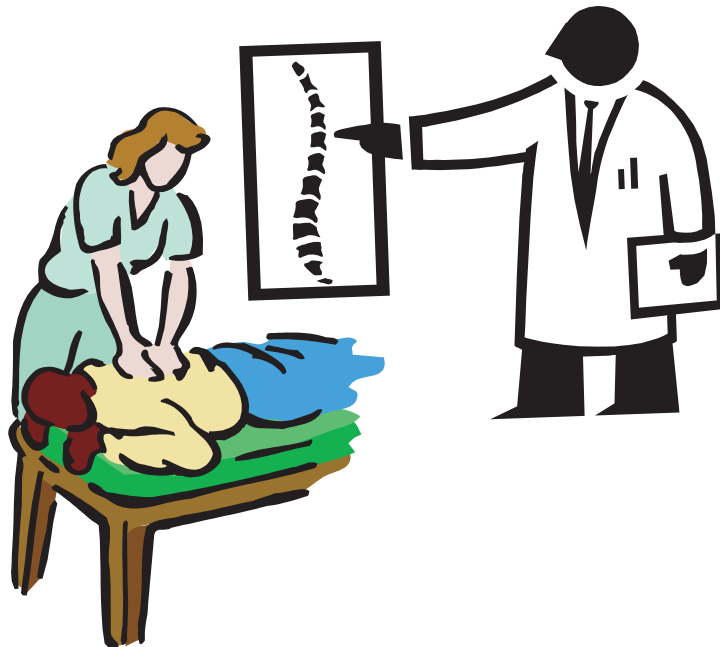


LAKETECH

2008 - 2009

Master Plan of Instruction Massage Therapy

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MISSION: Lake Technical Center's mission is to meet the educational needs of the community by offering a variety of high quality career-technical training opportunities.

charting new directions

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TABLE OF CONTENTS
Health Science Education
Massage Therapy Master Plan of Instruction

Introduction	2
Health Science Education Mission Statement	2
Health Science Education Philosophy Statement	2
Test of Adult Basic Education (TABE)	2
Admission Requirements.....	3
Essential Task	4
Good Moral Character	4
Tuition	5
Attendance Policy	5
Class Schedule.....	6
Grading Procedure	6
Reason for Withdrawal	7
Dress Policy.....	8
Financial Aid	8
Plan of Instructional Practices	8
Job Description.....	9
General Information	9
Textbooks	10
Program Policies and Procedures	10
Health Science Education Media Center Policies and Procedures	12
Requirements for Certificate	12
General School Information.....	13
Unit Listing.....	14
Program Outline	14
Program Objectives	16
Confidentiality Statement.....	17
Substance Abuse Statement	18
Statement of Receipt	19

LAKE TECHNICAL CENTER

Massage Therapy

INTRODUCTION

Welcome to Lake Technical Center Health Science Education Department Massage Therapy (MT) program. Your future holds for you a rewarding and challenging health career!

This booklet has been prepared to help you in orientation to the school and becoming familiar with the requirements of the MT program. We will do everything in our power to make this educational experience both pleasant and profitable. We believe that faculty and students have reciprocal rights and duties in the educational process. We will strive to instruct, motivate, demonstrate, guide, and encourage the student, and facilitate learning; however, we believe the student must desire and seek knowledge, display professional behavior, and demonstrate initiative by participating in his/her own learning and demonstrate understanding by giving a high quality of client care.

Your instructors are licensed Massage Therapists.

Lake Technical Center encourages people with disabilities to enroll in appropriate vocational programs. The Center has on staff a Special Populations Coordinator who will assist in arranging special modifications or accommodations.

Lake Technical Center has both federal and institutional financial aid available for eligible students. Agency support services, which may include childcare, tuition, textbooks and supplies for students who qualify, may also be awarded. Each individual's needs are unique. To determine what assistance you may be qualified to receive, please contact the Financial Aid Office. Even if you think you don't need assistance, apply and apply early. Emergencies arise! **BE PREPARED!** Please feel free to call on us for help at any time.

HEALTH SCIENCE EDUCATION MISSION

The mission of the Health Science Education Department is to prepare students for productive healthcare careers in a global economy.

HEALTH SCIENCE EDUCATION PHILOSOPHY STATEMENT

We believe the Massage Therapist holds a responsible position in the health industry. In order to become competent in this role, instruction must contain theory, clinical, and an externship.

We believe the curriculum must have a unified and organized pattern. The educational experiences should be meaningful and build from simple to complex and should provide opportunities to apply new learning directly to real life situations.

We believe that continuous evaluation of a student's progress is necessary in measuring the effectiveness of instruction and in achieving the stated objectives of the program.

We believe that individuals who meet the legal requirements of the state and who show an interest and aptitude for massage therapy, together with potential for vocational success and satisfaction, should be accepted into this program.

We believe that massage therapy education is an ongoing process that must continue after completion of the program to keep the practitioner accountable for, and alert to, current trends and practices and to develop leadership potential to enable the practitioner to become an active and guiding force within the field.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested using the Test of Adult Basic Education (TABE) to determine levels of reading, math, and language skills. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful.

