



WAUBONSEE

COMMUNITY COLLEGE



THERAPEUTIC MASSAGE PROGRAM

Student Handbook

2017 - 2018

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1.0 STATEMENT OF PROGRAM PHILOSOPHY

The Therapeutic Massage Program faculty, administrators and advisory committee believe that therapeutic massage serves an important function in the health care and spa settings. The educational preparation of the massage therapist is appropriately accomplished in the community college setting. The Therapeutic Massage Program is, therefore, an integral part of Waubensee Community College, and its philosophy and mission are consistent with those of the college. A basic common goal of the Therapeutic Massage Program and college is to provide an opportunity for accessible, affordable, effective education which provides a foundation for professional development and lifelong learning.

Upon completion of the certificate program, the student will have acquired the knowledge and skills to practice health maintenance and wellness massage in an entry level massage therapy position. The student will be eligible to take the National Certification Examination in Therapeutic Massage, which is required to obtain a massage therapy license in the state of Illinois.

2.0 COURSES

2.1 THERAPEUTIC MASSAGE CERTIFICATE CONTENT The content is divided into the following 12 courses:

2.1.1 PREREQUISITE COURSES

Three courses are required prior to entry into any of the courses in the Therapeutic Massage Program

TMS 100	Introduction to Therapeutic Massage
HIT 105	Medical Terms for Health Occupations
BIO 260	Human Structure and Function

2.1.2 THERAPEUTIC MASSAGE PROGRAM COURSES

NON-CORE COURSES Non-core courses in the Therapeutic Massage Program must be taken after the student has passed (Section 6.1 Passing Grade and Progression) BIO260, Human Structure and Function. However, the non-core courses can be taken prior to acceptance into the sequence of core courses in the Therapeutic Massage Program.

TMS 162	Neuromusculoskeletal Foundations for the Massage Therapist
TMS 164	Pathology for the Massage Therapist

CORE COURSES Core courses in the Therapeutic Massage Program consist of lecture, lecture and laboratory (where students learn theory and apply hands-on techniques), or clinical (where the student experiences real-life application of massage in a clinical setting). The student must be accepted into the Therapeutic Massage Program prior to taking these courses.

TMS 110	Professional Foundations of Therapeutic Massage
TMS 120	Massage Techniques I
TMS 125	Massage Techniques II
TMS 130	Massage Techniques III
TMS 140	Massage Clinical I
TMS 146	Massage Clinical II
TMS 150	Business Practices for Massage Therapists

3.0 PROGRAM OUTCOMES

Upon successful completion of this program, the student will be able to:

- Perform therapeutic massage skills competently and independently in a clinical setting.
- Implement appropriate physical and emotional comfort measures for clients.
- Identify each client as an individual, reflecting the values and dignity of each person.
- Describe the relationship of anatomy, physiology and pathology to the theory and practice of therapeutic massage.
- Palpate and describe actions of major muscles and anatomical landmarks of the human body.
- Define the ethical and legal principles and practices of therapeutic massage.
- Demonstrate professional behaviors in a consistent manner.
- Document a therapeutic massage session.
- Apply business skills needed for a successful therapeutic massage practice.
- Collaborate and communicate with other health care team members in caring for clients.
- Increase community awareness regarding the values and benefits of therapeutic massage.
- Assess own needs for life-long learning for continued personal and professional growth.

4.0 CERTIFICATE PROGRAM CURRICULUM PLAN

4.1 THERAPEUTIC MASSAGE CERTIFICATE OF ACHIEVEMENT (472A) MAJOR CODE

The Therapeutic Massage Program Certificate is designed to prepare persons to function as entry level massage therapists in health maintenance and wellness facilities, fitness centers, spas and salons. Graduates are eligible to take the State of Illinois massage therapy licensing examination.

4.2 COURSE SEQUENCING

4.2.1 CERTIFICATE PROGRAM PREREQUISITES

		<u>CREDIT HOURS</u>	<u>CONTACT HOURS</u>
TMS 100	Introduction to Therapeutic Massage	1	24
BIO 260	Human Structure and Function.....	4	80
HIT 105	Medical Terms for Health Occupations	1	16
	TOTAL.....	6	120

4.2.2 CERTIFICATE PROGRAM SEQUENCE

FALL-1

TMS 110	Professional Foundations of Therapeutic Massage	2	32
TMS 120	Massage Techniques I.....	3	80
TMS 125	Massage Techniques II.....	3	80
*TMS 140	Massage Clinical I.....	2	48
TMS 162	Neuro-musculoskeletal Systems	3	64
	TOTAL.....	13	304

SPRING-1

TMS 130	Massage Techniques III.....	4	96
TMS 146	Massage Clinical II.....	2	48
TMS 150	Business Practices for Massage Therapists	3	48
TMS 164	Pathology for the Massage Therapist.....	3	64
	TOTAL.....	12	256

*TMS140 may be taken during either Fall or Spring semester at the instructor’s discretion.

TOTAL FOR CERTIFICATE.....	25	680
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5.0 PROGRAM ADMISSION PROCEDURES

5.1 ADMISSION INTO PROGRAM The Therapeutic Massage Program sequence of courses begins in Fall. A student who has the following on file in the **Office of Health Professions and Public Service** by April 1 will be considered for Fall admission:

- Completed application for Therapeutic Massage Program.
- Official transcripts from other colleges or vocational schools attended.
- Record of proficiency credit in any prerequisite courses (CLEP administered test results).

A student who wishes to transfer Therapeutic Massage Program courses from another college to Waubonsee should contact the Dean for Health Professions and Public Service for further information. Students who are given transfer credit or other credit for courses in the Therapeutic Massage Program are responsible for course materials as they relate to massage therapy in order to pass the State of Illinois massage therapy licensing examination.

5.2 ADMISSION CRITERIA The Dean for Health Professions and Public Service will contact eligible students approximately 8 to 10 weeks after the application deadline. Criteria to be used for admission will be as follows:

- Must be at least 18 years of age.
- Completion of all prerequisite courses prior to the start of any course in the Therapeutic Massage Program (Section 2.1.1 Prerequisite Courses).
- Must have achieved a grade of C or better with a grade point average of 2.0 in all prerequisite courses whether taken at Waubonsee Community College or another college.
- Human structure and function (or anatomy and physiology) course(s) completed more than five years prior to the filing deadline must be retaken.
- TMS courses must be completed within 18 months of the student's planned start date. Thus, any TMS course completed more than 18 months prior to the student's planned start date, must be retaken.
- In compliance with the Illinois Public Community College Act, in-district students shall be given preference over out-of-district students. Proof of residency may be required.

