



SOUTHERN UNION
STATE COMMUNITY COLLEGE
—— Therapeutic Massage ——



Program Handbook
2025

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Welcome
Southern Union State Community College
Therapeutic Massage Program

The policies and procedures outlined in this Handbook help us to ensure a safe, healthy, and pleasant learning environment for all students. Please read them carefully, and ask your instructor to explain anything that you do not understand. Your signature will indicate that you have read the information in the Handbook, and that you agree to abide by the policies and procedures contained therein. Your instructor(s) will provide you with other policies and procedures specific to individual classes including grading procedures, attendance policies, etc.

Our goal is to provide you with the best possible learning environment in which to obtain the knowledge and skills to become a successful Massage Therapist.

Kendall Yates, M.S.S., LMT
Coordinator, Therapeutic Massage Program

Dr. Amy Rogers, Ed.D., ACSM CPT
Program Director: Wellness and Sport Sciences

Rhonda Davis, MSN, RN
Dean of Health Sciences

Licensure and National Boards

After successful completion of the Therapeutic Massage Program, the student is eligible to sit for the National Certification Exam with the National Certification Board for Therapeutic Massage and Bodywork. Website: www.ncbtmb.com or the state licensure exam for their state of interest.

After successful completion of the Certification Exam the student is eligible to apply to the Alabama and Georgia Boards of Massage Therapy for state licensure.

Alabama website: <https://amtlb.alabama.gov/>

Georgia website: www.sos.state.ga.us/plb/massage

NCBTMB –Code of Ethics

Revised: September 15, 2017

Copyright 2017: NCBTMB: National Certification Board for Therapeutic Massage & Bodywork, Inc. Code of Ethics. All Rights Reserved

NCBTMB Certificants shall act in a manner that justifies public trust and confidence, enhances the reputation of the profession, and safeguards the interest of individual clients. Certificants will:

I. Have a sincere commitment to provide the highest quality of care to those who seek their professional services;

II. Represent their qualifications honestly, including education and professional affiliations, and provide only those services that they are qualified to perform;

III. Accurately inform clients, other health care practitioners, and the public of the scope and limitations of their discipline;

IV. Acknowledge the limitations of and contraindications for massage and bodywork and refer clients to appropriate health professionals;

V. Provide treatment only where there is reasonable expectation that it will be advantageous to the client;

VI. Consistently maintain and improve professional knowledge and competence, striving for professional excellence through regular assessment of personal and professional strengths and weaknesses and through continued education training;

VII. Conduct their business and professional activities with honesty and integrity, and respect the inherent worth of all persons;

VIII. Refuse to unjustly discriminate against clients and/or health professionals;

IX. Safeguard the confidentiality of the client's identity and information in all conversations, advertisements, and any and all other matters unless disclosure of identifiable information is requested by the client in writing, is medically necessary or is required by law;

X. Respect the client's right to treatment with informed and voluntary consent. The certified practitioner will obtain and record the informed consent of the client, or client's advocate, before providing treatment. This consent may be written or verbal;

XI. Respect the client's right to refuse, modify or terminate treatment regardless of prior consent given;

XII. Provide draping and treatment in a way that ensures the safety, comfort and privacy of the client;

XIII. Exercise the right to refuse to treat any person or part of the body for just and reasonable cause;

XIV. Refrain, under all circumstances, from participating in a sexual relationship or sexual conduct with the client, whether consensual or otherwise, from the beginning of the client/therapist relationship and for a minimum of six (6) months after the termination of the client therapist relationship, unless an ongoing current sexual relationship existed prior to the date the therapeutic relationship began;

XV. Avoid any interest, activity or influence which might be in conflict with the practitioner's obligation to act in the best interests of the client or the profession;

XVI. Respect the client's boundaries with regard to privacy, disclosure, exposure, emotional expression, beliefs and the client's reasonable expectations of professional behavior. Practitioners will respect the client's autonomy;

XVII. Refuse any gifts or benefits that are intended to influence a referral, decision or treatment, or that are purely for personal gain and not for the good of the client; and

XVIII. Follow the NCBTMB Standards of Practice, this Code of Ethics, and all policies, procedures, guidelines, regulations, codes, and requirements promulgated by the National Certification Board for Therapeutic Massage & Bodywork, Inc.

Progression Requirements

Progression through the Therapeutic Massage program requires:

1. a 2.0 cumulative GPA.
2. minimum grade of "C" (**75% or higher**) in all required courses. If a course consists of theory and lab, both parts must be passed with a minimum grade of "C" to receive credit for the course.
3. fulfillment of all course prerequisites.
4. satisfactory level of mental and physical health, including ability to meet the *Essential Functions*.
5. current American Heart CPR certification.
6. current liability insurance (included with tuition and fees each semester).
7. Negative drug screen. *See Substance Abuse Policy*

Attendance/Appeal Policy

Read the full policy in the Student Handbook and catalog:

<https://catalog.suscc.edu/202526-college-catalog-and-student-handbook/class-attendance-policy>.

