

# LANE COMMUNITY COLLEGE MASSAGE THERAPY PROGRAM

## STUDENT HANDBOOK



REVISED SEP 2019



*The Massage Therapy Program at Lane Community College reserves the right to make changes to any material contained herein, as necessary.*

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# WELCOME!

We are so excited you are joining us, and we look forward to shaping a rewarding learning experience with you. This handbook introduces you to the Massage Therapy Program at Lane Community College by outlining policies, resources, and expectations.

For even more information, visit us online at:

<http://www.lanecc.edu/ce/massage> and <http://laneccmassage.com>

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## PROGRAM OVERVIEW

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

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### *Mission Statement*

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

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### *Program Goals*

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We aim to prepare graduates of the Lane Massage Therapy Program to be competent, qualified, and ethical professionals who exceed the entry-level standards of the massage, bodywork, and wellness community.

At a minimum, upon completing the Lane Massage Therapy Program, graduates will be able to:

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

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## STATE AND PROGRAM REQUIREMENTS

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To apply for massage licensure, the Oregon Board of Massage Therapists (OBMT) stipulates that applicants must be at least 18 years of age and must be able to document a **minimum** of 625 educational contact hours – 200 in health sciences, 300 in massage theory and practical application, and 125 additional hours in any of these subject areas.

Lane's Massage Program totals more than the 625 hours required by the state for licensure, but the **entire** program must be completed to earn a Certificate of Completion from the college. Massage Program graduates are invited to participate in Lane's yearly graduation ceremony, held each June.



**Please note:** Some healthcare professionals who hold an Oregon license in another field qualify for massage licensure by Health Endorsement. This requires *only 300 hours of education* in massage theory and practical application courses. *If you are currently licensed in Oregon in another field, contact the OBMT to determine whether you qualify for licensure by Health Endorsement.* See: [http://www.oregon.gov/OBMT/Pages/contact\\_us.aspx](http://www.oregon.gov/OBMT/Pages/contact_us.aspx)

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### Licensure

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To be eligible for licensure, applicants must complete **625 hours of education** in an approved program, **pass written and online jurisprudence exams**, and hold **current CPR certification**.

*Applicants must also submit to a National FBI fingerprint background check and must possess a valid government-issued ID.*

And, Health Endorsement applicants must submit a copy of their current license, and verification of licensure by the issuing agency.

The CPR certification standard set by the OBMT is the American Heart Association's Basic Life Support (BLS) Healthcare Providers Course.

***Classes offered at the Lane Downtown Campus provide certification that meets this BLS standard.***

For more about the licensing process, see the OBMT website: <http://www.oregon.gov/OBMT>

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### Testing

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In order to be licensed, applicants must take a proctored, computer-based "written" exam at a testing site; and an un-proctored online exam on the laws and rules that regulate massage practice in Oregon.

**The Written Exam:** The Massage and Bodywork Licensing Exam (MBLEx) is offered by the Federation for State Massage Therapy Boards (FSMTB). See: <https://www.fsmtb.org/mblex/>

**Online Jurisprudence Exam:** After their application is processed, applicants receive a username and password from the OBMT Exam Coordinator, with which they can take the online jurisprudence exam.

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## Six-term Course Plan

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The Massage Therapy Program at Lane offers every pre-licensure course in the *fall, winter, and spring terms*, but for the rare case that a class is cancelled due to low enrollment. In the summer term, only a limited schedule is offered.

Thus, *students may begin the program in any term except summer.*

This six-term course plan is designed to establish a strong foundation that supports student success in the Program, then introduces new skills in a thematic way. *See Course Descriptions on the following pages (listed alphabetically) for information on the content of these classes.*

### 1st Term

Massage 1  
Anatomy/Physiology/Pathology 1  
Introduction to Laws, Ethics & Communication

### 2nd Term

Massage 2  
Anatomy/Physiology/Pathology 2  
Introduction to Kinesiology – Upper Body

### 3rd Term

Massage 3  
Anatomy/Physiology/Pathology 3  
Introduction to Kinesiology – Lower Body  
Introduction to Acupressure

### 4th Term

Massage 4  
Anatomy/Physiology/Pathology 4  
Applied Laws, Ethics & Communication  
Kinesiology – Upper Body

### 5th Term

Massage 5  
Anatomy/Physiology/Pathology 5  
Advanced Massage Techniques  
Kinesiology – Lower Body

### 6th Term

Massage 6  
Professional Practices  
Business Laws, Ethics & Communication  
Student Clinic



***If you need to complete the program at a slower pace due to work and life commitments, don't feel discouraged. Many very successful students do this!***

***If you qualify for massage licensure by Health Endorsement, you will follow an alternative course plan.***

If you need, contact Kathy Calise, the Massage Program Coordinator, to discuss your personalized path to completion. To make an appointment, email [calisek@lanecc.edu](mailto:calisek@lanecc.edu) or call **(541) 463-6111**.