An applicant who has been convicted of a felony or misdemeanor is advised to check with the agency which governs massage therapy (city, county or state) in the applicant's planned location of practice regarding licensure requirements to practice massage.

Waubonsee Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the Executive Director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554.

5.3 ADMISSION PRIORITY When space is limited, admission priority will be guided by the following criteria:

- 5.3.1** Priority for admission into Therapeutic Massage Program sequence of **core courses**:
1. meets all entrance criteria,
 2. number of **non-core courses** in the Therapeutic Massage Program which have been completed with a grade of C or better,
 3. grade point average of prerequisite and non-core Therapeutic Massage courses,
 4. date of receipt of application.
- 5.3.2** Priority for admission to subsequent **core courses** in the Therapeutic Massage Program:
1. continuance from previous core course with a grade of C or better
 2. interrupted continuing student in good academic standing
 3. repeater in good academic standing (withdrawal with good academic standing in the course)
 4. transfer in good academic standing at another institution
 5. repeater due to failure or repeater in poor academic standing (withdrawal in poor academic standing in the course or a grade of D or F in the course)
 6. grade point average of prerequisite and Therapeutic Massage courses
- 5.3.3** Priority for admission to subsequent **non-core courses** in the Therapeutic Massage Program:
1. admitted into Therapeutic Massage Program sequence of **core courses**
 2. continuance from previous course with a grade of C or better
 3. interrupted continuing student in good academic standing
 4. repeater in good academic standing (withdrawal with good academic standing in the course)
 5. transfer in good academic standing at another institution
 6. repeater in poor academic standing or repeater due to failure (withdrawal in poor academic standing in the course or a grade of D or F in the course)
 7. Grade point average of prerequisite and Therapeutic Massage courses

6.0 RETENTION AND READMISSION FOR THERAPEUTIC MASSAGE (TMS) COURSES

6.1 PASSING GRADE AND PROGRESSION Once a student has been admitted into the first core course in the Therapeutic Massage Program (TMS 120 Massage Techniques I), the student may continue to enroll in each successive course until the student finishes the program provided a grade of A, B, or C is earned in each course. (Grades of D, F, or W are not considered passing.)

NOTE: In each of the following courses, TMS 120 Massage Techniques I, TMS 125 Massage Techniques II, TMS 130 Massage Techniques III, TMS 140 Massage Clinical I, and TMS 146 Massage Clinical II, the student must pass each massage technique evaluation with a grade of 70% or higher in order receive a passing grade in the course, continue in the course and/or the Therapeutic Massage Program.

- 6.2 DEFINITION FOR REENTRY** If a student has passed a core course in the Therapeutic Massage Program and for any reason does not continue into the next successive course, the student must complete a reentry form to reenter the sequence. Space availability at the time of requesting to reenter is one factor taken into consideration. In addition, placement in the Therapeutic Massage Program may be affected by the amount of time which has elapsed since the student was last enrolled in a course(s) in the program. The student may be required to remediate before proceeding. Remediation will be tailored to the individual's needs and may include, but is not limited to, the following: repeating a course or courses, testing, massage technique evaluation, or tutoring. Students who are granted permission to reenter the program will be accepted on a space available basis.
- 6.3 PASSING GRADE NOT EARNED** A student who does not earn a passing grade as defined in Section 6.1 will not be allowed to enroll in the next successive therapeutic massage (TMS) course. The student must complete a reentry form to retake a course that was not passed. Space and time considerations as outlined in Section 6.2 will apply.
- 6.4 ILLNESS OR INJURY** Requests for admission to TMS 120 Massage Techniques I, TMS 125 Massage Techniques II, TMS130 Massage Techniques III, TMS 140 Massage Clinical I, TMS 146 Massage Clinical II after major illness or injury should be accompanied by a physician's release certifying suitability for laboratory and clinical attendance and participation.
- 6.5 REENTRY FORM** Reentry forms are available in and must be filed with the Dean for Health Professions and Public Service's Office.
- 6.6 GUIDELINES FOR REVIEWING REENTRY FORMS** In reviewing reentry forms, the Dean for Health Professions and Public Service shall use the following guidelines:
- The first time a student does not receive a passing grade in a core course in the Therapeutic Massage Program, the student is given an opportunity to repeat the course. Placement priority will be based on the readmission criteria listed in Section 5.3.2.
NOTE EXCEPTION: Administrative removal of a student due to the student having subjected a client to physical or emotional jeopardy may preclude student readmission to the program (Section 13.0, Physical and Emotional Jeopardy).
 - Subsequent failure to receive a passing grade in the same (repeated) course will result in the student not being readmitted to the program.
NOTE: Any student who continually withdraws while failing may be at risk for not being readmitted to the program.
- 6.7 APPEAL OF THE REENTRY DECISION** Upon receipt of the determination, the student may, within **10 school days**, submit a written appeal to the Dean for Health Professions and Public Service for a procedural review to ensure that the reentry process was conducted in accordance with established procedures.
- 6.8 WITHDRAWAL PROCEDURE** A student who wishes to withdraw from a core course in the Therapeutic Massage Program must have a withdrawal form signed by the course instructor and Dean for Health Professions and Public Service. The course instructor will complete a Student Non-Progression Form, which records the student's academic status at the time of withdrawal, which is then filed with the dean. The Student Non-Progression Form will be used as a record of the student's grade at the time of withdrawal.