According to Florida Department of Education rules, students who fail all or parts of the TABE may only retest using a different TABE version after at least 50 documented hours of remediation in the Vocational Preparatory Instruction (VPI) lab or 6 weeks, whichever is sooner. Students may not retake the same test version for six months. We therefore strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the State mandated minimum TABE exit scores for their program are considered to be enrolled under "Ability to Benefit" status (see catalog) and must begin attending remediation classes in the VPI lab, regularly attend VPI classes outside of their program hours and make acceptable progress as determined by the VPI instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

ADMISSIONS REQUIREMENTS

The Health Science Education's admission policy requires that applicants must be at least 18 years of age for Massage Therapy and be academically, physically, and emotionally capable of meeting the demands of the program chosen. Applicants make initial application through the Admissions Office. A minimum skills evaluation is part of the entry process and it is recommended that this evaluation occur prior to entry.

The Florida Legislature requested that prospective students be tested using the Test of Adult Basic Education (TABE), level A to determine levels of reading, math, and language skills. This test is given prior to entering the MT program and helps staff and student in determining the career fields in which each student can be successful.

The Massage Therapy program has the following minimum admission requirements. Students must:

1. Complete a Lake Technical Center application.
2. Be at least 18 years of age.
3. Have a high school diploma/GED.
4. Take the TABE. Students must meet the following minimum basic-skills grade levels in order to receive a certificate in this program: Reading 10 Math 9 Language 10.
5. Meet definition of Good Moral Character and be able to perform the Essential Physical and Emotional requirements.
6. Submit to a FDLE Background Check (approval pending results).
7. Submit proof of a physical exam, results of which will allow student to receive a massage.
8. Submit proof of a negative Tuberculin test and immunizations.
9. Submit proof of having 2 Swedish massages by a licensed practicing massage therapist (one male and one female, preferably) within six months of program application.
10. Submit the names and addresses of two (2) character references who may be contacted by the school. References should include previous instructors, employers or other professionals.

No prerequisites are required for enrollment other than an interest in massage therapy, a desire to become a massage therapist and a commitment to enter the workplace upon successful completion of the program.

Acceptance into the program is conditional based upon results of a physical exam, reference checks, and FDLE background check.

Re-Admission

At the direction of the massage therapy faculty and Center administration, students in good standing who withdraw from the massage therapy program may be considered for re-admission at a later date. Readmission is contingent upon the following:

1. Applicants must reenter the program full time as close to the original point of exit as possible as identified by MT faculty.
2. Applicants will successfully complete any required remediation prior to readmission.
3. Upon reentry, the student will be responsible for the balance of requirements concurrent with the program schedule.

Transfers

"Transfer" identifies a student entering the massage therapy program from another partially completed accredited massage therapy school within a six-month time frame of having exited the prior program. Transcripts are evaluated on an individual basis.

The individual must satisfy all admission criteria required by the school and the MT program. From the prior school, an official transcript of grades and a letter of recommendation from the director are required. Credit for previous courses will be evaluated on transferred grades (80% minimum) by the instructor and administration and/or the result of proficiency exams. The transfer student must complete at least 50% of the MT program at Lake Technical Center and satisfy all Department of Education requirements as to "theory" and "clinical". Transfers will be on a space available basis and are provisional based on a nine-week probationary period.

Audit students

Occasionally massage therapists licensed in another state may attend a section of the program to qualify for Florida licensure as required by the Department of Health, Board of Massage Therapy. Audit students are accepted on an individual basis.

ESSENTIAL TASKS

Health related occupations are demanding, both physically and emotionally. Before entering a program in the health field, it is important to review the following tasks which have been established. Their performance is essential for success in the program.

Physical Requirements

Ability to perform repetitive tasks
Ability to walk the equivalent of 5 miles per day
Ability to reach above shoulder level
Ability to hear and interpret audible sounds of distress
Ability to demonstrate high degree of manual dexterity
Ability to work with chemicals and detergents
Ability to grip
Ability to demonstrate a high degree of physical flexibility
Ability to perform CPR
Ability to sit or stand for long periods of time

Mental and Emotional Requirements

Ability to cope with the anger/fear/ hostility of others in a calm manner
Ability to concentrate, work alone
Ability to demonstrate a high degree of mental and emotional flexibility
Ability to demonstrate a high degree of patience
Ability to work in close and crowded work spaces

GOOD MORAL CHARACTER

According to legislation s.480, Florida Statutes, regarding Licensed Massage Therapists: each LMT must "meet the standards of good moral character." A history of the following constitutes grounds for which disciplinary actions may be taken against a massage therapist:

Murder	Arson
Obscene literature	Prostitution
Sexual battery	Assault to a minor
Lewd and lascivious behavior	Vehicular homicide
Child abuse/Aggravated child abuse	Lewd and indecent exposure
Abuse/neglect of disabled adult or elderly	Aggravated assault
False Imprisonment	Exploitation of disabled adult or elderly
Negligent treatment of children	Sexual performance by a child
Fraudulent sale of controlled substance	Killing of unborn child by injury to mother
Prohibited acts of a person in familiar or custodial authority on a child	Manslaughter
Theft, robbery and related crimes if the offense is a felony	Kidnapping
Drug abuse prevention and control, if offense was a felony or if other person involved was a minor	Incest

All students must comply with Lake Technical Center and MT policies in addition to the Disciplinary Action Section of the Massage Practice Act, Florida Statute 480, regarding arrests and convictions prior to and during the Massage

Therapy program, to be eligible to take the Massage Therapy licensing examination.

