www.iecc.edu/licensuredisclosure](http://www.iecc.edu/licensuredisclosure) for more information.

## ILLINOIS EASTERN COMMUNITY COLLEGES MISSION

The mission of Illinois Eastern Community Colleges District 529 is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

## ILLINOIS EASTERN COMMUNITY COLLEGES VISION

Illinois Eastern Community Colleges is an institution that engages, challenges, and supports faculty and students as they pursue excellence in teaching and learning. We place the needs of our students at the center of our decision-making, and will continue to be an organization committed to excellence, innovation, and continuous improvement.

## ILLINOIS EASTERN COMMUNITY COLLEGES VALUES

These values, which are the foundation of Illinois Eastern Community Colleges, have defined the District since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC, we believe in and place value on:

**Stewardship.** Accepting our responsibility to be good stewards of the public trust, we will sensibly use our financial, human, and physical resources to achieve our mission.

**Responsibility.** Encouraging personal growth and learning through leadership, citizenship, and accountability.

**Integrity.** Providing an environment where people are encouraged and empowered to do the right thing in their work and interactions with others.

**Respect.** Recognizing and appreciating our similarities and our differences, we demonstrate mutual regard for others through our words and actions.

**Accessibility.** Providing access to a high-quality college education for everyone who seeks one, while providing the support needed to facilitate attainment of academic and professional goals.

### **NONDISCRIMINATION**

Illinois Eastern Community College District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category.

More details, including the complaint process, can be found at [www.iecc.edu/nondiscrimination](http://www.iecc.edu/nondiscrimination).

### **AMERICANS WITH DISABILITIES ACT**

Illinois Eastern Community Colleges is committed to maintaining an inclusive and accessible environment in compliance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Support is available in the form of accessible facilities, individualized plans, and reasonable accommodations to students who meet the requirements of a person with a disability. Learn more at [www.iecc.edu/ada](http://www.iecc.edu/ada)

# **SECTION I**

## **PROGRAM OF LEARNING**

## **PROGRAM MISSION**

The mission of Olney Central College Massage Therapy Program is to provide a comprehensive education in massage therapy that affords qualified persons the opportunity to develop knowledge and skills necessary to become entry-level massage therapy practitioners.

The mission is achieved by providing:

- the education and training necessary to become competent, sensitive, ethical practitioners of massage therapy;
- a thorough knowledge of anatomy and physiology and the theory, techniques and practices of therapeutic massage modalities;
- an environment that helps cultivate greater self-awareness in students and the skills necessary for working in the therapeutic relationship;
- opportunities for students to participate in community service;
- a climate of respect for the diversity of persons and ideas wherein students feel free to discuss social and practice issues;
- knowledge of basic principles of other complementary therapies and holistic self-care practices;
- an environment that is conducive to learning and personal growth; and
- a stimulus for inquiry and a commitment to continued learning.

## **PROGRAM PHILOSOPHY**

The Massage Therapy Program is committed to advancing the art and science of massage therapy through a commitment to excellence in education.

The Massage Therapy Program is grounded in a holistic approach to health. Massage therapy is viewed as a therapeutic treatment or modality that provides mind-body benefits. Specific techniques are employed by a competent, qualified practitioner who has received education and training in the theory and practice of therapeutic massage. Massage therapy is not a substitute for medical treatment. It is a complementary therapy that may be used to promote and maintain health and well-being and, in some cases, restore maximum function.

This program instructs in Swedish Massage, the most common form of therapeutic massage. Swedish massage utilizes techniques such as effleurage/gliding, petrissage/kneading, friction, compression and tapotement to facilitate health or health improvement. The foundation of massage rests on understanding of and sensitivity to the needs of both the therapist and the client during treatment. The massage therapist must be able to respond to the unique requirements of each individual client and not just perform a set routine. Knowledge of human anatomy, physiology and pathophysiology is necessary in order to assure appropriate treatment. Use of good ergonomics (body mechanics) and breathing techniques are necessary to deliver an effective, free-flowing massage with minimum effort. These are also necessary to preserve the

health of the massage therapist. The Program emphasizes self-care as a basic requirement for the practitioner. Self-care is necessary to allow appropriate focus on the needs of the client during treatments and to assure longevity of the therapist in the practice of massage.

Massage therapy students and therapists must have a high degree of self-awareness, a sound grounding in ethical practice and excellent communication skills. The Massage Therapy program explores these sensitive issues and provides opportunities to develop the skills needed to work with others. Special communicative issues will be addressed. The Massage Therapy Program, consistent with the parent institution, is grounded in respect for diversity of all persons. The program does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status either in admission of students or in services provided in student clinicals and other educational experiences.

Massage Therapy instructors serve as facilitators in the educational process and provide a stimulus for growth of the individual. Instructors guide students in their development and serve as role-models of the values, attitudes, behaviors and skills necessary for the ethical-legal practice of massage therapy. The scope of practice of the graduate is governed by the Massage Licensing Act of Illinois. The Program adheres to the Core Values of Illinois Eastern Community Colleges and the Standards of Practice and Code of Ethics of the National Certification Board for Therapeutic Massage and Bodywork.

## PROGRAM CURRICULUM

### Massage Therapy Certificate (THM C338)

<b>First Semester</b>	<b>Credit Hours 12</b>	<b>Third Semester</b>	<b>Credit Hours 5</b>
THM 1206 Muscular Skeletal Systems	3	THM 1220 Massage Therapy III	3
THM 1210 Massage Therapy I	3	THM 1255 Massage Therapy Clinical II	<u>2</u>
THM 1211 Massage Therapy Anatomy/Physio	5	<b>Total Credit Hours</b>	<b><u>43</u></b>
THM 1262 Ethics for Massage Therapy	1	<b>Optional Additional Hours:</b>	
<b>Second Semester</b>	<b>Credit Hours 12</b>	To increase student knowledge and skills in Massage Therapy, students may wish to take additional "topics" courses in Massage Therapy:	
THM 1214 Massage Therapy Pathophysiology	3	THM 1298 Topics and Issues in Massage Therapy	V.05-6
THM 1215 Massage Therapy II	3		
THM 1230 Massage Therapy Bus Practices 1			
THM 1240 Fundamentals of Movement	3		
THM 1250 Massage Therapy Clinical I	2		

## EDUCATIONAL OUTCOMES

After successful completion of the Massage Therapy Program, the graduate will possess those skills necessary to function as an entry-level massage therapist and will be eligible to apply for National Certification and licensure in the State of Illinois. Upon graduation, the graduate of the Olney Central College Massage Therapy Program will be able to:

1. demonstrate palpation and description of the major muscles and anatomical landmarks of the human body;
2. apply knowledge of anatomy and physiology to the theory and practice of massage



- therapy;
3. demonstrate proficiency in the major massage therapy techniques, including Swedish and a variety of other modalities;
  4. use accepted standards to deliver, document and manage therapy of clients in a massage practice;
  5. communicate therapeutically with clients and other health care professionals;
  6. assume responsibility for continued education and professional development; and
  7. practice within the ethical-legal framework of the Massage Licensing Act of Illinois.

