



CITY COLLEGES of CHICAGO
Malcolm X
Education that Works



Advanced Massage Therapy Program

Malcolm X College
1900 West Jackson Boulevard
Chicago, Illinois 60612
312.850.7000

WELCOME

Welcome to Malcolm X College's Advanced Massage Therapy Program (AMTP). The AMTP is a 43 credit hours program. Upon successful completion of this program, a Diploma of Certification in Massage Therapy will be awarded.

The Advanced Massage Therapy Program is part of the Health Sciences Division. This division is led by the Dean of Health Sciences. The Associate Dean reports to the Dean, and can help with any questions you may have regarding the program. AMTP is led by a Program Director, who oversees the faculty of the AMTP.

The AMTP Student Handbook serves as a guide for all students enrolled in the program. It is a supplement to the Malcolm X College Student Handbook and City of Chicago Colleges Catalog; consequently all policies and regulations from the handbook and catalog are to be observed in addition to those outlined in the Massage Therapy Program Student Handbook.

We welcome you and want you to know we are here to assist you in every way possible. It is a privilege to have each of you in the Advanced Massage Therapy Program.

PROGRAM MISSION AND GOALS

Our Mission and Goals of the ADVANCED MASSAGE THERAPY PROGRAM at Malcolm X College is to give our students access to the best quality education that prepares them to move onto a successful career.

Our massage therapy curriculum provides students with the foundational knowledge, skills and abilities needed to become a Licensed Massage Practitioner. Our program takes students through anatomy and physiology, the human body systems with a balanced focus on muscular structure and functionality, pathologies, multiple massage modalities, and the business of developing a business and retaining clients. This program also prepares the students for the MBLEx exam, as well as, assisting in the application process for the massage therapy license in the State of Illinois.

Massage therapy is a licensed profession in the State of Illinois. The Massage Therapy Advanced Certificate Program prepares students for a state licensing exam upon completion of the program. The State of Illinois accepts the MBLEx for State of Illinois licensure. Licenses in massage therapy are issued through the Illinois Department of Financial and Professional Regulation. To obtain a license in massage therapy in the State of Illinois you must possess a valid social security number and proof of citizenship.

You can apply online at <https://www.idfpr.com> Students are eligible for employment immediately after completion of all program requirements, certification, and licensure.

ADMISSION INTO THE ADVANCED MASSAGE THERAPY PROGRAM

WHO IS ELIGIBLE? WHAT ARE THE STEPS TO TAKE?

1. Student's 18 years of age or older.
2. Completion of English 101 or eligible
3. Have a grade point average of 2.5 (any GPA below this may be granted entry at the discretion of the Director and Registrar Office Administrator)
4. Completed **ALL** requirements of the Registrar's Office at Malcolm X College

Malcolm X College Registrar Office - **312.850.7105, FAX 312.850.7092**

Hours: Monday - Wednesday 9:00am - 5:00pm

Thursday 9:00am - 6:00pm

Friday 9:00am - 1:00pm

Saturday and Sunday CLOSED

5. Once the above steps have been completed, the student's information will be vetted. If approved, the student will receive a formal application into the AMTP. Fill out the application and submit to the Registrar's Office.
6. An Interview with the Director or Department Chairperson of the Massage Therapy is **granted** once the paperwork is completed and submitted to Registrar Office.
7. If you are approved entry into the Advanced Massage Therapy Program, you will receive a welcoming letter from the Director of the Program and may register for the program's first classes.

NOTE: Any HOLDS and Delinquent Accounts will prevent you from registering. So make sure your finances are in order.

TUITION

Tuition is based on several factors. This needs to be discussed with your assigned School Advisor and Financial Aid Department. Also, go to www.ccc.edu/departments/Pages/Tuition-andFees.aspx

Financial Aid - www.ccc.edu/departments/Pages/Financial-Aid.aspx

Academic Advising - www.ccc.edu/departments/Pages/Advising.aspx

A general estimation of the entire program of 43 credit hours for a Chicago resident is approximately \$5155.00. Materials, textbooks, uniform etc. are not included in the tuition.

ITEMS YOU WILL NEED FOR CLASS:

AMTP has additional items which are needed for class. In addition to the tuition, the following supplies, textbooks, materials etc. are required for class. The list is subject to change according to semesters. MXC will do its best to keep additional cost to the student as low as possible.