Any student who has been convicted or entered a no contest or guilty plea, regardless of adjudication; has a history of drug/alcohol abuse; and/or been in treatment for drug/alcohol abuse, must report this to the Board of Massage at the time of application. The Board will require past/present reports and may require the applicant to appear before them. Mitigating and individual circumstances are taken into consideration. After completion of the exam, the applicant may be granted a license, refused a license, or the license may have stipulations or conditioning placed on it.

Any student who is arrested while in the program must notify the instructor upon return to class; failure to do so shall be grounds for termination from the program.

The Board of Massage Therapy will not consider applications for licensure of those graduates with a felony conviction who have not had their civil rights restored. These applicants are not eligible for licensure and are not eligible to take the licensing examination.

TUITION

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year and is due prior to the first day of each semester. Current fee information is available from the Admissions Office.

ATTENDANCE POLICY

Absences

In Florida, public technical centers are on a clock-hour rather than a credit hour system and are thus required by federal financial aid guidelines to have and adhere to an attendance policy. In addition, students should understand that in-state tuition only pays for approximately 25% of the cost of education, with the state taxpayers contributing the other 75%. The burden is on the school to ensure that these funds are spent in the most effective fashion, e.g., that students make good use of the available resources.

Lake Technical Center's *Student Responsibilities*, available in the current school catalog, states that, "The expectation of the Lake County School Board is that all students will be in attendance each day of the school year." The student attendance code for each postsecondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Tech.

Because the Massage Therapy program is approved by the State Board of Massage Therapy, a regulating agency, STRICT ATTENDANCE POLICIES MUST BE ADHERED TO.

Excessive absences may result in an unsatisfactory knowledge, skills, and/or work habits grade and can result in termination from the program.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended. Only regularly scheduled class hours will be reported for attendance. Make-up time will not be accepted.

Notification of Absences

Attendance is very important in the Massage Therapy program. **A student who finds it necessary to be absent due to illness or emergency situations MUST notify the instructor prior to or within one (1) hour of the state of class that day. When a student finds it necessary to leave school early they must notify the instructor.**

Failure of notification will result in:

1. a verbal reprimand at the first no-call, no-show
2. a written reprimand for the second no-call, no-show
3. a School Intervention Team meeting (SIT) for the third no-call, no-show

If a test is not taken at the regularly scheduled time, students will lose 10 points off their grade on that test. Regularly scheduled means the original time and date that a test is scheduled. Students who enter the classroom after any of the testing students leave the classroom will be considered as missing the regularly scheduled time and be subject to

the 10 point penalty.

Excessive Absences

Any student whose absences exceed 5% will be placed on PROBATION. The purpose of probation is to formally notify and appropriately document an existing condition that is jeopardizing the ability of a student to successfully complete the Massage Therapy program. Excessive absences may jeopardize enrollment in the class

Probationary status will terminate when the terms of the contract have been satisfied or when the number of hours absent does not exceed the cumulative 5% of the hours to that point in the program.

Students on Probation for excessive absences may continue in the program only as long as they are making satisfactory progress in the theory and clinical areas, and that the excessive absences are due to extenuating circumstances such as hospitalization, emergency surgery, or extreme personal hardship. Excessive absences will impact the work habits grade or may result in withdrawal from the program. Any specific requirements attached to the probationary status will be discussed at that time and will become part of the written contract. Students have the right to appeal by submitting a letter to the Department Chairperson. A committee of instructors, chairperson and administration will review the appeal.

Because this is a state licensure program the student must complete 712.5 of the 750 hours in the program. Students whose absences exceed the allowable 37.5 hours will **NOT** be eligible for graduation and will be required to re-enroll with the next Massage Therapy class to make up missed hours. Selection for re-enrollment positions will be on a space available basis.

Tardiness

Students are expected to be in their seats promptly in the morning, after break, and after lunch. Students must notify the instructor of any expected tardiness and of an expected arrival time.

CLASS SCHEDULE

Students attend classes from 8:15 a.m. to 2:45 p.m. Monday through Thursday with a 30-minute lunch period. A 15-minute break occurs daily during mid-morning. This provides six (6) hours a day of instruction for four (4) days a week, or twenty-four (24) hours per week for the length of the program. Hours may vary during Clinical Practicum and Externship.

The Massage Therapy program is an eight month or 750 hour program consisting of 472 classroom hours and 278 practicum and externship hours.

GRADING PROCEDURE

Lake Technical Center is a postsecondary institution designed to provide trained individuals to industry. The grading scale for the Massage Therapy program reflects industry standards, as recommended by the advisory committee and approved by the administration of Lake Technical Center. The approved postsecondary program grading requirements must be met if the student is to receive a certificate.