## **SECTION II**

### **ETHICAL-LEGAL RESPONSIBILITIES**

## **NATIONAL CERTIFICATION BOARD FOR THERAPEUTIC MASSAGE AND BODYWORK CODE OF ETHICS**

The Code of Ethics specifies professional standards that allow for proper discharge of the massage therapist's responsibilities to those served, that protect the integrity of the profession, and that safeguard the interest of individual clients. Massage therapists shall:

- I. Have a sincere commitment to provide the highest quality of care to those who seek their professional services.
- II. Represent their qualifications honestly, including education and professional affiliations, and provide only those services that they are qualified to perform.
- III. Accurately inform clients, other health care practitioners, and the public of the scope and limitations of their discipline.
- IV. Acknowledge the limitations of and contraindications for massage therapy and bodywork, and refer clients to appropriate health professionals.
- V. Provide treatment only when there is reasonable expectation that it will be advantageous to the client.
- VI. Consistently maintain and improve professional knowledge and competence, striving for professional excellence through regular assessment of personal and professional strengths and weaknesses and through continued educational training.
- VII. Conduct their business and professional activities with honesty and integrity, and respect the inherent worth of all people.
- VIII. Refuse to unjustly discriminate against clients or other ethical health professionals.
- IX. Safeguard the confidentiality of all client information, unless disclosure is required by law, court order, or absolutely necessary for the protection of the public.
- X. Respect the client's right to treatment with informed and voluntary consent. The NCTMB practitioner will obtain and record the informed consent of the client or client's advocate, before providing treatment. This consent may be written or verbal.
- XI. Respect the client's right to refuse, modify, or terminate treatment regardless of prior consent given.
- XII. Provide draping and treatment in a way that ensures the safety, comfort, and privacy of the client.
- XIII. Exercise the right to refuse to treat any person or part of the body for just and reasonable cause.
- XIV. Refrain, under all circumstances, from initializing or engaging in any sexual conduct, sexual activities, or sexualizing behavior involving a client, even if the client attempts to sexualize the relationship.
- XV. Avoid any interest, activity or influence that might be in conflict with the practitioner's obligation to act in the best interests of the client or the profession.
- XVI. Respect the client's boundaries with regard to privacy, disclosure, exposure, emotional expression, beliefs, and the client's reasonable expectation of professional behavior. Practitioners will respect the client's autonomy.
- XVII. Refuse any gifts or benefits that are intended to influence a referral, decision, or treatment and that are purely for personal gain and not for the good of the client.
- XVIII. Follow the NCBTMB Standards of Practice, this Code of Ethics, and all policies, procedures, guidelines, regulations, codes, and requirements promulgated by the National Certification Board for Therapeutic Massage and Bodywork, Inc.

Revised: September 15, 2017

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## **CORE VALUES AND STUDENT CONDUCT**

The process of becoming an effective member of the health care professions involves attaining competency in knowledge, skills, and behavior. Massage Therapy students are evaluated by testing and oral and written assignments, through skills performance and observation and interaction in class and clinical settings. A shared process of student self-assessment and faculty assessment is utilized. Input from peers, other faculty, and clinical instructors may also be considered. Underlying all evaluation is the assumption that the student practices the core values of the Program. These core values, truth/honor, fairness, compassion, respect/self-respect, and responsibility are also inherent to the conduct of students and practitioners of Massage Therapy.

Truth includes doing one's own work. Students are expected to do homework, tests, and other assignments unassisted unless the instructor provides other directions. No credit will be given for material that is not the student's own work. Any student who displays dishonest behavior will be brought before program officials for review of the situation and may be dismissed from the program.

Honor means integrity in one's beliefs and actions. Honor involves congruence between what one says and what one does and consistency in behaviors. The student is expected to adhere to policies of IECC, the program, and any affiliates. As the student develops in the practice of massage therapy, adherence to the ethics and standards of the practitioner is required.

Fairness involves weighing situations and interactions and responding reasonably. It also means the student will be courteous and civil in expressing opinions and agreeing or disagreeing with others.

Compassion means demonstrating an understanding of the difficulties of others. It also includes recognizing that decisions involve looking at the context of a situation. The student is expected to realize that balancing different needs requires flexibility to allow for suitable adjustments.

Self-respect involves valuing self and is demonstrated by conduct, appearance and interaction with others. The student is expected to interact with peers, faculty, other IECC personnel, and affiliate personnel with respect. Respect also involves not talking when others are speaking, listening to others, responding non-judgmentally to the views of others, and demonstrating tolerance. Appropriate verbal and non-verbal communication is required. The student is expected to meet the standards of the Massage Therapy Program and any affiliate in conduct, dress, and appearance.

Because of the nature of the therapeutic interaction between massage therapy students and their peers and massage therapy students and their clients, respect for personal boundaries and the maintenance of professional boundaries is essential. The student is expected to continuously adhere to program guidelines.

Responsibility involves choosing responses and accepting consequences of choices. A student automatically assumes certain responsibilities when enrolling in massage therapy courses. The student will be on time, take exams on scheduled days, maintain alertness, make full use of class/clinical time, avoid excessive conversation during class and maintain composure when discussing exam results and other forms of evaluation. The student also assumes responsibility for accurate self-assessment of competency. When competencies are performed and signed, this indicates that the student, as well as the clinical instructor, has evaluated his/her own performance as meeting the criteria. The student also assumes responsibility for monitoring progress in the

course through review of grades and feedback on assignments. The student is expected to confer with the instructor and alter behaviors as identified.

Students will be given feedback, formally and informally, related to conduct. If concerns are identified, the instructor(s) and student will develop a plan for change. If a student does not demonstrate appropriate conduct following counseling, the situation will be reviewed with program administration. Such review may result in the student being dismissed from the program.