1. Main Textbooks for all three semesters programs:
 - a. TAPPAN'S HANDBOOK OF MASSAGE THERAPY: BLENDING ART WITH SCIENCE by Patricia J. Benjamin (2015), 6th Edition ISBN-13 978-0-13-408269-1
 - b. ESSENTIALS OF HUMAN ANATOMY AND PHYSIOLOGY (10th Edition) by Elaine N. Marieb and Katia Hoehn, 11th Edition ISBN-13 978-0-321-91900-7
 - c. TRAIL GUIDE TO THE BODY: HOW TO LOCATE MUSCLES, BONES AND MORE by Andrew Biel, 5th Edition ISBN 978-0-9829786-5-8

d. CLINICAL KINESIOLOGY AND ANATOMY by FA Davis, 5th Edition
ISBN-10-0-8036-2363-1

e. LABORATORY MANUAL FOR CLINICAL KINESIOLOGY AND ANATOMY, 3rd Ed

2. Suggested Additional Textbooks:

a. A MESSAGE THERAPIST'S GUIDE TO PATHOLOGY: CRITICAL THINKING AND PRACTICAL APPLICATION by Ruth Werner (July 2015), 6th Edition

b. STEP-BY-STEP MASSAGE THERAPY PROTOCOLS FOR COMMON CONDITIONS by Charlotte Michael Versagi

c. PRE- AND PERINATAL MASSAGE THERAPY: A COMPREHENSIVE GUIDE TO PRENATAL, LABOR, AND POSTPARTUM PRACTICE by Carole Osborne

d. PATHOLOGY A TO Z: A HANDBOOK FOR MASSAGE THERAPISTS by Kalyani Premkumar

3. A set of twin sheets (one fitted, one flat, pillow case).

4. Nail kit (nail clipper, nail filer, hand-sanitizer etc.).

5. AMTP uniform is a DARK FOREST GREEN Polo shirt with black or khaki dress pants. The school uses AMS Uniforms for the polo shirt. www.careeruniforms.com The polo shirt will have the MXC Advanced Massage Therapy name and logo on it. \$14.00 per shirt with logo.

6. The student is responsible to obtain Student Massage Insurance before the start of the program and participating in clinic and events. There are several massage organizations that offer student insurance. MXC is partnered with the American Massage Therapy Association (AMTA), but you can chose your own insurance.

American Massage Therapy Association (AMTA) <http://www.amtamassage.org/>

Associated Bodywork and Massage Professionals (ABMP) <http://www.abmp.com>

7. The MBLEX exam is from the Federation of State Massage Therapy Boards (FSMTB). The cost for applying for the exam is \$195.

8. Illinois Licensing fee is \$175 and is good for two years. During the two-year period, the massage therapist must complete 24 Continuing Education Units (CEU) to maintain their license.

<https://www.idfpr.com> A fingerprinting fee of \$50 is also required by the State of Illinois.

SEMESTER BY SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

AMTP offers two start dates in the program. One in the Fall and Spring of a given year. Both have similar and different tracks.

PLAN A - FALL SEMESTER START IN THE PROGRAM

FALL SEMESTER ONE - 16 Weeks

MAS 110 - Massage Therapy Practice (5)	Required Program Core
MAS 111 - Integration Massage Therapy (4)	Required Program Core
ESSS 112 - Anatomy and Kinesiology (5)	Required Program Core
	14 Credit Hours

SPRING SEMESTER TWO

1R8 Weeks

MAS 120 - Massage Therapy Practice II (5)	Required Program Core
MAS 121 - Integration Massage Therapy II (4)	Required Program Core

2R8 Weeks

MAS 210 - Massage Therapy Practice III (6)	Required Program Core
MAS 211 - Integration Massage Therapy III (4)	Required Program Core
	19 Credit Hours

SUMMER SEMESTER THREE - 12 Weeks

MAS - 220 - Massage Therapy Practice IV (6)	Required Program Core
MAS - 221 - Integration Massage Therapy IV (4)	Required Program Core
	10 Credit Hours

TOTAL: 43 CREDIT HOURS

PLAN B - SPRING SEMESTER START IN PROGRAM

SPRING SEMESTER ONE - 16 Weeks

MAS 110 - Massage Therapy Practice I (5)	Required Program Core
MAS 111- Integration Massage Therapy I (4)	Required Program Core
ESSS 112 - Anatomy and Kinesiology (5)	Required Program Core
	14 Credit Hours