Massage Therapy Grading Scale

94– 100	Outstanding Progress
87– 93	Above Average Progress
80– 86	Average Progress
< 80	Failing

The Massage Therapy program is divided into four (4) grading periods. Grades are based on three (3) criteria: Skills, Knowledge, and Work Habits and students must receive a passing grade for each individual area. Each area counts as one-third (1/3) of the final grade for the grading period.

KNOWLEDGE (33 1/3% of the grade)

The Knowledge grade is composed of written exams and assignments. An average grade of 80% or higher is required for successful completion of each unit. Failure of a unit of instruction will result in withdrawal from the program. Delay in meeting graded deadlines will result in loss of points per grade. A minimum overall KNOWLEDGE

average of 80% per unit is required to successfully complete the MT program.

WORK HABITS (33 1/3% of the grade)

The Work Habits grade is based on personal appearance, attitude, attendance and punctuality. The work habits grade is based on established criteria and reviewed with each student at the end of each grading period. A midway evaluation may be done by the instructor if problems are identified and formal evaluation deemed necessary. A minimum WORK HABITS grade of 80% per grading period is required to successfully complete the MT program.

SKILLS (33 1/3% of the grade)

The Skills grade results from performance in the clinical and externship. Clinical skills must be demonstrated and passed during the grading period in which the skill was introduced. A minimum SKILLS grade of 80% per grading period is required to successfully complete the MT program.

Failure in any of the above three areas will result in withdrawal from the program.

Massage Therapy Grading Procedure

1. Delay in meeting graded deadlines will result in loss of points per grade.
2. Failure of theory (unit) will result in withdrawal from the program.
3. Failing grade in skills or work habits will result in withdrawal from the program.

Student must receive at least one grade for each week of enrollment. Students will receive a written assessment of grades at the end of each grading period. If at any time during the grading period a student's grade is below a 80% average, the student will be counseled as to the steps required to bring the grade to a satisfactory level before the end of the grading period.

If a student does not show satisfactory academic progress, the student will be referred to counseling, and if necessary, to the Assistant Director for Curriculum to review the appropriateness of program placement.

Program Progress

Students are required to complete the program of training within the hours allotted by the State of Florida for completion. Progress must be at a rate that will allow for completion with the number of hours stated in the attached Curriculum Framework.

REASONS FOR WITHDRAWAL

The school reserves the right to ask the student to withdraw from the MT program for any of the following reasons:

1. Unsatisfactory academic work habits or clinical performance; or a unit grade, clinical or work habits grade of <80% for each grading period is grounds for withdrawal.
2. Disruptive conduct
 - Aggressive behavior to any instructor, staff member, student, or client
 - Forceful, self-assertive action or attitude that is expressed physically, verbally, or symbolically and is manifested by abusive or destructive acts towards oneself or others
3. Unethical conduct such as:
 - Violation of confidential information
 - Sexual activity in any massage therapy setting
 - Massage therapist/client interaction or interpersonal relations
 - Inappropriate draping or nudity in the classroom or clinic
 - Receiving compensation for massage or body work while in the program
 - Illegal possession or use of alcoholic beverages, drugs or narcotics
4. Endangering a client or jeopardizing their safety
 - Violating standard safety practice
 - Performing skills or procedures that are outside the scope of MT
 - Performing skills that are beyond the student's realm of ability or knowledge

5. Excessive absences
6. Failure to satisfy identified probationary requirements within the stated time
7. Failure to comply with requirements as stated in the Master Plan of Instruction
8. The final decision for dismissal will be made by school administration in consultation with the Massage Therapy instructor. Students may appeal dismissal by following the school grievance guidelines.

CENTER DRESS POLICY

As stated in the Code of Student Conduct approved by the Lake Technical Center Charter School Board, students who attend Lake Technical Center shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. The postsecondary program student dress code is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Technical Center.

Massage Therapy Dress Code

1. Clean blue scrub pants and white, properly fitting, scrub top
2. All uniforms must be free from wrinkles
3. Athletic shoes
4. Nametag
5. No gum

Special Notations:

1. No jewelry other than a watch, a wedding/engagement ring. No other visible body piercing is acceptable.
2. Nails should be no longer than end of fingertip. No artificial nails.
3. No perfume or cologne may be worn in the clinical areas.
4. No heavy makeup is to be worn.
5. Hair must be worn away from the face at all times during clinical or externship activities.
6. Adequate care of the mouth is mandatory.

Students reporting to school or clinical activity dressed inappropriately will be dismissed for the day.

Remember - students at this center are preparing for employment in a position where public relations must be a major factor in one's success. Individual desires cannot always take precedence.

FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law by a financial aid committee and published in the Financial Aid Policies and Procedures Manual. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

Financial Aid personnel are available daily to assist students with financial aid needs and requests. The Financial Aid Coordinator is also the liaison for all local agencies.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Pre- and post-testing, lecture, demonstration and return, discussion, group interaction, guest speakers, audio-visual materials, required reading and written assignments, oral reports, role playing, question and answer, unit examinations, skill practice, anatomical models and charts, individualized instruction, and self-directed learning activity packages, independent study, clinical experience and field trips are among the teaching methods utilized.