### **Dual Relationships and Appropriate Boundaries**

The students are prohibited from forming personal relationships with instructors and IECC staff while enrolled in the Massage Therapy Program. While the student is enrolled in the program, the relationship between instructor and student is that of teacher and learner. Dual relationships have the potential to interfere with the primary relationship of teacher and student. A dual relationship includes but is not limited to dating, sexual relationships, personal relationships, employer/employee, landlord/tenant or client/therapist relationships. Possible negative consequences of dual relationships include favoritism, unfair treatment, breach of confidentiality, confusion over issues of authority and accountability, hurt feelings, increased vulnerability, and confusion and unclear educational and/or professional boundaries. Dual relationships and personal or professional boundaries are discussed in various classes throughout the program.

## **IECC STUDENT CODE OF CONDUCT**

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services.

IECC's Student Conduct Policy 500.8 establishes the [Student Code of Conduct](#) to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations. IECC sanctions are independent of other sanctions that may be imposed by other agencies as a result of civil or criminal prosecution.

Students, through the act of registration at Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations published in the college catalog, program, and student handbooks, and/or on the website. It's highly recommended that all students review the Student Code of Conduct immediately upon enrolling.

## **MASSAGE THERAPY PRACTICE ACT**

### **Rules to Know**

1. This act, effective January 1, 2022, is regulated by the Illinois Department of Financial and Professional Regulation ([www.idfpr.com](http://www.idfpr.com)).
2. An applicant for a license to engage in massage therapy must be at least 18 years of age.
3. An applicant for a license to engage in massage therapy must be of good moral character. In determining good moral character, the Department may take into consideration:

- a. all convictions of any crime in the United States or any state or territory that is a felony or misdemeanor that is directly related to the practice of the profession; and
  - b. convictions will not automatically disqualify for a license except in the case of a conviction for prostitution, rape, or sexual misconduct, or where the applicant is a registered sex offender.
4. Applicants may be denied a license or have it revoked if they have a habitual or excessive use or addiction to alcohol or other drugs which inhibit reasonable judgment, skill or safety.
  5. Applicants may be denied a license or have it revoked if they have a physical illness, including but not limited to deterioration through the aging process or loss of motor skills that result in the inability to practice with reasonable judgment, skill or safety.
  6. Applicants may be denied a license or have it suspended if they are subject to involuntary admission or judicial admission to a mental health facility.
  7. The Department or Board may require a licensee to submit to a mental or physical examination.
  8. Applicants must have successfully completed the curriculum of an approved massage therapy school approved by the Department of Professional Regulation that requires a minimum of 600 hours.
  9. Formal training refers to a massage therapy curriculum approved by the Illinois State Board of Education or the Illinois Board of Higher Education.
  10. Nothing in the Act prohibits a student of an approved massage school or program from performing massage, if the student does not hold himself or herself out as a licensed massage therapist and does not receive compensation, including tips, for massage therapy services.

## **CRIMINAL BACKGROUND CHECK**

All students accepted into the Massage Therapy Program must have a satisfactory criminal background check. This background check form is submitted after acceptance in to the Program. A satisfactory check is required for continuance in the program. If the background check results are unsatisfactory, the student will be withdrawn from all massage therapy courses and dismissed from the program. The Program reserves the right to request a repeat background check while a student is in the Program if it is deemed necessary or prudent.

## **CONFIDENTIALITY**

### **Confidentiality of Records**

All student Massage Therapy Program records will be kept locked in a file cabinet in the Massage Therapy Program's office and will be treated as confidential. Students may request to review their own records.

### **Confidentiality of Classroom**

When an individual or classmate chooses to share personal information in the classroom, it must go no further than the classroom. Students must keep in confidence all personal information divulged by classmates, instructors, and staff until and unless the individual gives permission to reveal specific information. Care should be taken to avoid discussing confidential information in public areas such as campus hallways and restrooms, and graduates are expected to maintain the confidentiality of information shared while they were students at IECC.

## **SECTION III**

# **GRADING-EVALUATION**

## GRADING SCALE

The following grading scale is used for assigning grades in Massage Therapy courses:

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	68 - below

### Passing Grade

Students must earn and receive a minimum of a “C” or higher in ALL massage therapy and other required support courses in order to remain in the program. If a student receives less than a “C” in any required course, the student cannot continue in the Massage Therapy Program (see Progression and Retention).

Absences, tardiness, late paper work, and lack of participation may result in a lowering of the final grade and/or failure of the course. Students will be counseled about situations which impact the grade.

### Laboratory and Clinical Grading

To successfully pass courses with a laboratory component, students must demonstrate all skills according to approved performance criteria. If all skills are not satisfactory, the course grade awarded will be that earned in the didactic component. If skills are not satisfactory, the student will receive a failing grade in the course.

The two clinical courses will be evaluated based on the following criteria:

Performance evaluation by instructor	60%
Techniques	
Professional behaviors	
Client evaluations of massages	10%
Student intake and documentation of sessions	30%

Specific guidelines will be provided by the instructor with each course. Students will be apprised of progress and concerns and of remedial actions if required.

## ASSIGNMENTS

### Deadlines

Assignments are due on the date indicated by the instructor to receive full credit, unless prior arrangements are made with the instructor.

If an exam is missed, the student must contact the instructor regarding make-up. An alternate exam may be given. Patterns of absence with regard to testing will be noted and the instructor has the right to refuse the student a make-up exam.

### Student Clinical Experience

The purpose of the Student Clinical is to provide students the opportunity to use their knowledge and skills in a professional setting while receiving guidance, support, and instruction from the clinical supervisors. The Student Clinical is one of the strongest and most valuable components of the program.

The Student Clinical helps students make the transition from student to professional practitioner



by providing real clients in a clinical setting, where students use formal procedures to treat their clients. The clinical experience simulates conditions of a professional practice environment.

In the clinical settings, students are required to demonstrate that they can integrate the various theories, ideas, techniques, and the professionalism they have learned in the classroom. Students' performance in the clinic is evaluated, and passing grades in the Student Clinical are necessary for maintaining satisfactory academic progress. Prior to the first clinical session, there will be an orientation that will prepare students for their clinical experience.