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# Pre-Licensure Course Descriptions

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## **Health Sciences**

### **Anatomy/Physiology/Pathology (APP)**

The five courses in the APP series offer an integrative approach to establishing a strong foundation in anatomy, physiology, and pathology. By combining all three disciplines, students assimilate knowledge of structure, function, and dysfunction in a single learning environment. The application of these concepts to the practice of massage, as well as the effects of massage, are emphasized. Students also learn and use anatomical terminology, health and wellness concepts, and assessment tools. All APP courses share required textbooks. *APP 1 through APP 3 must be taken in succession.*

### **Introduction to Kinesiology: Upper & Lower Body**

These two introductory courses present the principles and terminology of kinesiology. Students explore muscle attachments and muscle movements and learn how to palpate. These foundational courses, which focus on either the upper or lower part of the body, share required textbooks. *The Upper Body class is a prerequisite to the Lower Body class.*

### **Kinesiology: Upper & Lower Body**

These two intermediate courses offer students a chance to expand their knowledge of key kinesiology principles. Origins, insertions, and movements of muscles are explored in more depth, complemented by videos of anatomical dissections and palpation. These courses share a required textbook, as well as a recommended textbook. *Both Introduction to Kinesiology courses are prerequisites.*

## **Massage Theory & Practical Application**

### **Advanced Massage Techniques**

This course introduces students to the theory and application of hydrotherapy, topical applications, and common add-on services performed by LMTs, and offers advanced instruction in the techniques most commonly requested in massage settings. Students are required to participate in Student Clinic shifts *outside of regular class times. Massage 4 is a prerequisite.*

### **Introduction to Acupressure**

A survey of Chinese medicine and its application in massage, this course introduces traditional meridians, their functions and methods for treatment, and explores how acupressure can be integrated into massage sessions. Concepts such as yin and yang, Qi, and the five phases are also presented. *Massage 2 & one Introduction to Kinesiology course are prerequisites.*

### **Laws, Ethics, and Communication (LEC) Series**

This three-course series explores the relationship between laws, ethics, and communication, and guides students in understanding how interactions at various levels – from the interpersonal to the professional to the legal – will shape and impact their practice. The first class of the series introduces key topics and concepts, the second takes a more in-depth look at how massage therapy is regulated in Oregon, and the third focuses on professional communication and community building.

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## Pre-Licensure Course Descriptions

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### Massage 1

This first hands-on class in the massage series explores the history and principles of massage and emphasizes the practical application of massage techniques. Students are introduced to the five basic Swedish strokes, practitioner preparation, body awareness and self-care, and treatment procedures. Anatomical terms and the locations of major muscles and bones will also be discussed. Massage 1 and 2 share a required textbook. *Attendance in first class is mandatory. Students must bring sheets to first class!*

### Massage 2

This course continues to focus on basic Swedish strokes, but introduces variations and the use of tools. Side-lying positioning, body rocking, joint range of motion and mobilization, and oppositional stretches are presented. Students will also deepen their knowledge of body mechanics, further sensitize their touch, and experiment with session design. *Attendance in first class is mandatory. Students must bring sheets to first class! Massage 1 & APP 1 are prerequisites.*

### Massage 3

This course presents chair massage, deep-tissue techniques, and introduces various other modalities for discussion, demonstration, and skills practice. Some non-Swedish techniques – such as craniosacral therapy, reflexology, and Thai massage – are also explored. Massage 3 has an optional textbook. *All first & second term classes are prerequisites.*

### Massage 4

In this course, students advance foundational massage, professional communication, and session design skills. Cultural competency in massage therapy is also explored. Students will apply knowledge gained in Massage 4 by providing massage to members of the public in Student Clinic. Students are required to participate in Student Clinic shifts *outside of regular class time* and must attend a mandatory Student Clinic orientation on the *first Friday of the term. All first, second, and third-term classes are prerequisites.*

### Massage 5

This course, which is overwhelmingly hands-on, is divided into three parts. The first three classes are devoted to elevating and polishing the Swedish massage skills and body mechanics of students. The next three classes are focused on Myofascial Release techniques. The final four classes concentrate on Trigger Points, including their location, referral patterns, and effects, and the history of Trigger Point therapies. Massage 5 has a required textbook. *All third-term classes are prerequisites.*

### Massage 6

This advanced course incorporates theory, technique, and approaches from several Myofascial Release-based modalities. Students will gain knowledge in five key areas – embodiment, didactic skills, seeing, touch, and the therapeutic relationship – and are expected and encouraged to make links between class content and their science studies and to stay informed of current research in bodywork.