Each course has their own policy for attendance hours, however, all clinicals follow this policy:

It is expected that the student will assume responsibility for punctual and regular clinical attendance. When it is impossible for the student to attend a clinical session or for the student to arrive on time, it is the student's responsibility to notify the instructor at least 30 minutes before the scheduled session begins. Any notifications made after the beginning of a clinical session will be awarded a grade of zero (0) for that day.

Students are expected to attend **all** clinical sessions required for this course. Failure to complete clinical rotations will prohibit progression in the Therapeutic Massage program.

A student is considered tardy 15 minutes after the beginning of clinical. Tardiness in excess of 50 minutes will be considered an absence. The student has a total of 2 tardies to use at their discretion. If more than 2 tardies are used then it will count as an absence regardless of the circumstance.

A student is considered tardy if they leave clinic (no matter the reason) up to 50 minutes early. If a student must leave clinic early, they must notify the instructor. If they leave more than 50 minutes early, it will be counted as an absence. The student has a total of 2 tardies to use at their discretion. If more than 2 tardies occur then it will count as an absence regardless of the circumstance.

Due to the importance of the clinical experience to the profession, **students may not miss more than 2 clinical days, however students must also have a 75% average for the overall clinical grade at the end of the semester.**

- Any absence **may** be excused due to **extenuating circumstances**
- Excused absences include, but may not be limited to:
 - Active Military Duty (Student)
 - Jury Duty/ Court appearance
 - Death in the immediate family- This includes: Spouse, parent, children, sibling, or an individual with a close personal tie to the employee. For purposes of application of this policy, an individual with a close personal tie to the employee is limited to the following: a person standing *in loco parentis*; where unusually strong personal ties exist due to an employee having been supported or educated by a person; in-laws, nephew/niece, grandchildren, grandparents, aunt/uncle.
 - Illness- Students who give birth or experience an illness or injury which requires, but is not limited to, hospitalization, surgery, or more than one week's absence may be required to provide a Physician's statement
 - **Only ONE Doctor's excuse is allowed per semester for illness.**

Appeal Process: If students miss more than 3 clinical days, the student's progression in the course and the program as a whole will be prohibited. If the student wishes to proceed in the program, they will be referred to the Admission Progression Committee for Health Sciences. The student will submit documentation for the absences and the Committee will review and decide whether the student may remain enrolled in the program. The decision of the Committee is final and is considered the appeal for the student. If the Committee does not approve the student's appeal, the student will be withdrawn and receive a grade of "W" for the course.

ADMINISTRATIVE WITHDRAWAL POLICY

Read the full policy in the SUSCC Student Handbook and Catalog link provided above.

ACCESSIBILITY SUPPORT SERVICES

Read the full policy in the SUSCC Student Handbook and Catalog:

<https://catalog.suscc.edu/202526-college-catalog-and-student-handbook/americans-with-disabilities-act-ada>

Students with a documented disability are eligible to receive services for educational accommodations on all campuses. Students are required to meet with the ADA Coordinator on the campus where they attend classes and submit supporting documentation from their medical provider in order for the ADA Coordinator to determine eligibility for accommodations. In most cases, a high school IEP or 504 Plan will not be sufficient to document a learning disability or attention deficit disorders. Please be advised that accommodations provided during high school may not be considered a reasonable accommodation on the post-secondary level. Also, depending on the disability, medical documentation age limits range from 1-3 years.

Students who have documented disabilities and need special accommodations should contact:

- Joseph Halsey on the Opelika campus at (334) 745-6437 extension 5354;
- Tiffanie Character on the Wadley campus at (256) 395-2211 extension 5154;
or
- Robin Brown on the Valley campus at (334) 756-4151 extension 5204.

For more information on services to our students with disabilities, please visit the SUSCC website at <https://www.suscc.edu/students/accessibility-services>.

CLASSROOM AND CAMPUS SAFE ENVIRONMENT POLICY

Southern Union is committed to maintaining a safe, inclusive, and accessible environment. Students who are feeling ill or experiencing symptoms such as coughing, sore throat, or a higher-than-normal temperature should stay at home and contact their instructor. A doctor's excuse will probably be required for makeup work.

Additionally, following other simple practices will promote good health in and out of the classroom, such as frequent and thorough hand washing, wiping down desks and seats with disinfectant wipes whenever possible, not sharing personal items such as pens and cell phones, and avoiding crowded hallways and other enclosed spaces.