7.0 GENERAL COURSE CRITERIA

- 7.1 PASSING GRADE** The student must receive a passing grade (minimum C or better) for each course in the Therapeutic Massage Program. A NON-PASSING GRADE WILL CONSTITUTE A FAILURE OF THE COURSE. Grades of D, F or W are not considered passing grades. All of the individual course criteria and requirements must be met or a grade will not be awarded.
- 7.2 ATTENDANCE** Absences, tardiness, late paperwork, and lack of participation may result in a lowering of the final grade and/or failure of the course. Absence from class prior to a test or failure to take a test at the designated time may incur a penalty, at the discretion of the instructor. A different test may be administered if a student is allowed to take a makeup test.
- 7.3 DEADLINES** Assignments are due on the date indicated by the instructor to receive full credit. All assignments must be submitted to meet course requirements.
- 7.4 COURSE SPECIFIC POLICIES** In addition, there may be course specific policies. The student is required to follow the criteria given by the course instructor.
- 7.5 GRADING** The following will be used as a guideline for assigning grades:
- | | |
|-----------------|----------|
| 90 - 100 | A |
| 80 - 89 | B |
| 70 - 79 | C |
| 60 - 69 | D |
| Below 60 | F |
- 7.6 CLINICAL EVALUATION** Whenever a student's performance in the clinical setting is deemed unsatisfactory or unacceptable, the instructor/supervisor will promptly discuss any identified deficiencies with the student. This will be followed by a written evaluation of the deficiency using the Student/Faculty Conference form. The student will be informed of the objective criteria which need improvement, measures recommended to correct the deficit(s), and the student's current status in the course. The student will be given the opportunity to respond in writing on the Student/Faculty Conference Report form, Appendix C. The student is required to sign the form in acknowledgment of having been advised of the instructor's/supervisor's concerns. The Student/Faculty Conference Report form will become a part of the student's record.

8.0 STUDENT GRIEVANCE(S) AND/OR GRADE APPEAL(S)

The student grievance procedure, and/or grade appeal procedure is delineated in the Waubensee Community College Student Handbook.

9.0 HEALTH REQUIREMENTS FOR LABORATORY AND CLINICAL EXPERIENCES

9.1 PRE-ENTRANCE MEDICAL RECORD A pre-entrance medical record must be completed by the student and the student's licensed physician/primary healthcare provider and submitted to the office of the Dean for Health Professions and Public Service prior to the first day the student begins the TMS120 Massage Techniques I course. The pre-entrance medical record shall include a 2-step tuberculosis test (Section 9.2.1 Tuberculosis test).

9.2 IMMUNIZATIONS/RECORD OF IMMUNITY

9.2.1 Tuberculosis test. Documentation of freedom from active TB is **required** by an initial 2-step TB test. A student who requires greater than one (1) year to complete the Therapeutic Massage Program may be required to have TB retesting, as recommended by State of Illinois guidelines. Any TB testing must be completed and the report submitted to the dean's office or the student will not be allowed to attend any clinical course component.

9.2.2 Tuberculosis policy. A student with a **positive tuberculosis test** must provide: 1) signed documentation of freedom from active tuberculosis, and 2) permission to enter the classroom laboratory or clinical area from a licensed primary health care provider. In accordance with State of Illinois guidelines, the student will be required to provide appropriate documentation of continued freedom from active tuberculosis on an annual basis. In addition, the student is responsible for seeking care upon reoccurrence of probable signs and symptoms of active tuberculosis (Section 9.3 Changes in Health Status).

9.2.3 Hepatitis B immunization is **recommended**, since therapeutic massage students may have direct exposure to or contact with blood, as well as other body fluids.

9.3 CHANGES IN HEALTH STATUS The therapeutic massage faculty reserves the right to request a physical or mental examination following a change in health status. A student who has had surgery, childbirth, extended illness, newly diagnosed or chronic illness, or an accident must obtain signed consent from a licensed primary health care provider to attend the laboratory or clinical component of any course. If a primary healthcare provider clears the student for massage but the students in the program are not qualified to work with this health issue, the student may be withdrawn from the program or may be required to fulfill the course requirement of receiving massage by receiving massages from a qualified professional massage therapist for the specified time required in class. The student must turn in paid receipts with official documentation noting the length of the massage sessions in order for the sessions to fulfill the course requirements. A student taking prescribed medications should refer to Section 9.5, Use of Prescribed Medication.

9.4 PREGNANCY Students in the Therapeutic Massage Program are not qualified to work with pregnant individuals. Thus, the pregnant student may be withdrawn from the program. If a primary healthcare provider clears the pregnant student for massage, the student will fulfill the course requirement of receiving massage by receiving massages from a qualified professional massage therapist for the specified time required in the course. The student must turn in paid receipts with official documentation noting the length of the massage sessions in order for the sessions to fulfill the course requirements.

- 9.5 USE OF PRESCRIBED MEDICATIONS** It is the student's responsibility to discuss with the student's licensed primary health care provider whether a medically prescribed drug may affect clinical performance. A student must report the use of such drugs or other substances which may impair clinical performance to the instructor. Failure to report the use of such drugs or substances or failure to provide proper evidence of medical authorization for use may result in the student's dismissal from the program.
- 9.6 LIMITATIONS DUE TO HEALTH STATUS** If the student has any limitations due to health status, the student is responsible for informing the instructor and massage partner of contraindications each time massage is performed on the student. The student is also responsible to ensure that all limitations are followed.

10.0 HEALTH AND LIABILITY INSURANCE

10.1 HEALTH INSURANCE Each student is urged to carry a personal health insurance policy. The student is responsible for individual medical expenses, whether due to an injury at clinical or on campus, an illness requiring treatment, or a test or procedure required by the college and/or the health care facility. A student who is injured is responsible for personal health care costs.

10.2 LIABILITY INSURANCE

10.2.1 Policy 1 Under Supervision of Instructor/Supervisor Once tuition and fees for a course have been paid, a student in the Therapeutic Massage Program is covered by the college's professional liability insurance policy, only when the student is under the supervision of an instructor/supervisor.

10.2.1 Policy 2 Unsupervised Activities Relating to Course Work

Certificate Students Once tuition and fees have been paid and the Therapeutic Massage Program has verified Student Liability Insurance Coverage through Associated Bodywork and Massage Professionals (ABMP), the student will be covered for all unsupervised activities relating to course work such as homework. The student cannot participate in these activities until verification of coverage has been obtained. Each student is responsible for following the guidelines set forth by ABMP and is required to maintain this policy while enrolled in the Therapeutic Massage Program.