Teaching and Instructional Aids

Textbooks, workbooks, projects, reports, simulations, hands-on computer experience, collaborative learning, video taped instructions, films, audio tapes, transparencies, guest speakers, board examples, and other methods are used for instruction as appropriate.

Assignments

Assignments for the class will be made by the instructor responsible for the class. Assignments must be met on the DATE and TIME assigned, unless previously arranged with the instructor. Instructors will not be responsible for reminding the students that work has not been turned in. This is the student's responsibility.

Provisions for Individual Differences

Among the provisions made to allow for individual differences are pre-testing to determine entry level, workbooks, and study guides for progress at individual rate, progress grading, individualized instruction, individual project assignments, and referral for basic skill remediation.

Evaluation

The student's classroom progress will be evaluated throughout and he/she will receive a written report of their performance at the end of each grading period. A conference with the instructor will be held at this time if deemed necessary by the instructor or requested by the student.

Clinical/Externship

The instructor will evaluate each student's practicum/externship progress throughout and at the end of the nine- week grading period. The evaluation is a comparison of the student's performance to the written program objectives, which are based on the Department of Education's Performance Standards. Evaluations are reviewed in individual conferences. The Externship will be held under the direct supervision of the instructor.

JOB DESCRIPTION

The Massage Therapist may find employment in wellness centers, hair salons, physical therapy offices, athletic training centers, clinics and physicians' offices and private practice.

The Department of Health, Board of Massage Therapy defines "Massage" as:

"The manipulation of the superficial tissues of the human body with the hand, arm or elbow, whether or not such manipulation is aided by hydrotherapy or thermal therapy, any electrical or mechanical devices, or the application to the human body of a chemical or herbal preparation."

MESSAGE THERAPY PROGRAM GENERAL INFORMATION

Program Length and Hours

The Massage Therapy class is a 750-hour program in length.

Immunization Requirements

Students must submit proof of a negative Tuberculin test (within 1 year's time) and current MMR immunizations. Physical Exam must show student's health will allow him/her to receive a massage.

The Massage Therapy program functions under Lake Technical Center. The program is designed to prepare students for employment as massage therapists.

The Florida State Board of Massage Therapy and the Department of Education gives direction to the program. As this program is accredited by both of these agencies, our graduates are eligible to take the National Certification Board for Therapeutic Massage and Bodywork to become Licensed Massage Therapists and thus become full members of the health team.

The Florida State Board of Massage reserves the right to deny licensure to any individual who does not meet the qualifications prescribed by the Massage Practice Act, Chapter 480.046F.S.

A student convicted of any offense other than a minor traffic violation may be required to submit a copy of their arrest

and court records to the State Board of Massage and may be required to appear before the Board prior to being granted licensure.

During the first weeks of the program the student learns the fundamentals of massage. More complex skills are added as students' knowledge increases. Students are expected to spend 3-4 hours per day in preparation for the next class. It is an intensive program and working during the year is strongly discouraged.

Personal Qualities/Health Care

The following qualities are desirable for one studying to become a massage therapist: Good health, good citizenship, a desire to help people and to have new experiences, a willingness to accept responsibility, alertness to the needs of people, the ability to get along with others, adaptability, honesty, dependability, promptness, and kindness.

The student is responsible for his/her health and any health problems. The school reserves the right to require a physician's statement if there is reason to believe that the student's health may be jeopardized in a clinic situation. Any student too ill to perform class requirements will be sent home.

Supply Fee

Includes: CPR, First Aid, clinical supplies, sphygmomanometer and stethoscope, FDLE background check, and liability insurance.

TEXTBOOKS

	<u>Approx cost</u>
A Massage Therapist's Guide to Pathology Werner, Ruth 4th ed. Lippincott, Williams & Wilkins ISBN #0781769191	\$ 49.87
Anthony's Textbook of Anatomy & Physiology Thibodeau, Gary & Kevin Patton 18 th edit. Mosby Publisher ISBN#0323034820	\$88.02
Handbook of Healing Massage Techniques Benjamin, Patrick and Frances Tappan 4 th ed. Pearson, Prentice Hall ISBN #0130987158	\$ 53.79
Massage Therapy, Principles and Practice Salvo, Susan 3rd ed. W. B. Saunders ISBN #9781416036528	\$ 64.22
Realism: A Study in Human Structural Anatomy Lajeunesse, D. et.al; Kasterstener Publications ISBN #097325260x	\$113.84
The Anatomy Coloring Book Wynn, Kapit, & Lawrence Elson 3rd ed Benjamin Cummings ISBN #0805350861	\$ 15.08
Trail Guide to the Body Handbook Biel, Andrew 1 st ed. Books of Discovery ISBN 0965853460	\$ 14.97
Trail Guide to the Body Biel, Andrew 3rd ed. Books of Discovery ISBN 0965853454	\$ 43.82

PROGRAM POLICIES AND PROCEDURES

1. THERE IS TO BE NO FOOD OR DRINK IN THE CLASSROOM. WATER ONLY IN CLEAR COVERED CONTAINER. Food and drinks are confined to the Student Center and/or a designated area. Gum chewing is not allowed.
2. Students are to maintain a neat, clean and appropriate appearance and wear a proper uniform to class and to clinical/externship areas.
3. No student should be lying on laboratory tables without the permission of the instructor.
4. All massage equipment should be returned to its proper place after use. Any broken equipment must be reported to the instructor for repairs.