Therapeutic Massage Program Curriculum

First Term		CR
MSG 101	Introduction to Therapeutic Massage	3
MSG 102	Therapeutic Massage Lab I	3
BIO 111	Human Survey	4
MSG 104	Musculo-Skeletal and Kinesiology	<u>3</u>
		13
Second Term		
MSG 202	Therapeutic Massage Lab II	3
MSG 204	Musculo-Skeletal & Kinesiology II	3
MSG 105	Therapeutic Massage Supervised Clinical I	<u>2</u>
		8
Third Term		
MSG 203	Pathology	3
MSG 205	Therapeutic Massage Supervised Clinical II	2
MSG 201	Therapeutic Massage for Special Populations	2
MSG 206	National Certification Exam Review	<u>1</u>
		9
CREDIT HOUR TOTAL		29

THERAPEUTIC MASSAGE CTE Short-Term Certificate

Course Prefix and Number	Course Description	Credit Hours	Area
MSG 101	Intro to Therapeutic Massage	3	V
MSG 102	Therapeutic Massage Lab 1	3	V
*BIO 111	Survey of Human Biology	4	V
MSG 104	Muskuloskeletal & Kinesiology I	3	V
MSG 202	Therapeutic and Massage Lab II	3	V
MSG 204	Muskuloskeletal & Kinesiology II	3	V
MSG 105	Therapeutic Massage Clinical I	2	V
MSG 203	Pathology	3	V
MSG 205	Therapeutic Massage Clinical II	2	V
MSG 201	Massage and Special Populations	2	V
MSG 206	National Certification Exam Review	1	V
	Total Hours	29	

*Students that have completed BIO 201 and BIO 202 with a grade of C or higher are not required to take BIO 111.

WELLNESS CTE Short-Term Certificate

Course Prefix and Number	Course Description	Credit Hours	Area
HED 226	Wellness	3	V
HED 231	First Aid	3	V
PED 100	Fundamentals of Fitness	3	V
HPS 116	Complementary and Alternative Therapies	3	V
HEC 140 or PED 224	Principles of Nutrition	3	V
HED 221	Personal Health	3	V
PED 223	Methods of Instruction	3	V
	Total Hours	21	



**Wellness and Therapeutic Massage
Associate in Applied Science**

(Must apply to Therapeutic Massage Program to Pursue Degree)

Semester	Course Prefix and Number	Course Description	Credit Hours	Area
1	ENG 101	English Composition I	3	I
	*BIO 111	Survey of Human Biology	4	III
	MSG 101	Intro to Therapeutic Massage	3	V
	MSG 102	Therapeutic Massage Lab I	3	V
	MSG 104	Musculoskeletal & Kinesiology	3	V
		Semester Total	16	
2	ENG 102	English Composition II	3	I
	*IDS 102	Ethics (Preferred) or Fine Arts or Humanities Elective	3	II
	HED 226	Wellness	3	V
	MSG 202	Therapeutic Massage Lab II	3	V
	MSG 204	Musculoskeletal & Kinesiology II	3	V
	MSG 105	Therapeutic Massage Clinical I	2	V
		Semester Total	17	
3	PSY 200	General Psychology	3	IV
	HED 221	Personal Health	3	V
	HPS 116	Complementary and Alternative Therapies	3	V
	MSG 203	Pathology	3	V
	MSG 205	Therapeutic Massage Clinical II	2	V
	MSG 201	Massage for Special Populations	2	V
	MSG 206	National Certification Exam Review	1	V
		Semester Total	17	
4	MTH 110	Finite Mathematics or Higher	3	III
	HEC 140 or PED 224	Principles of Nutrition	3	V
	HED 231	First Aid	3	V
	PED 100	Fundamentals of Fitness	3	V
	PED 223	Methods of Instruction	3	V
		Semester Total	15	
Total Hours			65-69	

Therapeutic Massage Short Term Certificate – 29 Hours
Wellness Short Term Certificate – 21 Hours

Criminal Background Checks

A background check is required for all Therapeutic Massage students. This is to ensure a safe environment for both students and the public. Students who fail to submit a background check may not participate in the Therapeutic Massage program. The cost of the background check is the responsibility of the student.

The College must receive the background check results **before** the first day of class. This will allow a full refund of tuition to be made to students who are denied entry to the program based on the results of the background check. Only a percentage of tuition can be refunded after classes begin according to the following schedule outlined in the *College Catalog*.

Upon admission to a health sciences program, students will be sent a link to the vendor website and given a timeline for completing the background check and drug screening. Students contract directly with the approved vendor and results are confidential. Follow the directions in the link to submit payment and information for the background check and drug screening through the agency's website listed in your email. The criminal background check will include but may not be limited to the following: Unlimited Criminal County Level Search, SSN Trace, OIG Search, National Sex Offender Search, OFAC Search, and EPLS Search. Your school's health records clerk will receive background check results.