11.0 ATTENDANCE

11.1 LECTURE, LABORATORY AND CLINICAL LATENESS Consistent attendance is required to demonstrate adequate performance. The student is expected to be on time and to attend all lecture, laboratory and clinical experiences. If a student is unable to attend clinical or will be late, proper notification must be made to the course instructor in advance. Failure to make proper notification will result in penalties. If a student is tardy to clinical without prior notification, the clinical instructor and/or supervisor has the option of not permitting the student to participate in the day's experience, which may result in an absence. See course syllabi for detailed descriptions.

11.2 LECTURE, LABORATORY AND CLINICAL ABSENCES A predetermined number of lecture, laboratory, and clinical hours is required for all courses. Absences may be detrimental to demonstration of satisfactory performance by the student. Since each course setting and content is different, specific attendance and notification policies are set forth in each course syllabus. The student must conform to the policies determined by the course instructor. Absences due to the following extenuating circumstances will be recorded but not counted toward a student's grade if official documentation is produced within five (5) days of the

absence: 1) court dates, 2) funeral of immediate family member/significant other, 3) emergency medical care or hospitalization of the student (not regular appointments), 4) emergency medical care or hospitalization of the student's minor child or ward (not regular appointments), and 5) military obligations (reviewed on an individual basis). A student who misses a significant amount of class due to the above circumstances may be required to remediate before proceeding or withdraw from the course. Remediation will be tailored to the individual's needs and may include, but not limited to testing, massage technique evaluation, or tutoring.

All missed lecture, laboratory and clinical time **must be** fulfilled. The policy for make-up work for missed lecture and laboratory are set forth in each course syllabus. All missed clinical time must be made-up during scheduled clinical hours in the clinical setting.

11.3 MISSED INFORMATION/EXAMINATION The student is responsible for obtaining missed information, announcements and for submitting any papers due. The ability for a student to make-up a missed examination is at the discretion of the course instructor.

12.0 PERSONAL AND PROFESSIONAL LEGAL, MORAL AND ETHICAL, BEHAVIORS

A student enrolled in the Therapeutic Massage Program is expected to display conduct in accordance to the legal, moral and ethical standards of the therapeutic massage profession and the community.

- Each student is accountable for individual behavior and is expected to act in a responsible, mature manner that reflects the qualities of honesty, integrity, courtesy, reliability, and responsible interpersonal skills. Profanity, derogatory comments, and emotional responses which inhibit learning or effective functioning will not be permitted, and may result in a lowering of a course grade.
- Harassment based on race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status or disability or any other characteristic will not be permitted.
- Behavior must not interfere with student/staff/faculty/client relationships.
- Honesty is expected of all therapeutic massage students in the lecture, laboratory, and clinical. Acts of lying, cheating, plagiarism, forgery, alteration and/or falsification of clinical documents, written work, or academic records will not be permitted.

Failure to comply with the above legal, moral and ethical standards may result in lowering of course grade, failure of the course, dismissal from the course and/or possible dismissal from the program. Such conduct is in violation of the Waubonsee Code of Student Conduct as described in the Waubonsee Community College Student Handbook, and will be referred to the Waubonsee Student Conduct Board for consideration.

13.0 PHYSICAL OR EMOTIONAL JEOPARDY

A student who places a client (student, instructor, clinic client, etc.) in either emotional or physical jeopardy may be dismissed from the class or college related event, and possibly dismissed from the course and/or the Therapeutic Massage Program. Physical or emotional jeopardy is described as, but not limited to (either intentional or non-intentional): causing client harm or injury, placing client at risk for harm or injury, causing a client emotional distress, disregard for client safety, placing client's physical or emotional health in jeopardy for own personal advancement or gain (e.g., falsifying documents, not reporting errors/incidents, failure to report client status to instructor/supervisor). Student incidents involving placing clients in physical or emotional jeopardy may be submitted to the Dean for Student Development and the Waubensee Student Conduct Board for consideration.

14.0 CONFIDENTIALITY

The student must act to protect confidentiality in all situations. Information or incidences 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, family, etc., or in public places. The student will refer to clients and staff by initials only on written work or while relating clinical experiences in the classroom setting, and will exercise caution as to the location and disposition of clinical data. **A student cannot, under any circumstances, photocopy or electronically reproduce any portion of a client's chart or personal records for use outside the clinical.**

15.0 STUDENT RESPONSIBILITIES/EXPECTATIONS IN THE CLINICAL SETTING AND COLLEGE-RELATED EVENTS

Waubensee Community College's Health Professions and Public Service division acknowledges its responsibility to educate its students while maintaining the public trust. The rights, responsibilities, and conduct of all students are described in the Waubensee Community College Student Handbook.

The therapeutic massage student has additional responsibilities as a member of the health care team to ensure the emotional and physical safety of clients during the educational process.

- The student must come to clinical demonstrating preparation to give responsible, safe client care.
- The student will perform client care **only** when an instructor/supervisor is present during scheduled times for the following: TMS 140 Massage Clinical I, TMS 146 Massage Clinical II, and college-related events.
- The student may **only** use massage techniques which the student has received a passing grade (minimum C or better) in an instructor evaluation, in the Waubensee Community College Therapeutic Massage Program.
- The student is responsible to seek the assistance of the instructor/supervisor in the clinical before proceeding with new, unfamiliar, or uncertain aspects of client care.
- The student is to follow clinical policies and procedures.
- If a student is tardy for clinical experiences without prior notification, the clinical instructor/supervisor has the option of not permitting that student to participate in client care for the day and/or dismissing the student from the clinical (Section 11.1 Lecture, Laboratory and Clinical Lateness).
- Notification of absence from clinical experiences must be made directly to the instructor/supervisor (Sections 11.2 Lecture, Laboratory and Clinical Absences).

- The student must be physically and emotionally capable of effective, safe clinical performance. If the instructor/supervisor determines that a student's behavior places a client at risk for physical or psychological injury on any clinical day, then that student will be dismissed from the clinical area (Section 13.0 Physical or Emotional Jeopardy).
- The student may be removed from the learning setting if the student's continued presence disrupts the learning process for other students.

Any violation of these established standards may result in the immediate removal from the clinical or event setting, dismissal from the course and/or the Therapeutic Massage Program. Readmission into the program will require completion of the reentry procedure and subsequent approval to reenter. In addition, the student's actions may be subject to review by the Waubensee Community College Student Conduct Board.