### **Lecture, Lab, Clinical, and Community Experience Expectations**

Regardless of personal beliefs or philosophy, the student is expected to keep an open mind about ideas and practices they will experience in the Massage Therapy Program. For instance, classes may begin with a centering exercise or meditation. These exercises may resemble practices with which the student may not agree. It is not necessary that the student agree with all points of view presented in the Massage Therapy Program, but it is necessary that the student be willing to listen and be open to new information and skills.

IECC actively supports diversity within the student body, staff, faculty, clinical clients, and individuals as well as groups associated with IECC. The student is expected to perform massages on and to be a recipient of massage by people of another sex, age, ethnicity, religion, sexual orientation, body type, personality type, and/or lifestyle. Not participating in lecture, lab, clinical, and community experience exercises due to personal prejudices may lead to failure of a course.

## **ATTENDANCE**

**The Massage Therapy Practice Act of Illinois sets specific requirements for the theory and supervised practice required for eligibility to take the licensing exam. These requirements apply to all courses in the Massage Therapy Program and not just the core massage classes. The student must fulfill all lecture, lab, clinical, and community experience time.**

**If absence is anticipated, the student must notify the instructor in advance. Massage therapy laboratory and clinical hours if missed, must be made-up. Make-up time will be directed by the massage therapy program instructor. Absences constituting greater than 10% of the theory or of the laboratory or clinical time in massage therapy classes will be subject to review by the Massage Therapy Instructor(s) and the Dean of Instruction. Such review may result in dismissal from the program.**

**Absences due to extenuating circumstances will be discussed and reviewed by the instructor(s) and Dean of Instruction. The student may be required to remediate before proceeding or withdraw from the course.**

### **Lecture & Lab Attendance**

All learning requires attendance and participation. Attendance is expected at all lecture and lab classes. It is also expected that students will be on time and will be present for the entire class. Consistent attendance is required to demonstrate adequate performance. In an emergency, proper notification must be made if the student is unable to attend or will be late.

All missed work and missed time must be made up. The student is required to meet with the instructor to determine appropriate make-up work for the missed period. The student is responsible for initiating the contact with the instructor. A learning contract will be written and signed by the student and the instructor.

### **Clinical and Community Experience Attendance**

A predetermined number of clinical and community outreach hours are required for program completion and absences are detrimental to demonstration of satisfactory performance by the student. It is therefore required that students attend all clinical and community experiences.

Students are required to be present at Clinics to help with set-up. The massage therapy instructor will designate the time. All students are to remain in the Clinic area until all massage sessions have been completed. Stations shall not be dismantled until all clinic patrons have left the Clinic area. All students will stay until equipment and supplies have been stored and the Clinic area is clean.

### **Tardiness**

The student is expected to be on time and to attend all lecture, laboratory, clinical, and community experiences. Lectures, labs, and clinicals start at specified times with attendance taken. Students who are late or leave early will accumulate absence time toward the 10% criterion. Please inform your instructor when you arrive late or leave early to receive accurate credit for your attendance or you will be assigned credit according to the instructor's estimate of your arrival or departure. If a student will be late, proper notification must be made to the course instructor in advance.

### **Participation**

Each student is expected to participate in all course discussions, exercises, and assignments. Lack of participation may result in the lowering of the final grade of a course as specified in the course syllabus.

## **SECTION IV**

# **GUIDELINES FOR LABORATORY**

## **CRITICAL AREAS OF CONCERN**

Critical areas of concern include any actions or inactions on the part of the student that increase the risk of or exposure to loss, harm, death, or injury of the client or others. Critical concerns include, but are not limited to, the following:

1. Theft from clients, or others or the unauthorized removal of supplies or other property from the Campus or Affiliate Clinic;
2. Alteration, falsification, or destruction of any client records;
3. Refusal to perform assignment or follow directions of the instructor;
4. Reporting to clinical experience while under the influence of alcohol and/or controlled substances, drugs, or having possession of same on person or property;
5. Willful conduct which could endanger clients or others;
6. Making false, vicious, or malicious statements concerning the Clinic or its services or other massage therapy affiliate experiences;
7. Use of abusive, threatening, sexually inappropriate, or profane language, or gestures;
8. Willful, deliberate, violation of or disregard for IECC safety and security, and its rules and policies;
9. Solicitation of gifts or gratuities from clients, their significant others or vendors;
10. Neglect or incompetence either in quantity or quality of work;
11. Breach of confidentiality of the client, significant others, faculty, or classmates;
12. Evidence of disregard or disrespect of the rights of clients or others in the clinical experiences; and
13. Harassment based on gender, sexual orientation, race, color, religion, national origin, ethnicity, veteran status, disability, or any other protected category.

Such actions or inactions will result in the student being immediately relieved of the clinical assignment, followed by a faculty review and possible dismissal from the Massage Therapy Program.

Dismissal from the Massage Therapy Program, whether culminating in receiving a failing grade or withdrawal, may prevent readmission.

Students being considered for dismissal will be notified in writing for the reasons of such action and will have a meeting with Program Faculty and Administration. The student has the right to appeal according to IECC policy.

## **CONFIDENTIALITY OF CLIENTS**

Massage Therapists are ethically and professionally obligated to hold client information in confidence; students are expected to maintain the same high standards. The student must act to protect client confidentiality in all situations. Incidents or information related to clients will be discussed with the instructor and/or supervisor in appropriate surroundings only. The student will not discuss these issues with other clients, friends, or family, or in public places. All client records will be kept in a locked file cabinet in the Massage Therapy Program area. Any reported violation of client confidentiality will be considered an act of non-professionalism and subject to dismissal from the program upon review.

## CLINICAL GUIDELINES

### Dress Code for Clinicals and Community Events

Student apparel and grooming must be professional and conform to health, sanitation, and safety standards. The student is required to follow the dress code set forth herein the clinical settings, labs, campus-related “events,” and community experiences.