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## *Pre-Licensure Course Descriptions*

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### **Professional Practices**

This course supports students in developing a foundation for their individual career goals, by helping them define personal goals, create a professional resume, explore career options, navigate ethical business practices, and build successful client relationships. This course has a required textbook. *This is a final-term class.*

### **Student Clinic**

Student Clinic offers students an opportunity to apply and expand their skills in conducting client intakes, developing treatment plans, writing SOAP notes, and using professional communication (written and verbal) while working with the public in both clinical and community outreach settings. Students are required to participate in Student Clinic shifts outside of class time. *This course is taken concurrently with Massage 4 and Advanced Massage Techniques.*

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## STUDENT RIGHTS AND RESPONSIBILITIES

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Lane Community College resolves to provide an atmosphere conducive to learning, where instruction and student growth occur without external pressure, interference, or disturbance. The College's vision statement – *Transforming lives through learning* – supports core values including Diversity, Innovation, Collaboration, Integrity, and Sustainability.

See: <https://www.lanecc.edu/pie/vision-mission-values>

These values reflect the ideal that staff and students alike are held responsible for exhibiting conduct that acknowledges a range of perspectives, beliefs, and opinions, and encourages the respectful exchange of ideas. As students in the Massage Therapy Program at Lane enjoy many of the rights and responsibilities enjoyed by students in credit programs, they must also comply with the College-wide Student Code of Conduct.

*Student Rights & Responsibilities:*

<https://www.lanecc.edu/copps/student-rights-and-responsibilities>

*Student Code of Conduct (PDF):*

[https://www.lanecc.edu/sites/default/files/copps/code\\_of\\_conduct.pdf](https://www.lanecc.edu/sites/default/files/copps/code_of_conduct.pdf)

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## *Center for Accessible Resources*

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If you require academic support due to a documented disability – psychiatric, learning, physical, or sensory – you may be eligible for accommodation through the Center for Accessible Resources (CAR).

*To obtain support, you must complete an application, submit medical records, and attend an interview.*

**PLEASE NOTE: It is best to contact the CAR early in the term *before* the term you wish to attend** (for example, to begin classes in the fall, contact the CAR early in the *summer* term). **You *must* contact the CAR *at least 4 weeks before* classes start.**

CONTACT THE CENTER

*web:* <https://www.lanecc.edu/disability>

*email:* [accessibleresources@lanecc.edu](mailto:accessibleresources@lanecc.edu)

*phone:* (541) 463-5150 • TTY: 711

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## *Use of Facilities and Equipment*

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Enrolled students may access the facilities and services of Lane Community College, provided they use them appropriately and in compliance with established procedures. Campus and classroom supplies and equipment are the property of the College and may not be removed from the premises without permission. Some Massage Program equipment may be available to borrow, but *only upon approval* of an instructor or the Program Coordinator. Equipment used offsite *must* be returned in good condition. *Students are responsible for the repair or replacement of borrowed equipment that is lost or damaged.*

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# EXPECTATIONS OF STUDENTS

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Ethical conduct is essential to success in the Massage Therapy Program at Lane, and students are responsible for becoming familiar with College-wide policies that shape expectations of student behavior. The Program may also establish additional parameters as necessary, to ensure a learning environment that is safe and respectful for all our staff and students.

**Massage Program students are expected to understand and adhere to the following guidelines:**

## **Respect for Boundaries**

Due to the nature of massage, it is vital that students respect interpersonal and touch boundaries to ensure a learning environment that is safe. Thus, ***any reported violations of the physical boundaries of a student will be addressed; and will be investigated by College staff if warranted.*** Allegations of inappropriate touch may lead to the *suspension of a student from the Massage Therapy Program, either temporarily or permanently.*

## **Nondiscrimination/Harassment**

Lane is committed to an atmosphere free from discrimination, harassment, and retaliation. Harassment based on sex, sexual orientation, age, race, national origin, ethnicity, religion, disability, or veteran status, as well as physical or verbal abuse, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of a member of the College community will not be tolerated.