TB Test

An initial TB Skin Test is required for participation in the Therapeutic Massage Program. Evidence of a negative TB Skin Test should be presented to the Health Records clerk in the Health Sciences Building before the first-class day. If a student has a history of a positive skin test, then the student must have had a chest x-ray within the last two years.

CPR Certification/ Basic Life Support (BLS)

All Health Sciences Division students are required to be certified in Basic Cardiopulmonary Resuscitation (CPR) through the American Heart Association at either the Healthcare Provider level or Basic Life Support level prior to registration each semester. Red Cross certification is not accepted by clinical agencies. Certification must be maintained while enrolled in the program. CPR is current for two years (24 months) from the issue date and must remain current throughout the semester.

Malpractice (Liability) Insurance

Each student must maintain current malpractice insurance throughout enrollment in any Health Sciences Division program. SUSCC purchases a blanket malpractice insurance policy that covers all enrolled Health Science students. The malpractice insurance is added to the cost of tuition each semester. The approximate cost of the insurance is \$15 each semester at the \$1,000,000/ \$3,000,000 level.

Pregnancy Policy

A female student has the option of whether or not to inform program officials of her pregnancy. If the female chooses to voluntarily disclose this information, it must be done in writing and include the expected date of delivery. Following written disclosure, the student will be a *Declared Pregnant Student*. Without this

documentation, a student cannot be considered pregnant. If the student decides to disclose her pregnancy, she has the option of:

1. Continuing the classes, labs, and clinical experiences, provided the student can meet the essential functions of the program, as well as give and receive neuromuscular deep tissue and sports massages and participate in all activities expected of other students in classes, labs, and clinical experiences. Documentation from the student's physician will be required.
2. Taking a leave of absence from the program.

Substance Abuse Policy

PHILOSOPHY

Faculty members in the Southern Union State Community College Health Science Programs believe that each student has a personal obligation to practice those health-conscious behaviors intended to foster transparent and rational decision-making and the ability to function safely and therapeutically throughout their program of studies.

PURPOSE

As health care professionals, faculty members support a policy wherein each individual providing patient care in a preceptorship setting or preparing educationally to become a health care provider adheres to high personal health standards. This includes, but is not limited to, the avoidance of mind/behavior-altering substances, including but not limited to alcohol and prescription or illicit drug use. Therefore, the faculty has adopted the following policy, which is now in effect.

STUDENT DRUG SCREEN GUIDELINES

As stipulated by the appropriate discipline-specific licensure agency, students must perform in the clinical setting in such a manner that will promote safe patient care. In addition, clinical agencies are obligated to ensure that patients are protected to the extent reasonably possible from possible harm due to the completion of clinical rotations. This includes drug screening before the first clinical experience, random drug screening at intervals, and drug screening should a student exhibit behaviors indicative of substance abuse.

PRE-CLINICAL/RANDOM SCREENING

All students will receive the drug screening guidelines before clinical rotation in the Health Science Programs. Drug screening will be scheduled and conducted by a designated laboratory determined by the school. Any student failing to report for random screening at the specified time must complete testing with the designated laboratory within 48 hours, or they will be dismissed from the program. Failure to complete drug screening as required will prohibit the student from completing the required health science courses. Positive drug screens are confirmed by the Medical Review Officer (MRO).

READMISSION TO THE PROGRAM

A student unable to complete the required courses due to a positive drug screen may apply for readmission to the Health Science Program. To be considered for readmission following a positive drug screen, the student must:

- Submit a letter from a treatment agency verifying the completion of an approved substance abuse program that meets licensure guidelines for the respective discipline.
- Submit to an unannounced drug screen at the student's expense before readmission. A positive screen will result in ineligibility for readmission.
- Submit to an unannounced drug screen at the student's expense prior to readmission and random drug screen throughout the program. Any additional positive drug screen will result in ineligibility for readmission.

SUBSTANCE ABUSE VERIFICATION PROCESS

For the protection of patients, faculty, staff, and students, the TM Program has the right to require a student to submit to testing for substance abuse at the student's expense when the program has reasonable cause to believe that a student is abusing controlled substances. Reasonable cause is defined as, but not limited to, the following:

- Observable phenomena, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug, such as, but not limited to, slurred speech, noticeable change in grooming habits, impaired physical coordination, inappropriate comments or behaviors, or papillary changes;
- Abnormal conduct or erratic behavior, absenteeism, tardiness, or deterioration in performance.
 - A report of drug use.
 - Evidence of tampering with a drug test.
- Information that the individual has caused or contributed to the harm of self, visitors, faculty, other staff, or patient as a result of being under the influence of drugs
 - Evidence of involvement in drug use, possession, sale, solicitation, or transfer.