5. All students will respect the rights of others.
6. The office telephone is for emergencies only. Please do not use it for other calls. NO personal calls may be made or accepted during school hours except in emergency situations. Emergency messages may be left with the HSE secretary or instructor who will forward the message to the student.
7. All beepers and cell phones are to be turned off or in vibrate mode during class time.
8. Smoking is strongly discouraged as it reflects on the health care profession. Students desiring to smoke may only do so in the designated smoking area.
9. Students should make good use of classroom and practicum time; take responsibility for their own learning.
10. Students should demonstrate good interpersonal skills with peers, instructor and contribute to the learning atmosphere.
11. Students should demonstrate punctuality.
12. Students should respect school and clinical facility property.
13. NO student is to be in the lab or classroom without the instructor's present.
14. Conflicts – at any time that conflict arises, for any reason, during class time or clinicals the student is to avoid a serious confrontation at all costs. Right or wrong, students should avoid being part of a bad scenario that would have an impact on the program. Students should report to the instructor or department chairperson immediately and allow one of these individuals to disarm the situation.

Classroom Rules

Students will:

1. Maintain a neat, clean, appropriate appearance
 - When in uniform, be dressed according to the dress code
 - When not in uniform, wear standard business attire for class or other occasions
 - Refrain from wearing shorts, midriff tops, etc.; these are not appropriate at any time
2. Demonstrate punctuality
 - Notify an instructor prior to expected time regarding tardiness or absences
 - Seek permission and follow procedure to leave early when necessary
 - Return from breaks and meal times at specified time
3. Respect the rights of others
 - Be attentive and polite
 - Do not talk to neighbors preventing others from learning
 - Help classmates if able and time is appropriate
 - Respect the property of others
 - Be patient and considerate of others
 - Pay attention
 - Think before speaking to avoid misunderstanding
 - Do not talk while other are talking
4. Demonstrate good interpersonal relationships with peers and instructors.
 - Exhibit/attempt to cooperate, have a congenial attitude with others
 - Show respect for instructors and peers
 - Accept others for themselves
5. Contribute to a learning atmosphere
 - Wait for recognition before speaking
 - Do not interrupt class
 - Assist peers as able in their learning
 - Contribute new or pertinent material on topic when appropriate
6. Make good use of classroom/laboratory time
 - Do reading or assignments when no lecture or formal class is in progress
 - Practice strokes, draping, and turning, etc
7. Take responsibility for own learning
 - Submit assignments on the specified date. In the event of an absence, submit assignment the first day of

the return to class.

- Responsible for coming to class prepared by bringing pen, pencil, paper, and books.
- Make up work missed during absence in a timely manner without prompting.
- Complete reading assignments and is able to participate in class discussions.

8. Attempt to do the best possible

- Try to achieve full potential
- Make an effort to answer questions when called upon. There will be no unison responses to questions. The instructor will recognize students after asking a question
- Use time wisely
- See the teacher privately to clarify any unclear material

9. Respect school and clinical facility property

- Always leaves classroom, laboratory, conference area neater than found
- Do not eat, drink, or smoke except in designated areas
- Do not deface property of others
- Be proud of your school and remember to be an ambassador to the public.

Professionalism and Confidentiality

Massage Therapists practice under a code of ethics, which safeguards the client's right to privacy by judiciously protecting information of a confidential nature. Through conversation with clients you may be privy to information about themselves, their families, physicians or other therapists which is to be held in strictest confidence and to be discussed ONLY in accordance with your professional responsibilities.

Violation of the "confidential communication" will be grounds for probation or recommendation for dismissal in accordance with program policy as determined by HSE faculty and program chairperson.

Methods of Address

A student will address each other, instructor, office staff and clients with respect and consideration. Clients should be addressed in a friendly manner but never in terms of familiarity or endearment.

HEALTH SCIENCE EDUCATION MEDIA CENTER POLICIES AND PROCEDURES

1. There will be NO removal of ANY books from the HSE Media Center unless the card is signed and dated by the student and handed to the librarian. No magazines shall be loaned to students without the instructor's permission.
2. Books may only be checked out for one (1) week. Remember, our supply is limited and all students should be given a chance to read all the books assigned.
3. There is a three (3) book limit per student.
4. All books MUST be returned if a student withdraws from class.
5. Books may not be passed to another student without that student signing the library card. The last name on the card will be responsible for lost books. Damaged or lost books will be replaced at the student's expense.
6. Books must be returned ON TIME to the appropriate deposit box in the media center. A fine of five cents per day will be collected on overdue books.
7. All library books must be returned one (1) week prior to the end of the program.
8. Audio-visual material may be viewed in the HSE media center but not checked out.