16.0 STUDENT RESPONSIBILITY TO REPORT

It is the responsibility of any student who observes or has direct knowledge of another student in a condition which impairs the ability to perform clinical duties, or poses a hazard to the safety and welfare of others, to promptly report the incident to the instructor.

17.0 DRESS CODE/GROOMING

Student apparel and grooming must conform to health, sanitation, and safety standards. The student is required to follow the dress code set forth herein, in the clinical setting and at college-related events:

- Waubensee Community College name pin is **required**. The first name tag will be provided by Therapeutic Massage Program. The student will purchase replacement name tags.
- Waubensee Community College Therapeutic Massage polo top (navy blue color), available from the Waubensee Community College bookstore, is **required**. The polo top must be tucked into the student's pants.
- Tan tightly-woven khaki-style or uniform pants are **required**. Hemlines should remain between the upper heels of the student's shoes and the tops of shoes. Inappropriate attire includes: jeans or jean-styled pants, stretch pants or leggings, ribbed or corduroy materials, cropped or Capri-style pants, and/or shorts.
- Uniforms are to be clean and free of stains and wrinkles, and must fit appropriately. Very tight fitting clothing or very loose fitting clothing is considered inappropriate.
- Undergarments are **required**.
- Professional shoes or athletic shoes are **required**. No canvas shoes, clogs, open toed shoes, or cut-out areas in leather or vinyl. Shoes must be clean and/or polished with clean shoelaces (if appropriate).
- The only **visible** body piercing that is acceptable is for earrings. Ornamental facial piercing, or other visible body piercing is **unprofessional** and **unacceptable**. If the ears are pierced, only small earrings less than one inch in length may be worn with no greater than 2 earrings per ear. No rings, bracelets, watches or necklaces shall be worn. These items can injure clients, damage equipment, and are a source of contamination. Other jewelry that does not conform to reasonable health, sanitation and safety standards shall not be worn during clinical.
- Hair must be pulled back and/or arranged off the collar. Elaborate hair ornaments (large bows, multiple decorative barrettes or combs) are not to be worn with the student uniform. A student is to be clean shaven, or if a beard or mustache is worn, it must be neat, clean and well trimmed.

- 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 must be clear or natural pastel in color and chip free (blue, purple, black, green, yellow, red, and metallics are not permitted)
- 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.
- 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 and no cosmetic glitter shall be worn.
- Smoking, chewing gum or tobacco is unacceptable.
- Any other aspect of dress deemed by the instructor as unprofessional or a health, sanitation or safety concern will be prohibited.

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. Exceptions to the dress code may be made with the prior written approval of the Dean for Health Professions and Public Service.

18.0 TRANSPORTATION/PARKING AT CLINICAL AND COLLEGE-RELATED EVENTS

18.1 TRAVELING The student is responsible for transportation to and from clinical and college-related events.

18.2 INJURY EN ROUTE TO CLINICAL OR COLLEGE-RELATED EVENTS Neither the college nor the facility where a college-related event takes place is responsible for any personal injury or injury to property which may occur while a student is traveling to or from clinical or college-related events.

18.3 PARKING The student is subject to the parking regulations established by the facility where a college-related event takes place and is not considered to be part of the staff of the facility.

19.0 LECTURE, LABORATORY AND CLINICAL EXPECTATIONS

- Regardless of personal beliefs or philosophy, the student is expected to keep an open mind about ideas and practices experienced in the Therapeutic Massage Program. For instance, classes may begin with a centering exercise or meditation. The student need not agree with all points of view presented in the Therapeutic Massage Program, but the student must be willing to listen and learn new information and skills presented in the program.
- The college actively supports diversity within the student body, staff, faculty, clinical clients, and individuals or groups associated with the college. The student is expected to perform massages on and to be a recipient of massage by people of another gender, various ages, ethnicities, religions, sexual orientations, body types, personality types, and life styles. Not participating in lecture, laboratory or clinical exercises may lead to a lowering of course grade and/or failure of a course.

- The student is to be open to the expression of feelings and emotions. Touching and being touched typically result in an intensified awareness of personal feelings. The student is encouraged to deepen self knowledge through exploration and appropriate expression of sensations and emotions; and is expected to be respectful, sensitive, and attentive to the feelings of classmates. The student is expected to accept and support change and growth in oneself and one's classmates. In addition, the student is expected to address his own personal issues which may arise (Section 24.0 Counseling).
- Dressing, Undressing and Nudity. Individual modesty is to be respected at all times. The student must undress behind changing screens or under sheets. The student giving a massage must be dressed according to specified guidelines.
- The student is expected to be receptive to constructive criticism and feedback from classmates, instructors, and clinical clients regarding the student's knowledge, skills, personal hygiene, and appropriate behavior, in order to assist the student to improve.
- The student is expected to provide feedback to the instructor and fellow classmates while receiving massage. For example, if the student experiences pain or discomfort, it is the student's responsibility to immediately inform the individual performing the massage and it is the student's responsibility to ensure the techniques are adjusted to his comfort level. Students are also expected to provide feedback in many other areas of study, including but not limited to palpation, draping and endangerment sites.
- The student is not allowed to perform any massage or body work techniques learned outside of the Waubensee Community College Therapeutic Massage Program in any Waubensee Community College course or college related activities, unless cleared by the instructor.
- The student will not perform massage techniques in class materials, textbook, videos, etc. until taught how to perform them by the instructor.
- Lecture and laboratory hygiene.
 - The student is to be clean and neatly groomed.
 - Fingernails are to be shorter than the end of the finger such that they do not scratch the student receiving massage.
 - The student giving massage must pull hair back such that it does not obstruct the massage process.
 - The student is to be free of offensive odors such as body odor, bad breath, and cigarette smoke.
 - More information is set forth in each course syllabus.
- Lecture and laboratory dress.
 - No rings, dangling earrings (greater than 1 inch in length), necklaces, bracelets, watches or facial piercing shall be worn. This also includes any other jewelry which may pose a health, sanitation or safety hazard.
 - Clothing must meet the following professional standards: shirts must have sleeves which cover the armpit, cleavage and mid-driffs must be completely covered and necklines must be within at least two inches of the top of the sternum; pants or skirts must be at least knee length. Clothing which is determined to be less than professional for a working massage therapist is not appropriate.
 - More information is set forth in each course syllabus.