If a faculty member observes such behavior, and if such behavior is observed or validated by another faculty member or clinical agency staff member, the faculty member must dismiss the student from the educational or patient setting immediately and contact the TM Coordinator in order to review the situation. The TM Coordinator will then determine if "reasonable cause" exists to test the student for substance abuse.

If another student or any other individual other than an instructor observes abnormal conduct or erratic behavior of a health science student, the observation must be reported immediately (or as soon as possible) to the appropriate instructor. Once the department chair is notified, the appropriate measures will be taken. If the decision is made to test the student, the Division Chair, Program Director, or designee will direct the faculty member to make arrangements to have the testing performed immediately within the clinical facility if possible. The student will be requested to sign an informed consent to be tested before collecting the specimen. The student's failure to consent to the substance abuse test shall result in immediate termination from the Health Science Program.

Program Costs

Please see SUSCC website for current cost sheet:

www.suscc.edu/content/userfiles/files/Massage%20Therapy%20Est_Cost%20Sheet%20fall%202025.pdf

(Estimated and Subject to Change)

Tuition for 29 credit hours	\$ 5278.00 (in-state)
Textbooks	\$ 200.00
Massage Therapy Kit*	\$ 160.00
Background Check	\$ 39.50
Malpractice Insurance	\$ 45.00 (\$15 per semester)
Drug Screen	\$ 30.00
TB skin test	\$ 25.00 (varies)
Scrubs	\$ 50.00
CPR certification	\$ 60.00
Random Drug Screening fee	\$ 15.00 (\$5 per semester)

*Other costs may also be incurred including optional materials and supplies.

Massage Therapy Kit Contents

Kits must include:

1. Bag for organization, implements, supplies and linens
2. Belt/holster for creams and lotions/oils
3. 3 sets of twin size sheets, non-print for clinic sessions
4. Face Covers (for each session)
5. Small pillow, optional
6. Twin size light weight blanket, non-print for clinic sessions
7. Pump bottle of hand sanitizer
8. Spray can of sanitizing spray or wipes, hospital grade disinfectant
9. Bottle with pump for massage lotion/cream
10. Lotion, Cream, or Oil for use during massage sessions

**** Complete Kit will be required by the second week of classes.***

Withdrawal Refunds

Students who must withdraw should be aware of the following refund policies. Students must withdraw before the first day of class to receive a full refund.

Refunds for Fall and Spring Terms:

(Specific dates may be found in the printed term schedule or on website.)

Prior to first day of class.....	100%
First Week (beginning the same day as late registration fee applies).....	75%
Second Week.....	50%

Third Week.....25%

Refunds for Summer Term

Specific dates are in the term schedule. Each refund period is approximately three days during summer term.

Massage Therapy Department

General Class Room, Clinic and Lab Policies Apply To All Classes:

1. **NO CELL PHONES ARE ALLOWED IN THE LAB AREAS! Cell phones must be on silent during class times.**
2. If you have an emergency regarding school, call 334-749-9100. The receptionist will take a message and notify the instructor.
3. Professional behavior is required at all times. Unprofessional attitude or behavior will result in dismissal. The Instructor will ask the student to leave the class room with point deductions and require a permission slip to get back into class from the Dean.
4. Profane language will not be tolerated at any time.
5. Your car must have a SUSCC hang tag visible at all times while parked on school property.
6. Anyone under the influence or possession of alcohol, drugs, or weapons on college property will automatically be withdrawn from classes.
7. Each 1st semester student must have a TB test and Background check before the first day of class or you will not be allowed to attend class.
8. **NO food or drink allowed in the lab area!**
9. Chewing gum is not allowed in the Clinic/Lab floor. Students are encouraged to use mouth wash or mints in lab or clinic.
10. Students must be clean, neat, and well-groomed at all times. No fragrance is to be worn due to allergic reactions. Do not wear jewelry to class.
11. No visitors are allowed in the class room or Clinic/Lab floor. In case of emergency, visitors must stop at front desk and speak to the receptionist.
12. Children are not allowed in the classroom/lab area. Any minors on campus must remain in waiting area and must be accompanied by the parent.
13. Students are **not allowed to wear artificial finger nails at anytime.** Each student must keep their finger nails cut short and neatly filed at all times. **No finger nail polish of any kind**, including clear. Instructors will check nails frequently.
14. All long hair and bangs must be tied back or in a pony tail at all times, (Monday through Thursday.)