- Uniforms as designated by the instructor.
- Clothes are to be clean and free of stains and wrinkles, and must fit appropriately. Very tight fitting clothing or very loose fitting clothes is considered inappropriate.
- Undergarments are required.
- Ornamental facial or other body piercings and tattoos must not be offensive or disrespectful to others.
- Jewelry is discouraged from being worn. These items can injure students and/or clients, damage equipment, and are a source of contamination. Jewelry on hands, wrists, and arms is prohibited.
- Belts should not have large buckles as they may cause client injury.
- Hair must be pulled back from the face and arranged off the collar. Elaborate hair ornaments (large bows, multiple decorative barrettes) or head coverings are not to be worn. A student is to be clean shaven, or if a beard or mustache is worn, it must be neat, clean, and trimmed close to the face.
- Fingernails are to be shorter than the end of the finger, such that they will not scratch the client. Fingernails shall also be clean and neatly manicured. Artificial nails are not permitted in the clinical area. Nail polish may not be worn.
- Excellent personal hygiene practices (**bathing, clean-groomed hair, and brushing teeth**) are required. The student shall be free of offensive odors such as body odor, bad breath, and cigarette smoke. Clothes and linens must be free of cigarette smoke.
- No scents shall be worn, including but not limited to perfume/cologne, essential oils, cigarette odor, scented deodorants, and scented cosmetics, due to possible client allergies or sensitivities.
- Cosmetic make-up shall be modest.
- Gum chewing is not allowed.
- **Smoking or tobacco use will follow state laws and [IECC Policy](#).**

Failure to comply with the dress code may result in dismissal from the clinical area, a conference with the instructor/supervisor, and/or a lowering of the course grade.

### **Dressing and Undressing**

Individual modesty is to be respected at all times. For practice sessions, students need to remove appropriate clothing while receiving a massage. Privacy must be maintained for students and clients while undressing. Students must be fully clothed when giving a massage to other students or clients.

### **Hygiene and Hand Washing**

High standards of personal hygiene are required. Students are required to wash their hands before and after performing massage therapy on a classmate or client, after using the toilet, and after sneezing, blowing, or wiping their noses.

### **Equipment and Practice Areas**

All students are expected to assist with maintenance of supplies, equipment, and practice areas. Students are to use equipment and supplies according to product guidelines and as directed by the instructor. Abuse and neglect of equipment, supplies and instructional resources will not be tolerated. Students are to set-up, take-down, and store equipment properly after each practice session, clinic, or community event.

### **Cell Phone Use**

Cell phones are not allowed in clinic area at ANY time, during Lab or Clinical days.

Cell phones are not allowed to be on during class time, if caught texting, phone will be confiscated and given back after class dismissal!!

## **STANDARD PRECAUTIONS**

All students are expected to utilize standard precautions in all contact with clients throughout the OCC Massage Therapy Program. Students are expected to follow the protocols for standard precautions and other barrier precautions as necessary.

## **BLOODBORNE PATHOGEN EXPOSURE**

1. Students should immediately report to the Instructor any exposure or suspected exposure to bloodborne pathogens.
2. Students are expected to follow the protocol of the institution or clinical site. The student will be responsible for physician, lab, and treatment costs for services rendered.
3. Students will be responsible for meeting any prescribed follow-up care. The student will be responsible for all costs of treatment or services.

## **LATEX ALLERGY GUIDELINES**

Latex allergy is a serious threat to health care workers as well as clients. Allergic reactions to latex may be mild, such as skin disturbances, to severe reactions resulting in death. Exposure to latex products may cause hypersensitivity response either locally or systemically. A systemic reaction may occur even with trivial exposure to latex and may result in cardiopulmonary arrest within minutes.

Latex-free gloves are used in the OCC Massage Therapy Program. If a student utilizes an affiliate site, latex-free gloves may be obtained from the course instructor if these are unavailable at the affiliate site.

The guidelines recommended by the Olney Central College Massage Therapy Program are to address potential incidences of acquired latex sensitivity by students.

Procedure:

1. Students should become knowledgeable of latex allergy causes and potential signs and symptoms.
2. Immediately report to the Clinical Instructor actual, or suspected, latex allergic responses.
3. Student should seek medical care for EARLY diagnosis and treatment of hand dermatoses and symptoms suggestive of latex allergy. Precautions recommended by the Practitioner should be communicated to the Instructor.

### **PSYCHIATRIC OR PSYCHOLOGICAL EXAMINATION GUIDELINES**

Students who may for any reason appear to be unsafe in clinicals or who may compromise client safety may be required to submit to a psychiatric or psychological examination at any time at the student's expense. Alcohol/drug screening is included as part of these guidelines.

### **POLICY ON ALCOHOL AND DRUGS AT CLINICAL EXPERIENCES**

Any student who during a clinical experience is suspected of drug or alcohol use will not be allowed to continue the clinic experience. The Instructor will ask IECC or clinical site personnel to validate the student behavior and/or odor of alcohol-like substance. If these individuals concur that the student may be under the influence of drug or alcohol, the student will be removed from the clinical experience. If the student is determined to be under the influence of inappropriate drug use, the student will remain until arrangements can be made for transportation home for the student. The Instructor will notify the Dean of Instruction as soon as possible. The student will receive no credit for the clinical experience.

Inappropriate drug use means: Impaired ability to function safely in the clinical experience.

Prescribed medication may be used as long as judgment or coordination is not impaired.

The following actions will be taken for a student with suspected and/or confirmed drug/alcohol use:

1. the student will be required to have an evaluation by a substance abuse specialist and follow the recommended plan of care. This will be at the student's expense; and
2. each case will be reviewed by the Instructor and Dean of Instruction, who will make a decision regarding the student's continuation in the Massage Therapy program.

### **IECC POLICY ON ALCOHOL AND DRUGS**

IECC is committed to providing a college environment free of substance abuse. Measures taken in support of this commitment include: 1) Drug and alcohol abuse awareness, prevention, and treatment initiatives. 2) Prohibiting the unlawful manufacture, sale, distribution, possession, or use of alcohol and use/misuse of drugs while on IECC property or while performing/participating in an IECC-sponsored/ related off-site event or function. Additional information and various resources can be found at [www.iecc.edu/drugfree](http://www.iecc.edu/drugfree).

## **SECTION V**

### **PROGRAM REQUIREMENTS**



## **MASSAGE THERAPY PROGRAM REQUIREMENTS**

### **Application Requirements**

A completed application consists of:

1. all college and high school transcripts;
2. GED scores, if applicable;
3. a completed IECC application form;
4. ASSET/COMPASS test scores (completed within two years of application): minimum entry-level scores not requiring remediation. Massage Therapy students may take the ASSET/COMPASS twice during an application process;
5. composite score: minimum entry-level composite score of 6, which is derived from the ASSET/COMPASS, GPA, and grades received in prerequisite courses;
6. complete a Massage Therapy Program Information Form; and,
7. residency verification.