CERTIFICATE REQUIREMENTS

In order to receive a Certificate of Completion for the Massage Therapy program, the student must meet minimum skill requirements (TABE) prior to graduation, successfully complete with a minimum of 80% average each of the areas of theory, skills and work habits and:

- Demonstrate knowledge related to the 18 Intended Outcomes identified in the Department of Education Curriculum Framework
- Demonstrate proficiency in the laboratory/externship area
- Attend a minimum of 727.5 hours

The certificate of completion will be presented at Lake Technical Center's Massage Therapy graduation ceremony. Program completers are invited to participate in the school-wide graduation ceremony held in June.

Licensure

Students will make application to the National Certification Board for Therapeutic Massage and Bodywork to challenge the NCTMB exam and make application to the State Board of Massage for licensure as a Massage Therapist in the state of Florida.

Job Placement

The instructor assists students with job placement, however, no one can be promised the job or hours desired. It is up to the individual student to actively pursue employment opportunities.

Follow-Up

Lake Technical Center is a tax-supported school. In order to receive funding the school must show evidence of placement of graduates in field. It is your professional responsibility to maintain contact with Lake Technical Center through the completion and return of follow-up surveys which you will receive after graduation.

GENERAL SCHOOL INFORMATION

Campus Safety

Basic safety standards, which will include fire drills, weather drills, lockdowns, equipment usage, and traffic regulations, will be covered in the program orientation and within the program as applicable. These basic safety standards will be reinforced throughout the program enrollment. Students should immediately report any safety concerns to an instructor or administrator. Please refer to the school catalog for more campus safety information.

Food and Drink in Program Areas

Food and drinks are confined to the Student Center and designated areas. Food and drinks other than water are not allowed in classroom and laboratory areas. Water is permitted in these areas provided it is in a closed, covered container that will not spill if the container is tipped. This is to protect the equipment and furnishings in the classroom and laboratory areas.

Leaving Campus During School Hours

All students who leave campus due to sickness or personal reasons during the scheduled class time are required to inform their program instructor.

Lunch

Food services are provided on the main campus by the Culinary Institute and are available during breaks and lunch. In order to avoid congestion in the Student Center, each class is assigned a time for break and lunch. Adult students may leave the LTC campus during the scheduled 30-minute lunch break as long as they are able to return to the program on time.

Parking Regulations

Students may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not allowed and a 10 mph speed limit is enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

Smoking

Smoking is only allowed in the designated smoking area by students 18 years of age or older. Please dispose of smoking materials in the designated containers.

UNIT LISTING

Unit Title	Unit Hours
CORE to include <ul style="list-style-type: none"> • Statutes and Rules, 10 hrs. • Professional Development, 23 hrs. • HIV/AIDS Education, 3 hrs. • Ethics, 6 hrs. • Medical Errors, 2 hrs. 	90
Anatomy and Physiology	152
MuscularSkeletal Anatomy	60
Pathology	45
Basic Massage Theory <ul style="list-style-type: none"> • Massage Theory, 30 hrs. • Clinical and Externship, 248 hrs. 	278
Allied Modalities	109
Theory & Practice of Hydrotherapy	16
TOTAL	750

PROGRAM OUTLINE

TOTAL HOURS (CLASS AND CLINIC)	750
Clinic hours (including Externship 30 hours)	278
Classroom hours (Theory and clinical)	472

HEALTH CORE

Unit I	Orientation to the School, study skills, time management, stress awareness	9 hours
Unit II	Orientation to the Health Care system, trends in health care, medical terminology	12 hours
Unit III	Computer skills, math and science skills	6 hours
Unit IV	Professional development and Self care	23 hours
Unit V	AIDS/HIV	3 hours
Unit VI	Medical Errors	3 hours
Unit VII	CPR/First Aid and Emergency situations	10 hours
Unit VIII	Domestic violence	2 hours
Unit IX	Statutes and Rules	12 hours
Unit X	Ethics	<u>10 hours</u>
	TOTAL	90 hours

ANATOMY & PHYSIOLOGY

Unit I	Introduction to the body, cells, tissues, integumentary system	21 hours
Unit II	Skeletal system	12 hours
Unit III	Muscular system	12 hours
Unit IV	Circulatory system	20 hours
Unit V	Nervous system	24 hours
Unit VI	Endocrine system	12 hours
Unit VII	Digestive system	12 hours
Unit VIII	Respiratory system	12 hours
Unit IX	Urinary system	12 hours
	Review for Final exam and Exam	<u>15 hours</u>
	TOTAL	152 hours

MASSAGE THEORY

Unit I	Classification of massage movements	5 hours
Unit II	Massage physiology: effects, indications, contraindications and endangerment sites	5 hours
Unit III	Body mechanics, breathing and stretching	3 hours
Unit IV	Equipment, safety, and sanitation	3 hours
Unit V	Introduction to massage therapy/history	4 hours
Unit VI	Adaptive massage for special needs populations	4 hours
Unit VII	Client intakes, assessments, interviews and documentation	5 hours
	Comprehensive Final Exam	<u>1 hour</u>
	TOTAL	30 hours