15. Students must be willing to massage and be massaged by other students. All students will give/receive scalp massage(s) regardless of whether artificial hair is worn. It is mandatory that all students complete massage assignments on each other for a grade.
16. You may wear scrub uniforms of any color combination during regular class days. SUSCC HS Logo scrubs in gray MUST be worn for clinic days.
17. Any disruption of class will result in points being deducted from the final average in all classes. It takes two or more to have a disruption and all participating parties will be held responsible with the same point deduction.
18. Each student must have their massage therapy kit, books, and supplies before the second week of class. Your **kit** must be complete and contain all the required implements and materials. A list of materials for the kit is included in the handbook.
19. All theory books and your massage therapy kit must be brought to class each night. You will not be allowed to go back to the parking lot to retrieve books or supplies after classes begin due to safety issues.
20. Lockers are available to all students at no charge. You will be responsible for purchasing a lock if you choose to use one of the lockers.
21. Any complaints should be taken directly to your Instructor. If no resolution is reached with the instructor, students should follow the chain of command in the complaint process.
22. **See each Instructor for additional class rules, regulations and grading policies.**

Class Rooms, Clinical/Lab Policies –

Applies to all of the following classes:

MSG 102 Massage Therapy Lab I

MSG 105 Massage Therapy Supervised Clinical II

MSG 205 Massage Therapy Supervised Clinical II

1. Safety and sanitation must be practiced at all times.
2. No client under the age of 16 years old will be allowed in classroom/clinical areas. Special circumstances are made for specific teaching modalities.
3. Students are responsible for cleaning tools, supplies, tables, seats, and work area in the lab.
4. Client appointments are to be scheduled on **Tuesdays and Thursdays at 9:00am, 10:30am and 12:00pm sessions**. Client appointments will be made with the instructor/receptionist or online only. Appointments may be changed by Instructors only.
5. Clients must fill out all necessary forms and pay before being taken to the massage clinic area. **Confidentiality regarding clients is mandatory.**

6. Students are required to have a certain number of clinical/lab hours to graduate. Students arriving late or leaving early during Clinical/lab must sign in or out with the instructor. **Make-up hours may or may not be available depending on the semester.** See individual syllabi for specific information regarding absences and tardies.
7. NO BARE FEET outside of your clinic space. If you choose to massage without shoes you must put them on before leaving your area.
8. During Client Clinic/Lab students are to be professionally dressed. If a student does not obey the dress code they will be dismissed from class with a loss of clinical hours and grade points. Total appearance must be professional. **Clinic/Lab dress code** is as follows:
 - SUSCC HS Logo scrubs in gray
 - Appropriate footwear
 - Long hair should be tied back and secured away from face.
9. Students without clients will **be assigned** a massage partner or assignment to complete.
10. Please be quiet in the halls and while leaving class rooms. Be respectful of other students who are in other classrooms. No playing, grabbing and wrestling is allowed at any time. Be professional.
11. Students must supply sheets for use in lab/clinic. Sheets of any kind may be used during class sessions but **must use non-printed sheets for clinic sessions.**

Clinical/Lab Procedures:

1. Every Tuesday and Thursday, students will meet at 8:45am for roll call. Students should be dressed appropriately for clinic (see dress code requirements). Students not in their desk at roll call are marked tardy and must sign in with instructors before entering the massage area.
2. Each student **must** make up their massage table for each sessions regardless of whether the student is using their table for a massage.
3. The table should be made up and the curtain at the end visible to the instructor(s). The Instructors will check students off before the sessions start. Failure to comply with these policies will result in the loss of one massage and the student will be dismissed from class.
4. After check off, students should go to lobby to greet clients and assist them in preparing required forms. After the client has completed their forms the student should escort the client upstairs to the clinic area. Remember that information on the form is confidential and must be kept private at all times.
5. Students then will escort client to prepared massage room and follow procedures for preparing client for massage. Procedures for preparing the client for a massage session are included in the handbook and will be explained further in class.

6. After your client is prepared and on the table, each student must open the end of their massage room (curtains). The student and client must be visible to the Instructor and/or Lab Assistant at all times during the massage.
7. During clinic sessions, you are required to stay in the massage areas upstairs or down in the lobby area greeting clients and assisting in preparation of their paper work. If you find it necessary to go outside for any reason you must check with the instructor or lab assistant. (Safety and professionalism issues)
8. Leave all bags and extra equipment in the classroom.
9. Instructors may require students to massage them throughout the semester or at test time to monitor their progress.
10. Students are required to complete a certain number of massages. If you are late to class or leave early, you may be counted tardy or absent (see clinic class syllabi).

Therapeutic Massage Procedures for *Preparing the Client/Student Client for the Massage*

The Therapeutic Massage client and student client receives the same respect with regard to professionalism and privacy before, during, and after a massage. Clients and student clients should immediately report to the instructor any unprofessional behavior, verbal or physical, by any individual. Any report of unprofessional behavior will be investigated by the instructor and by other appropriate College personnel as required. Students found to be guilty of any type of unprofessional behavior will be dismissed from the Therapeutic Massage program and may be subject to disciplinary action by the College.