- The student must use the detailed procedures for hand washing and comply with the policy on infectious conditions.

20.0 STANDARD PRECAUTIONS The student is required to know and use standard precautions and safeguards against the spread of infectious conditions, as presented in lecture, laboratory or clinical and as follows:

- A student who is experiencing abnormal or uncontrollable secretion or excretion of bodily fluids (e.g. abnormal bleeding, vomiting or diarrhea) should not give or receive massage until the condition resolves.
- A student who has a highly contagious infection, including (but not limited to) chicken pox, measles, strep throat, serious flu infection, or infectious skin condition (e.g. impetigo, scabies, staph infection), shall not give or receive massage until the condition has passed the infectious stage. The student should not attend laboratory or clinical if the condition is highly contagious in order to avoid infecting others.
- A student who has broken skin on hands due to cuts, burns, abrasions, chapping, damaged cuticles or other condition shall wear disposable gloves or finger cot over an adhesive bandage.
- The student shall wear gloves when there is potential for direct contact with body fluids, mucous membranes, non-intact skin of clients, handling of items or surfaces soiled with blood or body fluids.
- The student must follow procedures taught in the therapeutic massage courses for sanitizing equipment and supplies.
- The student must follow handwashing procedures as taught in the therapeutic massage courses.

21.0 SEPARATION OF MASSAGE THERAPY AND EMPLOYMENT WITH SEXUAL CONTENT.

While the college respects the freedom of individuals to pursue any legal form of employment, Waubensee Community College requires that the student refrain from involvement in any component of the adult entertainment industry that has sexual content. The student must actively support the goal of the massage therapy profession to differentiate therapeutic massage from adult entertainment and personal services of a sexual nature. The student will not be employed in adult entertainment of a sexual nature while they are enrolled in the Therapeutic Massage Program, and the student may not use the training provided by the college to obtain employment in any component of the adult entertainment industry that has sexual content or sexual activity (e.g., topless or exotic dancer, etc.).

22.0 DUAL RELATIONSHIPS

The student is prohibited from having dual relationships with instructors or college staff while enrolled in the Therapeutic Massage Program. A dual relationship includes but is not limited to dating, sexual relationships, personal friendships, employer/employee, landlord/tenant or client/therapist relationships. Dual relationships have the potential to interfere with the primary relationship of teacher and student. Possible negative consequences of dual relationships include favoritism or unfair treatment of students, hurt feelings, breach of confidentiality, increased vulnerability, and confusion of educational and/or professional boundaries. The student who has a dual relationship with an instructor or college staff member may be withdrawn from the course and/or dismissed from the Therapeutic Massage Program. The student is cautioned against having dual relationships with other students in the class due to possible negative consequences between themselves and other classmates.

23.0 COUNSELING

In therapeutic massage training, the student typically experiences a new sense of self awareness, a new level of exploration into the values and philosophy of life, and the resurfacing of memories and associated emotions. The Therapeutic Massage Program includes discussion of personal growth and the power of the connection of body, mind and spirit. The instructor is available to support the student in fulfilling course and program requirements. College counseling, and/or personal counseling or therapy is recommended for the student who wishes to address personal issues and maximize personal growth during therapeutic massage training.

24.0 PRACTICING MASSAGE THERAPY BEFORE GRADUATION FROM THE PROGRAM.

The student will be assigned homework that will include performing massage practice sessions on friends or family members. When fulfilling such homework requirements the student is expected to abide by the following guidelines:

- Choose healthy subjects with no medical conditions and are taking no medications
- Choose subjects who are not pregnant and have not had a baby in the past 6 months.
- Choose subjects who have not had surgery or complications from surgery in the past 6 months.
- Choose subjects that the student knows and trusts.
- Choose subjects who will give accurate feedback regarding pain and discomfort.
- Use the term “practice session,” do not use the term “appointment.”
- Ensure that the subject knows that this is a practice session in order for the student to improve skills and fulfill course requirements.
- Represent themselves as a **student of massage therapy. A student cannot, under any circumstances represent himself/herself as a massage therapist or use any designation that implies that the student is qualified to provide professional services.**

The student is **not allowed to** receive compensation for massage therapy practice sessions or clinical sessions. Compensation includes accepting a fee, donation, barter, tip, or any other form of payment for services. Waubonsee Community College bases its position on the following:

- **Standards of Practice:** Waubonsee Community College believes that the Therapeutic Massage Program Certificate is a minimum standard of training necessary for professional massage therapists.
- **Student Liability Insurance Coverage:** The student is not covered by the student liability insurance coverage when the student receives any form of compensation for massage therapy practice sessions.
- **Legal Violations:** According to the Massage Licensing Act of Illinois, it is illegal for an individual without a massage therapy license in the State of Illinois to receive compensation for massage therapy services. Disciplinary action by the State of Illinois may include refusal to issue a license or other disciplinary action including imposition of fines up to \$10,000 for each violation.

25.0 CRIMINAL BACKGROUND CHECK

It is required that each student have a criminal background check in TMS 100, Introduction to Massage Therapy. If the student completed a similar course at another school a criminal background check will be required in TMS120, Massage Techniques I.



STUDENT NONPROGRESSION FORM

Student Name: _____ Start Date: _____

Course: _____ Drop Date: _____

Course Instructor: _____

Clinical Instructor: _____

Clinical Facility: _____

Reason for nonprogression:

Code

____ Failed academically (D or F)	FA
____ Failed practical evaluation	FP
____ Withdrawal - good academic standing	WG
____ Withdrawal - poor academic standing in theory component	WA
____ Withdrawal - poor academic standing in practical component	WP
____ Withdrawal - poor academic, practical and theory component	WPA

Class Scores at time of dropping:

Comments:

Student's intent:



INCIDENT REPORT

Individual Making Report: Client Student Instructor

Name: _____ **Date:** _____

Describe the incident which you are reporting as specifically and accurately as possible in the following space.

Behavior:

Circumstances surrounding behavior:

Signature: _____ **Date:** _____

Instructor Name:

Instructor's clarification of incident when interviewing the client or student.