### **Other Requirements**

After acceptance into the program, students are required to:

1. submit a completed health form which includes documentation of immunizations and a 2-step tuberculosis (TB) test;
2. complete a criminal background check\*, request form to be provided; and
3. provide proof of certification of CPR (adult, child, infant)/First Aid by midterm of first semester.

\*An unsatisfactory criminal background check will result in negation of admission or dismissal from the program.

The massage therapy program must comply with Illinois law and IECC policy; therefore, requirements are subject to change.

### **CPR AND FIRST AID CERTIFICATION**

The Massage Therapy Program requires all students to have current Cardiopulmonary Resuscitation (CPR) and First Aid certification. The CPR and First Aid class must be provided by an approved instructor. Students must complete the AHA Healthcare Provider CPR certification or American Red Cross Adult, Infant, & Child certification. A copy of the CPR/First Aid card(s) is to be turned in no later than midterm of the semester in which the student begins the Massage Therapy Program. If certification is due to expire while enrolled in the program, students are required to re-certify. Professional ethics requires massage therapists to remain current in both CPR and First Aid.

The student must provide the Program Coordinator with a photocopy of the original card(s) given at the completion of the CPR/First Aid course(s) or refresher course(s). The photocopy will be placed in the student's file to document compliance with this requirement. CPR and First Aid classes are offered at the IECC campuses.

### **PHYSICAL EXAMINATION AND IMMUNIZATIONS**

Before beginning the program, students must submit a completed physical exam form, signed by a physician, advanced practice nurse or physician assistant, and a completed immunization record. Protective immunizations and TB testing are updated annually and/or as needed and the

results are maintained in the student file. Information from the physical and immunization record shall be made available to affiliate personnel upon request of the agency. Changes in health status, such as surgery, illness, or injury should be reported to the Dean of Instruction.

### **HEALTH INSURANCE**

Students are encouraged to have health insurance. Treatment required for injuries or accidents that occur during affiliate clinical experiences are at the student's expense.

### **RECEIPT OF PROFESSIONAL MESSAGES**

Students are required to receive two (2) professional massages during the massage therapy program. This allows the student greater capability to appreciate techniques and practices and greater ability to evaluate the experience. These sessions are at the expense of the student. Students could inquire about the possibility of an **“exchange massage”**—students provide massage to massage therapist in lieu of payment for massage received from massage therapist. Ideally, students should have two massages of different modalities. The massage therapist must be licensed. The required form for documenting the professional massage is included in this handbook. If there is doubt about the therapist credentials, the student must check with the massage program instructor. The instructor has the right to reject the session if the massage therapist is not qualified.

#### **Lab/Clinical Supplies**

The required lab/clinical supplies are provided by the Massage Therapy Program. Students are encouraged to decorate their Clinical Stations at their own expense. Other supplies required if necessary are Hand Sanitizer, Kleenex, Clock, and extension cords.

#### **Textbooks**

Students are expected to purchase the required textbook(s) for each course. Other references may be suggested to enhance the student's knowledge base and to begin building a reference library for the graduate. Students are encouraged to keep texts from required program support courses to use in conjunction with massage therapy courses and for review for the MBLEx.

#### **Other**

Students are encouraged to purchase a massage table for use in homework assignments and in program labs and clinicals, when appropriate, to enhance their skills in working with their own equipment. IECC provides massage tables and chairs for lab/clinical. These can be checked out from the program, at instructor discretion when the student has appropriate skills to use them and **when not needed by other students in classes/labs/clinics**. The equipment can be checked out for a maximum of two (2) days with the exception of a three (3) day holiday weekend. The student will sign-out the equipment. The equipment will be inspected on return. **THE STUDENT MUST PAY FOR REPAIRS OR REPLACEMENT OF ANY DAMAGED EQUIPMENT.**

## **SECTION VI**

# **PROGRESSION AND GRADUATION**

## PROGRESSION AND RETENTION

Students must receive a minimum of “C” or higher in ALL massage therapy and required support courses for completion of the Massage Therapy Program.

1. A prospective massage therapy student with less than a “C” in any of the required courses will not be admitted into the program until the course is retaken and a “C” is achieved.
2. If a student is enrolled in a concurrent support course and receives a grade below a “C,” the student cannot continue in the massage therapy program.
  - a. The course must be retaken and a minimum of a “C” obtained.
  - b. The student must reapply to the massage therapy program within one year.
3. If a student receives a grade of less than “C” in a massage therapy course, the student cannot continue in the program.
  - a. The student must reapply to the massage therapy program within one year.
  - b. The student will be readmitted to the program based on space availability in the course needed.

## WITHDRAWAL/EXIT FROM PROGRAM

Students who withdraw are not guaranteed readmission. If a student is readmitted, it may be delayed due to the availability of program space.

**Withdrawal Initiated by Student:** Due to possible unintended consequences resulting from schedule changes, students are strongly encouraged to seek guidance from instructors, academic advisors/retention coordinators, and financial aid representatives prior to initiating a withdrawal. If a student withdraws from a massage therapy course or decides not to continue in the program, the student will inform the Dean of Instruction in writing and complete an exit questionnaire. Additionally, students must follow [IECC’s Withdrawal Policy](#) and complete appropriate forms.

Students who desire readmission to the program will be required to meet the same application requirements as other applicants. Students who have successfully completed some courses may be considered for advanced placement if space is available.

**Administrative Withdrawal Due to Program Violations:** A student may be withdrawn from the Massage Therapy Program in the following cases:

- student receives a final course grade lower than a “C” in any course;
- student performance places others in physical or emotional jeopardy (see critical guidelines and student conduct); or,
- student fails to meet academic, ethical, professional, and/or legal standards of practice for Massage Therapy.

[IECC’s Withdrawal Policy](#) provides additional information related to administrative withdrawals.

## REAPPLICATION

When a student is dismissed or administratively dropped from the program, the written notice will state whether or not the student may reapply to the program and how much time must elapse before such a reapplication will be considered. There may also be conditions that the student will be required to meet before a reapplication will be considered. If the student reapplies for admission to the program, and if the student is readmitted, a determination will be made at that time concerning course and program requirements the student must fulfill. If the student

withdraws, the student can apply for readmission. If application for readmission occurs two or more years from the last completed massage course, the student may be required to repeat previously completed massage therapy courses.