SUMMER SEMESTER TWO - 12 Weeks

MAS 120 - Massage Therapy Practice II (5)	Required Program Core
MAS 121 - Integration Massage Therapy II (4)	Required Program Core
	9 Credit Hours

FALL SEMESTER THREE

1R8 Weeks

MAS 210 - Massage Therapy Practice III (6)	Required Program Core
MAS 211 - Integration Massage Therapy III (4)	Required Program Core

2R8 Weeks

MAS 220 - Massage Therapy Practice IV (6)	Required Program Core
MAS 221 - Integration Massage Therapy IV (4)	Required Program Core
	20 Credit Hours

TOTAL: 43 CREDIT HOURS

PROGRAM CURRICULUM AND COURSE DESCRIPTION

The Advanced Massage Therapy Program is designed as a three semester, full time program of study during the day or evening. Classes begin in the Fall or Spring semester to a given year. It is 43 credit hours.

Here are the general descriptions of courses in the program.

MAS 110 MASSAGE THERAPY PRACTICE I

MAS 110 serves as an introduction to the basic theory, principles, and techniques of Swedish massage. Students will be introduced to the history of massage, the concepts of quality of touch, contraindications, endangerment sites, safety and sanitation as well as proper hygiene practices, and body mechanics for the therapist. Basic anatomy and physiology, simple recognition of selected muscle groups and bones, and origin and insertion of muscles are learned along with medical terminology, consultation, documentation, research, physiologic effects and benefits of massage.

Students will review client history, practice massage technique, body mechanics, and therapeutic communication in a classroom setting. Students will apply skills to the level learned in their technique class on fellow classmates. Students will receive instruction and correction during the massage sessions from the instructor and be evaluated by their fellow classmates. Students will be given critiques to practice techniques outside of class time which include family and friends. Each class meeting includes a lecture and assessment component to expand hands-on learning into applicable critical thinking skills.

This course prepares students to perform a full- body, one-hour Swedish massage using a variety of strokes, correct draping, proper sanitation and healthy body mechanics. A therapeutic movement component is incorporated to assist students with balance, core strengthening, and stretching. One aspect of the course, the student will perform a full body massage blindfold.

Chair and Event Massage is introduced and students will be performing and demonstrating chair massage at specific events. Students select from a variety of instructor-supervised community outreach events to perform clothed seated or table massage, completing 16 event hours during the program. Students will learn how to set up and break down physical spaces not designed specifically for therapeutic massage sessions, interact with a variety of populations, perform event intake, and practice short massage sequences. Events may include, but not be limited to, sporting events, college outreach events, and local area agency outreach.

Writing assignments, quizzes and tests, performance tests, as appropriate to the discipline are part of this course. Prerequisite: ENG 101

MAS 111 INTEGRATION OF MASSAGE THERAPY I

A strong background in Anatomy and Physiology is studied. Students study the Integumentary, Muscular, Skeletal, and Nervous Systems. Students will learn the structural and functional relationships and homeostasis of body systems, and how each system relates to massage therapy. The course incorporates the systems approach and integration of the systems into one functioning unit - the human body as it relates to the practice of massage therapy. It provides an opportunity to learn muscles on an individual basis, emphasizing origins, insertions, and actions of muscles. Palpation, examination through touch, is an integral part of the learning process and is part of each class thereafter in this program.

Writing assignments, quizzes and tests, performance tests, as appropriate to the discipline are part of this course. Prerequisites: ENG 101

MAS 120 MASSAGE THERAPY PRACTICE II

This course is intended to provide the student with a strong understanding of the fundamental concepts of illness and health, personal wellness and responsibility, as well as in a larger context of connection with other people and planetary responsibility. Students will learn to correlate personal wellness with the concepts and practice of responsibility, breathing and sensing, eating, nutrition, exercise, thinking, work and play, communication, intimacy, and higher meaning in life.

This course will provide the student with a strong understanding of specific pathologies for each system of the body and the indications and contraindications of which the massage therapist must be aware. Students will learn to identify specific pharmaceuticals and consider their impact when designing a massage session.