All these forms of harassment are addressed by College policies and complaint procedures, including specific processes for cases of sexual or gender-based harassment. For more, see: <https://www.lanec.edu/copps/documents/harassment-and-discrimination-complaint-process>.

## **Theft or Property Damage**

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

## **Appropriate Dress**

Students in the Massage Therapy Program are expected to comply with basic standards for dress and hygiene. This applies to your clothing and to the linens you use in class. We ask that students:

- ♦ **Project a conscientious, professional image**
- ♦ Wear practical, clean footwear
- ♦ Ensure that your hair will not hang down and touch a client during a session
- ♦ Keep your **hands clean**, and your **nails clean and clipped**
- ♦ **Remove jewelry** that could impact a client's experience (by rubbing against or dangling down and touching the client, for example).
- ♦ **Minimize use of scents**

*Some classes or events may have more specific dress code requirements.*

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# EXPECTATIONS OF STUDENTS

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## Practice Massage Sessions

Practice massage sessions, which are assigned for homework in hands-on classes, *must be performed only on your friends and family, and never on members of the general public.*

Students are barred from offering massage services – *even if you declare you are a student* – in “any private or public communication or publication” (such as on Craigslist, in the *Eugene Weekly*, or on social media).

The Oregon Board of Massage Therapists considers this “false, deceptive, or misleading advertising” by an unlicensed person, and may impose a monetary fine (OAR 334-040-0010).

## Academic Honesty

Students are expected to be forthright and honest in all academic affairs. ***Cheating is never tolerated.*** The term “cheating” includes, but is not limited to:

- ♦ Using unauthorized assistance to take quizzes, tests, or examinations;
- ♦ Depending upon the aid of unauthorized sources to write papers or reports, solve problems, or carry out other assignments;
- ♦ Acquiring, without permission, a test or other academic material that belongs to a member of College faculty or staff; or
- ♦ Intentional plagiarism.

***1st Offense:*** Students who are caught cheating or plagiarizing will be given zero points for the assignment or exam in question. The incident will be reported to the Program Coordinator and may result in academic sanctions.

***2nd Offense:*** Students who are caught cheating a second time will be reported to the Program Coordinator and *removed from the Program.*

All students are subject to due process, as outlined in the Student Code of Conduct.

## Intoxicants

Students are prohibited from bringing “any intoxicating beverage, controlled substances, [and] volatile inhalants” on to Lane Community College property. Moreover, “no person may appear...in any college-sponsored class or activity under the influence of any of the above mentioned substances.”

***Although marijuana has been legalized for recreational and medical use in Oregon, the College is bound by federal laws, which designate it as a controlled substance.***

Because the College policy bans controlled substances, ***students are prohibited from ingesting marijuana on campus, and from attending class while under its influence.***

***Only medical marijuana card holders may legally ingest marijuana before attending class*** (meaning, they are permitted to be “under the influence”). *However, even medical card holders may NOT ingest marijuana while on College property.* See: <https://www.lanec.edu/board/policies/bp420>

***All Lane students can access  
alcohol and drug counseling through the  
SUBSTANCE ABUSE PREVENTION OFFICE  
(541) 463-5178***

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## *Attendance and Participation*

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Your attendance and active participation is essential to your success and the success of our program.

### **Classroom Access**

Only enrolled students and assistants accommodating students with disabilities are allowed in Massage Program classrooms. *Children are never allowed in classrooms.*

### **Contact Hours**

As a student in the Massage Therapy Program, you are accruing contact hours for state licensure. Thus, only *one absence is permitted* in each class, per term. For the same reason, *three tardy arrivals will be counted as one missed class*. Students may be permitted to make up a second absence at the discretion of their instructor; though *all make-up assignments must be completed by the last day of the term*. Students who have three absences will receive a No Pass.

### **Tardiness**

Please arrive on time to classes. Arriving late disrupts class flow, impacting the instructor and other students. And, because you are accruing contact hours, three late arrivals (by 15 minutes or more) is counted as an absence.

### **Illness or Injury**

The Massage Therapy Program does not discern between excused and unexcused absences. If illness or injury prevents you from participating in a class but allows you to observe, you may observe two classes without being marked absent. If, after two observed classes, you still cannot participate, it is recommended that you drop the class or, if appropriate, request an Incomplete (see below).

### **Dropping a Course**

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

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## *Grading*

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### **Pass/No Pass**

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

### **Incompletes**

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

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## Grading

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### Requesting an Incomplete

An Incomplete grade is issued only after the submission of a Request for Grade of Incomplete Form (<https://www.lanecc.edu/copps/documents/incomplete-grade>), signed by both the instructor and the student. The student must initiate the request, which the instructor may accept or reject. Once signed by both parties, the Request for Grade of Incomplete Form becomes a contract that places responsibility for future action on the student. It is then incumbent upon the student to arrange with the instructor to make up for missed classes and/or assignments *within the subsequent two terms*.