CLINICAL/EXTERNSHIP

TOTAL	248 hours
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MUSCULARSKELETAL ANATOMY

Unit I	Axial and appendicular skeleton	10 hours
Unit II	Muscles of the posterior trunk and shoulder	8 hours
Unit III	Muscles of the head, neck and face	8 hours
Unit IV	Muscles of the anterior trunk and upper extremity	8 hours
Unit V	Muscles of the forearm, hands, and hips and thigh	10 hours
Unit VI	Muscles of the leg and foot	6 hours
	Review and Final Exam	<u>10 hours</u>
	TOTAL	60 hours

HYDROTHERAPY

Unit I	History, principles and theory of hydrotherapy	2 hours
Unit II	Physiological effects of hydrotherapy and use of water in all forms	5 hours
Unit III	Temperature ranges and descriptions	1 hour
Unit IV	Therapeutic techniques: rational, indications and contraindications	3 hours
Unit V	Salt glo and paraffin wax treatments	2 hours
Unit VI	Steam cabinets	2 hours
	Comprehensive Final Exam	<u>1 hour</u>
	TOTAL	16 hours

ALLIED MODALITIES

Unit I	Overview of Modalities	3 hours
Unit II	Eastern/Oriental/Ayurvedic	20 hours
Unit III	Electricity	4 hours
Unit IV	Shiatsu	12 hours
Unit V	Infant Massage	4 hours
Unit VI	Western Energy/ Reiki Chakra	4 hours
Unit VII	Hot Stone Massage	4 hours
Unit VIII	Reflexology	6 hours
Unit IX	Muscle Energy Tech	4 hours
	PNF	
	MET	
	AIS	
Unit X	Topical Analgesics	2 hours
Unit XI	Pharmacology	12 hours
	Prescriptions	
	Drugs	
	Herbs	

Unit XII	Spa Therapies	8 hours
Unit XIII	Aromatherapy & Flower Essences	6 hours
Unit XIV	Insurance Billing	5 hours
Unit XV	Thai Massage	6 hours
Unit XVI	Sports Massage	4 hours
Unit XVII	Chair Massage	<u>5 hours</u>
	TOTAL	109 hours

PATHOLOGY

Unit I	Integumentary & Musculoskeletal Systems	
Unit II	Musculoskeletal System (cont.)	
Unit III	Musculoskeletal & Nervous Systems	
Unit IV	Nervous System (cont.)	
Unit V	Circulatory System	
Unit VI	Circulatory & Respiratory Systems	
Unit VII	Digestive & Endocrine Systems	
Unit VIII	Endocrine (cont.) & Urinary & Reproductive Systems	
Unit IX	Reproductive System and Miscellaneous conditions	
	Review and Final Exam	
	TOTAL	45 hours

PROGRAM OBJECTIVES AND COMPETENCIES

See the attached Florida Department of Education curriculum frameworks.

LAKE TECHNICAL CENTER
Health Science Education
Massage Therapy

CONFIDENTIALITY STATEMENT

As a student in the Massage Therapy program at Lake Technical Center, I realize that while working in any health care setting or as part of my assigned clinical externship experience I am dealing with confidential communications. I am also aware that what I learn about clients, their families, physicians, employees, and faculty/staff during the course of my work is to be discussed only in accordance with my professional responsibilities.

I shall not discuss what I have learned in the provision of practice in any other manner. I understand and assume my responsibility to protect the rights of clients and their families by maintaining confidential communication.

I realize that violation of the above agreement will be grounds for probation or dismissal as determined by the program instructor, program chairperson, and administration.

STUDENT SIGNATURE

DATE

PRINT NAME

LAKE TECHNICAL CENTER
Health Science Education
Massage Therapy

SUBSTANCE ABUSE STATEMENT

I understand and agree that any student in possession of, using, or under the influence of alcoholic beverages, any illegal substances or drugs, or any prescription drugs that are not prescribed for that individual on the school grounds or at any assigned clinical facility, will be subject to immediate dismissal from the program or any other disciplinary action that is deemed appropriate by administration. I also understand that any student convicted of, pleading no contest, or entering into any form of pre-trial program for the use, possession, manufacture, distribution or being under the influence of any of the above listed items or substances, regardless of where the alleged offense occurs, will be subject to immediate dismissal from the program.

As determined by school policy, law enforcement agencies shall be notified.

Student Signature: _____

Date: _____

Print Name: _____

Program Chairperson: _____

Date: _____

LAKE TECHNICAL CENTER
Health Science Education
Massage Therapy

STATEMENT OF RECEIPT AND UNDERSTANDING OF POLICIES

I have received a copy of the Massage Therapy Master Plan of Instruction.

I have read, asked for clarification if needed, understand, and agree to comply with all policies contained therein.

I understand that failure to comply with these policies may result in the termination of my program.

Print Name: _____

DATE: _____

Signature: _____