The procedures outlined below apply on clinical night and in all laboratory role playing scenarios with a student client.

- 1. Prepare the environment of the Clinical/Lab massage room.** Privacy curtains will allow for total privacy of each individual. Each student will clean, sanitize and make up the assigned massage table with sheets, blanket, and pillow (optional). The face cradle must not be used as a pillow. The environment of the clinical/lab room is set up before the client is brought to the massage room. Music, aromatherapy, and dim lighting are vital parts of a relaxing massage. Please ask the client to refrain from carrying on a conversation during the massage. Ask the client to turn his/her cell phone on silent.
- 2. Students will meet assigned client in the downstairs waiting area.** Find your client, introduce yourself, and ask the client for the Intake and Release Forms. Ask the client to follow you upstairs to the clinical/lab massage room. This is where you have an opportunity to make your client comfortable with you as a student therapist.
- 3. Stop as you enter the clinical/lab room.** The student therapist should check the front and back of the intake form and the client release form. Be sure every line is filled out correctly and signed. No massages will begin until all forms are in correct order. Each student is responsible for stopping at the

door and giving the instructor the forms for review. The instructor will return the intake form to the student therapist for the personal interview and keep the release form. If there are no contraindications for the massage requested, the student therapist may proceed.

- 4. Show the client to your assigned massage therapy room.** Tell the client that respect for privacy is one of the main concerns that we have for the massage client. Tell the client to stop you during the massage if he/she has any questions or concerns. Review the client intake form. Use open-ended questions to complete the interview with the information provided by the client.
- 5. Tell the client step by step how to disrobe.** Stress to the client that the body is never exposed to anyone including the massage therapist. Tell the client that he/she may disrobe down to his/her comfort level. Ladies may or may not choose to keep on their bra. If a lady chooses to keep it on, assure her that you will work around it as best you can. However, make her aware that this item of clothing may become soiled by the oil used on the back and shoulders during a massage. Both ladies and gentlemen are allowed to wear sport shorts during a massage. Once you have explained the procedure for disrobing, show the client where to store their personal belongings during the massage.
- 6. Explain in detail to the client how to lie on the massage table.** Tell the client that after disrobing they should lie between the sheets, with the blanket covering them, facing the ceiling or the floor (lie on back or on stomach). Assure the client that draping will keep areas of the body covered that are not being massaged. Ask the client if he/she has any questions about anything before you excuse yourself to leave the room.
- 7. Tell the client that you are going to leave the room so that he/she can prepare for the massage, and that you will return shortly.** Close the screens at the end of the room as you leave. When you return, stop before entering the room, call the client's name and ask if he/she is ready for you to enter.
- 8. As you enter the room, unfold the end curtain.** The instructor will be viewing every student and client as the massage is performed.
- 9. Once the massage is completed, tell your client to lie on the table for a few minutes and to rise slowly.** Ask the client to open the end curtain once he/she is dressed. Excuse yourself and close the end screens.
- 10. Attach the evaluation form to your clipboard with a pencil. Return to your massage room when you see the end screen open.** The client may use the massage table as a desk. Ask the client to complete the evaluation form and give honest feedback.
- 11. Thank your client for coming to get a massage.** Ask if the client would like to make another appointment. If the answer is yes, walk the client down to the appointment desk and to schedule the next appointment.

- 12. Give the instructor the evaluation form before you leave the room.**
- 13. Remove soiled linens. Clean and sanitize the massage table and stools.** Fold screens and align them along the wall. Arrange the room and return supplies to the supply room in a neat and orderly manner.

***Therapeutic Massage Program
Health Requirements & Drug Screening***

Drug Screening

Students enrolled in the program are required to undergo drug screening. The cost of initial drug screen is the responsibility of the student. Random drug screening will be held each semester, but students are charged \$5.00 each semester to cover the cost.

Illnesses

Have you ever been or are you currently being treated for: hypertension, diabetes, asthma, epilepsy, hypersensitivity to stings, chronic kidney disease, heart disease, or other chronic condition? If yes, please list:

List any medications you are currently taking and why:

Health Insurance

Therapeutic Massage students are not required to purchase individual health insurance but it is highly recommended for your protection. If you are interested in health insurance, contact the Health Sciences Division for more information.

READ and SIGN:

I understand that drug screenings are required as long as I am a student in the Health Sciences Division. I agree to pay the cost of the drug screening at the beginning of the program and as required each semester for random screening. Additionally, I understand that health insurance is strongly recommended as I may come in contact with individuals who are infected with contagious diseases and SUSCC is not liable for any health costs associated with such illnesses.