Instructor's Signature: _____ **Date:** _____



STUDENT/FACULTY CONFERENCE REPORT

Student: _____ **Date:** _____

Description of incident:

Unmet standard, objective, or performance criteria:

Plan for Improvement:

Student Status:

Instructor Signature: _____ **Date:** _____

Conference Comments:

Student Signature: _____ **Date:** _____

KEEP

Waubonsee Community College Therapeutic Massage Degree and Certificate Programs Pre-Entrance To-Do List

Congratulations and welcome to Waubonsee Community College's Therapeutic Massage Program!! You have already accomplished a milestone by your admission into the program.

Enclosed in this packet are forms dealing with health and safety issues. Based upon the requirements of the Illinois Department of Public Health and our clinical agencies, you must provide evidence of health, immunizations, and CPR Certification. Complete and return these forms to Denise Nakaji, Professor of Therapeutic Massage **prior to the first class session**. You will also be required to complete a Criminal Background Check and a drug screen during the fall semester. More information regarding this clinical agency requirement will be handed out in the beginning of your course TMS120, Massage Techniques I.

**Use the following checklist to ensure completion of all requirements.
You will not be allowed to attend clinical sessions without the official WCC uniform
and having the following forms on file in the
Office of the Dean for Health Professions and Public Service.**

To Do	Checklist For Student Use
	Complete and Submit to Denise Nakaji, Professor of Therapeutic Massage prior to the first class session.
	Certification card from American Heart Association Basic Life Support for Health Care Providers (CPR) or Heartsaver CPR and First Aid.
	Admission Health Summary page 2 <i>(to be completed by student)</i>
	Admission Health Summary page 3 <i>(to be completed by Health Care Provider)</i>
	Immunization and Safety Records page 4 <i>(to be completed by Health Care Provider)</i>
	Immunization and Safety Records page 5 <i>(to be completed by Health Care Provider)</i>
	Hepatitis B Waiver <i>(optional-to be completed only if vaccination is not chosen)</i>
	Student Release and Pre-Entrance Medical Clearance Form
	Official Letterhead Prescription for Massage – Please provide on official letter or prescription form a prescription for massage stating that the student is physically and mentally able to give and receive massage. Specify any medical conditions and/or prescribed therapies for which massage may be contraindicated (See Pre-entrance Medical Clearance Form)
	Pregnancy Medical Clearance <i>(optional – to be completed only if student is pregnant)</i>
	Purchase Massage Table (See bookstore for good options). You will need this before class starts as you will have homework that you need to complete using the table.

Admission Health Summary (Completed by Student)

Please Print Legibly (To be completed by student)

Student Last Name	First	MI	Student ID Number
Address (Street and Mailing)			Date of Birth (MM / DD / YYYY)
City	State	Zip Code	
Phone Number ()	Date		

In case of Emergency:

Notify:	Phone:
Relationship:	

Admission General Information:

- Are you presently under a physician's care for any physical or mental health condition?
No _____ Yes _____ If yes, please describe
- Do you suffer from any chronic condition (i.e. diabetes, asthma, hypertension, back pain, mood disorder, etc.) requiring a physician's care?
No _____ Yes _____ If yes, please describe
- What medications do you take on a regular basis? Please list and state reason why.

Ongoing Health Throughout Therapeutic Massage Program:

- When pregnancy is known to exist, the student will inform the Therapeutic Massage Department and Instructor(s) of her condition and expected delivery date.
- The student will inform the Therapeutic Massage Department and instructor(s) of any significant change in health status throughout enrollment in the program.
- The therapeutic massage faculty reserves the right to request additional information or completion of an additional physical or mental health examination.

Health information expectations will be further discussed in the Therapeutic Massage Student Handbook which will be received at the program orientation.

To the best of my knowledge, the physical and mental health, immunization, and CPR information supplied within this admission packet is correct. I do not currently have a communicable disease or health condition that would put myself or patient at risk. I hereby grant Waubensee Community College access to my health information. I understand that this information is confidential and will be kept on file in the Health Professions and Public Service office in a safe and secure manner. Access to this information will be limited to the Dean and staff of the Health Professions and Public Service division, unless my permission is sought.

Student Signature

Date

Admission Physical/Emotional Health Summary

(Completed by Health Care Provider)

Examination must be within one year prior to program entrance.

Please Print Legibly (To be completed by student)

Student Last Name	First	MI
Name of Health Care Provider	Professional Designation	
Health Care Provider Address (Street and Mailing)	City	State Zip Code
Health Care Provider Phone # ()	Fax #	

To the Health Care Provider:

Please perform a complete health history and physical/emotional evaluation. Records of your findings should be available to the student later upon request. Please summarize your findings below, using additional pages as necessary.

Height	ft.	in.	Weight	lbs.	Blood Pressure	/
General Physical Appearance:						
Eyes:	Glasses: Yes ___ No ___		Contacts: Yes ___ No ___			
Hearing Impairment?	Yes ___ No ___					
Ears & Nose:	Extremities:					
Mouth & Throat:	Skin:					
Neck:	Scars & Marks (Tattoos):					
Breast:	Genitalia:					
Lungs:	Pelvic (Optional):					
Heart:	Rectal (Optional):					
Abdomen:	Neurological:					
Hernia:	Mental/Emotional:					

Explain any organ loss or impairment: _____

Is activity restricted in any way? (i.e.. lifting restriction, manual dexterity, etc.) Yes ___ No ___

If Yes, please explain: _____

Is there anything you think the therapeutic massage program should know about this individual's health status? (i.e. seizures, allergies, asthma, diabetes, mood disorder, etc.) Yes ___ No ___

If yes, please describe the nature of the problem, prescribed treatment, frequency of follow-up visits:

Is this student physically and emotionally capable of providing safe therapeutic massage care to the public?

Yes ___ No ___

Signature of Health Care Provider _____

Date _____

TO BE COMPLETED BY THE PHYSICIAN/LICENSED PRIMARY HEALTH CARE PROVIDER

Immunization and Safety Records

Based upon the requirements of the Illinois Department of Public Health, as well as the *Immunization of Health-Care Workers: Recommendations of the Advisory Committee on Immunizations Practices (ACIP)* documentation of immunizations and TB testing are **required** as part of admission and ongoing enrollment within the therapeutic massage program. The following information must be confirmed by a physician, nurse practitioner, physician's assistant, or other practitioner qualified to review your status. You may have to present written records to obtain his/her signature.