*An Incomplete that is unresolved within two terms becomes a No Pass.*

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## Complaints and Grievances

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When issues arise for students, whether between two students or between a student and an instructor or staff member, or they have concerns regarding their education, every effort will be made to reach an informal resolution. Still, circumstances may arise when a student wishes to formally complain or submit a grievance. If you feel action is warranted regarding a personal grievance or complaint, please take the following steps:

### Resolving a Problem Informally

**Step 1:** If you have an issue with a student, staff person, or instructor, please begin by discussing the problem directly with that person. Concerns over grades or course content are always best discussed with an instructor before taking further action. If your concern persists, see Step 2.

**Step 2:** If you are unable to resolve the problem through direct communication, discuss the problem with a neutral staff member. They may suggest a course of action, or ask you to talk with the Program Coordinator to reach a resolution. If your problem remains unresolved, see Step 3.

**Step 3:** If, after these attempts, you are unable to resolve the issue, please submit your complaints and grievances in writing to the Program Coordinator – specifying the nature of the grievance(s), outlining a sequence of events if applicable, and describing the response you seek. The Program Coordinator will determine an appropriate course of action given the nature of the complaint. This may include investigation, further discussion with the parties concerned, a review by committee, and/or conflict resolution and mediation. The Program Coordinator will make every effort to address complaints in a timely manner; and students can expect a response within 10 working days. If a student feels their complaint or concern has been inadequately addressed, they may consider making a formal complaint to the college (below).

### Resolving a Problem Formally

See the Lane Community College Formal Student Complaint Procedure:

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

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## RESOURCES FOR STUDENTS

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### ***Lane Community College & Massage Program Resources***

Lane Community College Homepage: [www.lanecc.edu](http://www.lanecc.edu)

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

Massage Therapy Program WordPress Website: [www.laneccmassage.wordpress.com](http://www.laneccmassage.wordpress.com)

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

Lane Community College Student Resources: <http://www.lanecc.edu/student-resources>

### ***Professional Massage Resources***

American Massage Therapy Association (AMTA): [www.amtamassage.org](http://www.amtamassage.org)

Associated Massage and Bodywork Professionals (ABMP): [www.abmp.org](http://www.abmp.org)

Federation of State Massage Therapy Boards (FSMTB): [www.fsmtb.org](http://www.fsmtb.org)

National Certification Board for Therapeutic Massage and Bodywork: [www.ncbtmb.org](http://www.ncbtmb.org)

The Massage Therapy Foundation: [www.massagetherapyfoundation.org](http://www.massagetherapyfoundation.org)

The Oregon Board of Massage Therapists: [www.oregon.gov/OBMT](http://www.oregon.gov/OBMT)

### ***Eugene/Springfield Community Resources***

FOOD for Lane County – food pantries, hot meals, assistance resources:

[http://www.foodforlanecounty.org/en/get\\_help/](http://www.foodforlanecounty.org/en/get_help/)

Volunteers in Medicine – free medical & mental health care for low-income adults:

<http://www.vim-clinic.org/>

HEDCO Clinic – counseling by UO graduate students at sliding scale rates:

<https://hedcoclinic.uoregon.edu/services/therapy-individual-and-relational>

### ***See a full listing of community resources on our website***

In English: <https://laneccmassage.com/community-resources/>

En Español: <https://laneccmassage.com/recursos-para-la-comunidad/>

LANE COMMUNITY COLLEGE  
MASSAGE THERAPY PROGRAM



## STUDENT HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Student Handbook for the Massage Therapy Program at Lane Community College and I understand that I am responsible for knowing the contents.

I agree to abide by the procedures and practices of the Lane Massage Therapy Program.

I am aware that as a student enrolled in the Massage Therapy Program at Lane, I enjoy the rights and responsibilities of all Lane students and must therefore comply with the Lane Student Code of Conduct as well as any additional rules of conduct specific to the Massage Program or the Downtown Campus (the Mary Spilde Center).

**I have read and understand the Expectations of Students on pages 9 & 10.**

I am aware that the Massage Therapy Program reserves the right to make changes to any material contained herein, as deemed necessary.

Student Name (*Please print*) \_\_\_\_\_

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

*Please sign this form and deliver it to the Massage Therapy Program Coordinator*