Printed name

Student number

Signature

Date

This signed form must be returned to the Health Records Clerk in the Health Science Building prior to registration.

Therapeutic Massage Program Essential Functions

1. Mobility
 - Have physical stamina to stand and walk for 8 hours or more in a clinical setting.
 - Can stand on both legs, move from room to room, and maneuver in small spaces.
 - Function with hands free for performing massage.
 - *Physical disabilities must not pose a threat to the safety of the student, faculty, or clients.*
2. Flexibility
 - Can bend the body downward and forward by bending at the spine and waist. This factor requires full use of lower extremities and back muscles.
 - Can flex and extend all joints freely.
3. Strength
 - Can raise objects from a lower to a higher position or move objects horizontally from position to position (requires the substantial use of the upper extremities and back muscles).
 - Possess mobility, coordination and strength to push, pull or transfer heavy objects.
4. Fine Motor Skills and Hand/Eye Coordination
 - Possess manual dexterity, mobility, and stamina to perform CPR.
 - Can seize, hold, grasp, knead, stroke, percuss, turn and otherwise work with both hands.
 - Can pick, pinch, or otherwise work with the fingers.
5. Auditory Ability
 - Possess sufficient hearing to assess client's needs, follow instructions, and communicate with others, as well as respond to audible sounds of equipment.
(Please comment if corrective devices are required.)
6. Visual Acuity
 - Possess the visual acuity to read, write, and assess the client and the environment. **(Please comment if corrective devices are required.)**
7. Communication
 - Possess verbal/nonverbal and written communication skills adequate to exchange ideas, detailed information, and instructions accurately.
 - Read, write, and comprehend the English language.
8. Interpersonal Skills
 - Able to interact purposefully and effectively with others.
 - Able to convey sensitivity, respect, tact, and a mentally healthy attitude.
 - Oriented to reality and not mentally impaired by mind-altering substances.
 - Able to function safely and effectively during high stress periods.

The student may ask for reasonable accommodations; the Dean of Health Sciences will determine if the accommodations can be met for the Therapeutic Massage program. No other qualified individual with a handicap, as the term "handicap" is defined in 29 U.S.C. Section 706(8), shall, solely by reason of his or her handicap, be denied admission or continued progression in the program.

I acknowledge by my signature below that I have read, understand, and can perform the Essential Functions required to participate in the Therapeutic Massage program at Southern Union State Community College.

Student's Signature

Date

This signed form must be returned to the Health Records Clerk in the Health Science Building prior to registration.

Therapeutic Massage Student Affidavit

I have received a copy of the Therapeutic Massage Handbook. I have read these procedures and understand them. I agree to abide by these procedures when performing massages on clients or student clients in laboratory role playing scenarios. I understand that by missing a Thursday night session my grade will drop by one letter per absence.

I understand that as a student in the Therapeutic Massage program at Southern Union State Community College, I will be expected to participate as a student client in laboratory role playing scenarios. I understand that learning proper draping techniques during a massage is a required part of the Therapeutic Massage program. I understand that as a student client receiving a massage from a classmate or instructor, I will be expected to disrobe according to procedures 5 and 6 as outlined in the *Procedures for Preparing the Client/Student Client for the Massage* (included in this Handbook) so that proper draping and massage techniques can be taught and learned.

I understand that I may be massaged by and that I may be required to massage male or female student therapists in laboratory role playing scenarios under the supervision of a therapeutic massage instructor.

I understand that I may be asked to serve as a student client for the instructor to demonstrate proper draping and massage techniques during laboratory classes.

I understand that if I should experience or witness any unprofessional behavior during laboratory role playing scenarios, I should immediately report it to my instructor.

I understand that I will be expected to abide by the dress and personal hygiene code provided to me by the Therapeutic Massage instructors. Failure to do so will result in dismissal from class.

I understand that a minimum grade of "C" (75) is required in all Therapeutic Massage courses. If a course consists of theory and lab, both parts must be passed with a minimum grade of "C" (75) in order to receive credit for the course.

I understand that a negative TB skin test within the past year and student malpractice insurance is required for participation in the Therapeutic Massage program.

I understand the information that has been provided to me through the Therapeutic Massage Handbook and agree to abide by the rules and regulations stated.

Student Name

Date

This signed form must be returned to Mrs. Yates in the Therapeutic Massage Department by the second week of class.

It is the policy of the Alabama State Board of Education and Southern Union State Community College that no person shall on the grounds of race, color, disability, gender, religion, creed, national origin, marital status, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Persons requiring reasonable accommodations under the Americans with Disabilities Act (ADA) should contact the Southern Union State Community College ADA Coordinator at (334) 745-6437 extension 5351.