Please Print Legibly

Student Last Name	First	MI
Name of Health Care Provider	Signature of Health Care Provider	Professional Designation
Address (Street and Mailing)	City	State Zip Code
Phone # ()	Fax #:	

Mandatory Immunizations (Attach Documentation)

MMR – Measles/Mumps/Rubella (Regardless of Gender or Age)	Dates of Vaccines: #1 _____ #2 _____ <i>(two doses at least 28 days apart)</i> or Evidence of Immunity Date: _____ Rubella Antibody Titer <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune (If born before 1957, can be considered immune) Date: _____ Rubeola Antibody Titer <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune Date: _____ Mumps Antibody Titer <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune (If titer below immunity level, MMR must be re-administered)	<div style="border: 1px solid black; padding: 5px; min-height: 80px;"> HCP Initials </div>
Chicken Pox - Varicella Zoster	Reliable History of Chicken Pox Date: _____ or Dates of Vaccines: #1 _____ #2 _____ <i>(two doses 4-8 weeks apart)</i> or Date: _____ Varicella Titer <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune (If titer below immunity level, VAR must be re-administered)	<div style="border: 1px solid black; padding: 5px; min-height: 80px;"> HCP Initials </div>
Hepatitis B (Admission requires either a signed waiver or proof of first immunization. Subsequent proof of series completion must be submitted.)	Dates of Vaccine: #1 _____ #2 _____ #3 _____ <i>(two doses 4 weeks apart, third dose 5 months after second)</i> or Date: _____ Hepatitis B Titer <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune or Waiver (Form F) signed and attached : <input type="checkbox"/> Yes	<div style="border: 1px solid black; padding: 5px; min-height: 80px;"> HCP Initials </div>
Highly Recommended Immunizations		
Influenza (annually)		
Tetanus and Diphtheria (every 10 years)		

NAME _____

TO BE COMPLETED BY THE PHYSICIAN/LICENSED PRIMARY HEALTH CARE PROVIDER
Immunization and Safety Records (cont'd)

Mandatory Tuberculosis Screening (Attach Documentation)

A mandatory baseline two-step Mantoux test is required for program admission.

- A two-step requires two tuberculin injections repeated between 1-3 weeks.
- The two-step Mantoux test is required even if you have had BCG vaccination.
- The amount of induration must be measured in mm – “positive” or “negative” is not sufficient.

Date: #1 Mantoux injection	Date #1 Injection Read:	# 1 Injection Result in mm:	HCP Initials
Date: #2 Mantoux injection (7-21 days after the first injection)	Date #2 Injection Read:	# 2 Injection Result in mm:	HCP Initials

After the two-step Mantoux test:

- Persons who have a **negative 2-step TB skin test** - A one-step Mantoux will then be required and submitted annually.
- Persons who have a **positive TB skin test** - A chest x-ray will be required to ensure there is no active disease. (You may be advised to take medication to prevent the development of TB.)
- Persons who have a **positive TB skin test and negative chest x-ray** - A statement from your physician that you are free from active disease will be required and submitted annually.

Date of Chest x-ray:	Result (Attach copy of report):	HCP Initials
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INH Prophylaxis: No () Yes () Duration:	HCP Initials
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**Safety Requirements
(For Office Use Only)**

American Heart Association BLS for Health Care Providers (Every two years)	Date: _____
Subsequent annual TB or physical examination/symptom inquiry	Date: _____

**Students are required to keep copies of all certifications,
 medical test results and health forms.**

Hepatitis B Immunization Waiver (Optional)

“Hepatitis B virus (HBV) infection is the major infectious hazard for health-care personnel. During 1993, an estimated 1,450 workers became infected through exposure to blood and serum-derived body fluids, a 90% decrease from the number estimated to have been thus infected during 1985 (18-20). Data indicate that 5%-10% of HBV-infected workers become chronically infected. Persons with chronic HBV infection are at risk for chronic liver disease (i.e., chronic active hepatitis, cirrhosis, and primary hepatocellular carcinoma) and are potentially infectious throughout their lifetimes. An estimated 100-200 health-care personnel have died annually during the past decade because of the chronic consequences of HBV infection (CDC, unpublished data).

The risk for acquiring HBV infection from occupational exposures is dependent on the frequency of percutaneous and permucosal exposures to blood or body fluids containing blood. Depending on the tasks he or she performs, any health-care or public safety worker may be at high risk for HBV exposure. Workers performing tasks involving exposure to blood or blood-contaminated body fluids should be vaccinated.

The Occupational Safety and Health Administration (OSHA) follows current ACIP recommendations for its immunization practices requirements (e.g., preexposure and post exposure antibody testing). These regulations have accelerated and broadened the use of hepatitis B vaccine in HCWs and have ensured maximal efforts to prevent this occupational disease.”

Above information taken from: *Morbidity and Mortality Weekly Report*, December 26, 1997 / 46(RR-18);1-42 *Immunization of Health-Care Workers: Recommendations of the Advisory Committee on Immunization Practices (ACIP) and the Hospital Infection Control Practices Advisory Committee (HICPAC)*
<http://www.cdc.gov/epo/mmwr/preview/mmwrhtml/00050577.htm>

I am aware of the risks of not being vaccinated and choose not to take the Hepatitis B vaccination series at this time. Further, I agree to release, hold harmless and indemnify Waubonsee Community College, its trustees, officers, employees and agents from every claim, demand or cause of action, including the defense thereof, which may be asserted by any of the undersigned, or by some third party against Waubonsee Community College, its trustees, officers, employees and agents, and which may arise as a result of not taking the vaccine.

I have read this entire agreement and agree to be bound by its terms.

Student Signature _____ Date _____

Please Print Legibly

Student Last Name	First	MI
Address (Street and Mailing)	City	State Zip Code



WAUBONSEE
COMMUNITY COLLEGE

THERAPEUTIC MASSAGE PROGRAM
STUDENT HANDBOOK

I, _____ received a copy of the
(Print Name)

Waubonsee Community College Therapeutic Massage Program Student Handbook.

I understand that I am responsible for knowing the contents of the handbook and agree to follow all of the guidelines within the handbook.

X Number: _____ Date: _____

Signature: _____