## **GRADUATION**

### **Criteria**

To successfully complete the Massage Therapy Program the Student must complete all massage therapy and support courses with a minimum of a satisfactory grade of "C" or better and meet all [IECC Graduation Requirements](#).

### **Graduation Ceremony**

Massage Therapy students who complete the program and meet the graduation requirements are eligible to attend graduation and receive a Certificate of Completion of the Massage Therapy Program. Students should consult their advisor about the graduation application process.

## **SECTION VII**

### **GENERAL INFORMATION**

## RESOURCES

### **Financial Aid and Scholarships**

Financial assistance is available from various sources. Students are advised to complete the FAFSA each year in order to determine eligibility for federal and state aid. For more information visit [www.iecc.edu/financial](http://www.iecc.edu/financial) and [www.iecc.edu/occ/scholarships](http://www.iecc.edu/occ/scholarships).

### **Learning Commons**

Each IECC campus has a Learning Commons, with access to resources and services both on and off-campus. Learning Commons components consist of: Learning Resources, Tutoring/Wellness, Testing Services, and Disability Services. The Learning Commons website can be found at <https://iecc.libguides.com/IECCLibrary>.

**Learning Resources.** The Anderson Library has an open computer lab, a book and print magazine collection, a media collection in a variety of formats, and a variety of online resources and databases.

The IECC Libraries are all members of the Consortium of Academic and Research Libraries in Illinois (CARLI). CARLI's I-Share program allows for access to over thirty-eight million items from eighty-eight participating libraries, including Eastern Illinois University, Southern Illinois University, and the University of Illinois. You can gain access to this vast collection of records via the online catalog search from the Library webpage (<https://iecc.libguides.com/IECCLibrary>).

Requests for materials can be made from member libraries and delivered to an IECC library Monday - Friday for free, convenient pick-up. To request a book via the online catalog, students use their IECC Entrata login information. Instructions on how to search the online catalog is available from Learning Commons personnel. You may also visit any I-Share library, borrow items onsite, and return via an IECC library.

Various material types (books, periodicals, DVDs, etc.) have specific loan periods and usage privileges determined by the lending library. Overdue fees by other college libraries may apply, depending on the lending libraries' policies. Contact your local library should you have any questions regarding emails or correspondence from other college libraries.

**Tutoring/Wellness.** The Learning Commons is the place for you to connect with staff and resources to support your learning. In addition to tutoring, time management, and study skills, LC personnel can help you in accessing wellness resources.

**Testing Services.** The Learning Commons serves as the hub for various tests such as make-up exams, ACCUPLACER, Pearson, and more.

**Disability Services.** The Learning Commons is also where you'll find assistance if you'd like to request special academic accommodations due to a qualifying disability. To learn more, visit <https://iecc.edu/ada>.

### **Child Care**

[Buckeroo Early Education Center](#) is located in Wattleworth Hall on the OCC campus.

### **Academic Calendar**

The [Academic Calendar](#) includes academic milestones, scheduled closings, and more.

## **Campus Safety**

The IECC website is a source for much information related to safety initiatives, emergency procedures, the annual security report, and more. Visit [www.iecc.edu/safety](http://www.iecc.edu/safety).

## **NOTEWORTHY POLICIES**

The [website](#), [Academic Catalog](#), and [OCC Student Handbook](#) are great resources for IECC policies and procedures. The following are just a very few noteworthy ones.

### **Preventing Sexual Misconduct Policy**

Illinois Eastern Community Colleges District #529 is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. For more information, visit: [www.iecc.edu/titleix](http://www.iecc.edu/titleix)

### **Student Complaint Policy**

IECC is committed to providing students with an avenue to voice concerns or grievances. The purpose of this policy is to provide for the prompt and equitable resolution of student complaints. Students are encouraged to seek resolution, as soon as possible, through informal communication with the appropriate individual(s). When a resolution is not resolved informally, a formal written complaint may be filed in the manner described at: [www.iecc.edu/studentcomplaint](http://www.iecc.edu/studentcomplaint).

### **Family Educational Rights and Privacy Act (FERPA) Policy**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The rights afforded students under FERPA include:

1. The right to inspect and review education records
2. The right to request amendment of education records
3. The right to consent to disclose personally identifiable information contained in education records
4. The right to restrict the release of directory information
5. The right to file a complaint

See more at: [www.iecc.edu/ferpa](http://www.iecc.edu/ferpa)



## **SECTION VIII**

### **FORMS**

**OLNEY CENTRAL COLLEGE  
MESSAGE THERAPY PROGRAM**

**THERAPEUTIC MASSAGE CERTIFICATE PROGRAM  
PROFESSIONAL MASSAGE STUDENT EVALUATION  
(Attach business card and/or receipt to this form)**

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**Massage Therapist**

**Date**

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**Student**

**Date**

1. Please describe the intake process including the appointment process:

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2. Please describe the facility and massage room/office:

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3. What style of massage or bodywork did you receive?

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4. Please describe draping and privacy techniques. What did you like or dislike?

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5. Please describe features, techniques, manipulations, etc. that you especially liked or disliked:

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6. How did you feel after the session (1 day/3 days)?

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7. Additional comments: \_\_\_\_\_

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8. Would you return? Y or N \_\_\_\_\_ If no, explain \_\_\_\_\_

## Clinical Session Evaluation by Professional Supervisor

**Student Therapist:** \_\_\_\_\_

**Date of Session:** \_\_\_\_\_

**Initials of Client:** \_\_\_\_\_

**Supervisor:** Please evaluate treatment by circling below 1 - 5 (1 = poor and 5 = excellent).

Neat Appearance	1 2 3 4 5	Assessment Skills	1 2 3 4 5
Professionalism	1 2 3 4 5	Listening Skills	1 2 3 4 5
Communication	1 2 3 4 5	Secure Draping	1 2 3 4 5
Confidence	1 2 3 4 5	Nurturing	1 2 3 4 5
Attitude	1 2 3 4 5	Knowledge	1 2 3 4 5
Body Mechanics	1 2 3 4 5	Use of Lotion	1 2 3 4 5
Use of Strokes	1 2 3 4 5	Flow	1 2 3 4 5

Supervisor Comments (Please explain any low or high marks):

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Supervisor Signature:

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Student Signature:

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## Clinical SOAP Note Evaluation

Were SOAP notes thorough?

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Legible?

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Completed in a timely manner?

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Does student have understanding of?

Subjective:

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Objective:

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Assessment:

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Plan:

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Supervisor Comments:

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---

Student Signature:

---

Supervisor Signature:

---

Reviewed with student on:

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## Clinical Session Evaluation by Student

**Student Therapist:** \_\_\_\_\_

**Date of Session:** \_\_\_\_\_

**Initials of Client:** \_\_\_\_\_

**Student:** Please evaluate your treatment by circling below 1 - 5 (1 = poor and 5 = excellent).

Rapport	1 2 3 4 5	Flow	1 2 3 4 5
Professionalism	1 2 3 4 5	Use of Lotion	1 2 3 4 5
Communication	1 2 3 4 5	Pressure	1 2 3 4 5
Confidence	1 2 3 4 5	Secure Draping	1 2 3 4 5
Attitude	1 2 3 4 5	Nurturing	1 2 3 4 5
Body Mechanics	1 2 3 4 5	Knowledge	1 2 3 4 5

Were you satisfied with your massage treatment? 1 2 3 4 5

Student Comments/Assessments:

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Student Signature:

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Supervisor Signature:

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## Clinical Session Evaluation by Client

**Student Therapist:** \_\_\_\_\_

**Date of Session:** \_\_\_\_\_

**Initials of Client:** \_\_\_\_\_

**Client:** Please evaluate the treatment by circling below 1 - 5 (1 = poor and 5 = excellent).  
Mention areas/techniques you liked or disliked. Your honesty is appreciated in assisting the student in professional development!! Thank You!

Rapport	12 3 4 5	Use of Lotion	12 3 4 5
Neat Appearance	12 3 4 5	Pressure	12 3 4 5
Professionalism	12 3 4 5	Secure Draping	12 3 4 5
Confidence	12 3 4 5	Nurturing	12 3 4 5
Attitude	12 3 4 5	Knowledge	12 3 4 5
Flow/Rhythm of Strokes	12 3 4 5	Listening Skills	12 3 4 5
How well did the student meet your needs/expectations?	1 2 3 4 5		
Were you warm and comfortable during your massage?	1 2 3 4 5		

Areas for Improvement:

\_\_\_\_\_  
\_\_\_\_\_

Client Comments/Suggestions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Client Signature:

\_\_\_\_\_

Student Signature:

\_\_\_\_\_

Supervisor Signature:

\_\_\_\_\_

**SOAP CHART**

**Date** \_\_\_\_\_ **Provider Name:** \_\_\_\_\_

**Patient Name:** \_\_\_\_\_

**Date of Injury:** \_\_\_\_\_ **Insurance ID#:** \_\_\_\_\_

**Current Meds** \_\_\_\_\_

**S** Focus for Today

**Symptoms:** Location/Intensity/Frequency/Duration/Onset \_\_\_\_\_

\_\_\_\_\_

**Activities of Daily Living:** Aggravating/Relieving \_\_\_\_\_

\_\_\_\_\_

**O** Findings: Visual/Palpable/Test Results \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A** Modalities: Applications/Locations \_\_\_\_\_

\_\_\_\_\_

**Response to Treatment (see A)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Goals:** Long-term/Short-term \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**P** Future Treatment/Frequency \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Provider Signature** \_\_\_\_\_ **Date** \_\_\_\_\_.

**OLNEY CENTRAL COLLEGE  
MESSAGE THERAPY PROGRAM**

**MESSAGE THERAPY EQUIPMENT CHECK-OUT FORM**

**Equipment checked out:**

**Massage table/adjustable head rest** \_\_\_\_\_

**Massage chair** \_\_\_\_\_

I agree that the equipment I am checking out is intact and in good working order. I understand that this piece of equipment is to be returned on the date noted below.

The equipment will be inspected for damage when returned. If there is damage, I understand I must pay for the damages or, if necessary, replace the equipment. Failure to meet these terms will result in dismissal from the Program and Olney Central College will take actions necessary to recoup any expenses.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Return Date

\_\_\_\_\_  
Signature of Sign-out Instructor/Program staff

\_\_\_\_\_  
Date

**Condition of Equipment on return:**

**Intact/good working order** \_\_\_\_\_

**Damaged/not working** \_\_\_\_\_

**Describe below:**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Return Date

\_\_\_\_\_  
Signature of Sign-in Instructor/Program staff

\_\_\_\_\_  
Date

After this form has been completed, it is placed in the student's file.



**OLNEY CENTRAL COLLEGE  
MESSAGE THERAPY PROGRAM  
LEARNING CONTRACT**

**STUDENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**INSTRUCTOR NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

The Massage Therapy Program provides support and direction to assist capable students in completing course requirements and making satisfactory progress in the Program. The intention of this Learning Contract is to clarify to the student what the student must do to pass a course and/or meet specific requirements related to the student's performance and compliance with College and Program policy.

This Learning Contract addresses concerns about the student's performance and progress as follows: (specify concern(s) and Program standards)

Absences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Homework: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Participation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Written Tests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Skills Tests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conduct: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To correct these areas of concern, the student must complete the following actions by the dates indicated:

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To support and direct the student in meeting the requirements of this contract, the instructor will provide the following assistance:

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It is the student's responsibility to follow through with the requirements of this contract in order to meet course/program criteria.

The student certifies that he/she desires to meet the completion and progress requirements of the Massage Therapy Program and intends to demonstrate his/her competency and commitment by meeting the terms of this Learning Contract as developed.

The instructor certifies that he/she will ensure that the student receives the assistance specified in this contract.

---

Student Signature

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Date

---

Instructor Signature

---

Date

**OLNEY CENTRAL COLLEGE  
MASSAGE THERAPY PROGRAM**

**AGREEMENT OF CONFIDENTIALITY**

I agree to hold in confidence any incidents and/or information regarding clients, classmates, and instructors.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

After this form has been signed and dated, it is placed in the student's file.

**OLNEY CENTRAL COLLEGE  
MESSAGE THERAPY PROGRAM**

**STUDENT RELEASE FORM**

I have read the Massage Therapy Student Handbook in its entirety. I acknowledge and understand the policies printed in the handbook and agree to abide by them.

I acknowledge and understand some information in this publication may become outdated due to changes in Board of Trustees Policy, state law, and massage therapy program guidelines. In such instances current board policy, state law, and massage therapy program guidelines will prevail.

The date of fulfillment for this requirement will be designated by massage therapy faculty.

---

Student's Signature

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Date

After this form has been signed and dated, it is placed in the student's file.