This course addresses the basic principles of kinesiology, neuromuscular facilitation, PNF, reciprocal inhibition, trigger point therapy, the application of heat, cold, and hydrotherapy, active and passive stretching. Students will be given then opportunity to work on different athletic teams. Students practice evaluating and treating using critical thinking skills based on the knowledge learned thus far.

Students perform full-body massage 60 - 90 minute sessions on fellow students. Students will further develop their skills in communication, critical thinking, technique, centering, qualities of touch, timing, body mechanics, and charting. As additional modalities and advanced techniques

are learned, they are incorporated into the massage session. Instructors use a portion of each class to lecture and discuss each client interaction to continue to develop critical thinking skills for each unique treatment session. This course moves the student from general Swedish massage to individualized treatment. This will encourage the student to develop their own style of massage.

At the discretion of the program director, AMTP Massage Clinic will be open to the public in which students will start to perform 60 -90 minutes full body massages.

Prerequisites: Completion of MAS 110, MAS 111

MAS 121 INTEGRATION OF MASSAGE THERAPY II

This course is a continuation of the considerations of the structural and functional relationships and homeostasis of body systems started in MAS 111. This course incorporates the systems approach and integration of the systems into one functioning unit - the human body. It also provides an opportunity to learn intermediate and deeper muscles on an individual basis, emphasizing origins, insertions, and actions of muscles. It continues with the Anatomy and Physiology in Endocrine, Cardiovascular, Lymphatic, Digestive, Respiratory, Urinary, and Reproductive Systems as they relate to massage therapy. Palpation, examination through touch, is an integral part of the learning process and is part of each class.

At the discretion of the program director, AMTP Massage Clinic will be open to the public in which students will start to perform 60 -90 minutes full body massages.

Prerequisites: Completion of MAS 110, MAS 111

ESSS 112 FUNCTIONAL ANATOMY AND KINESIOLOGY

This course provides an organized study of anatomy and kinesiology which emphasis on the integration of structure and function of the skeletal, articular, muscular, nervous, and circulatory systems. Upon completion, students should be able to describe the components and demonstrate function of these systems as applied to massage therapy.

This course is taken concurrently with MAS 110 and MAS 111

Requisites: Concurrent with MAS 110, MAS 111

MAS 210 MASSAGE THERAPY PRACTICE III

Students will be introduced to Therapeutic Progression through both lecture and hands-on work to adjunct and advanced modalities that will deepen their knowledge of the body systems and acquaint them with techniques and tools to establish a well-rounded practice.

Pathology is more in depth, going through the pathologies of the back, thorax and abdomen, neck and face, and extremities. Trigger Point, Reflexology, Lymphatic Drainage, the Elderly and Terminally Ill techniques and modalities are taught.

Students will be able to perform a 90 minute massage; perform 20 (60 minute) massages on the public in a supervised clinical setting.

Students are assigned a client to work with in the massage clinic under the supervision and guidance of a clinical instructor. The focus of this class is researching pathologies, pharmaceuticals, and executing treatment while considering the contraindication and indications of their client. Students will work with the same client for the duration of the class, creating a unique treatment plan and writing a case study report. The case study format will follow AMTA guidelines and may be submitted to the AMTA Student Case Study contest.

Prerequisites: Completion of MAS 120, MAS 121, ESSS 112

MAS 211 INTEGRATION OF MASSAGE THERAPY III

This course is a continuation of the considerations of the structural and functional relationships and homeostasis of body systems started in MAS 111 and MAS 121. This course incorporates the systems approach and integration of the systems into one functioning unit - the human body.

The students will study Fascia and how it relates to pain; more studies on Pathologies of blood, AID/HIV, integumentary system, pharmaceuticals, fractures, Brain and Cranial Nerves, neurological diseases and issues; and other medical issues. The student will be doing case studies of numerous pathologies, using their critical thinking skills, documentation and SOAP Note skills etc.

Students will start their clinic fieldwork/outreach program with businesses MXC had contracts with for external internships. Fifty (50) is required and can be dispersed between Semester Two and Three of the program.

Prerequisites: Completion of MAS 120, MAS 121, ESSS 112

MAS 220 MASSAGE THERAPY PRACTICE IV

Students will further develop their awareness and ability to apply the subtle, natural energy systems of the body in a therapeutic treatment session. Eastern wellness philosophy and application is introduced through basic concepts of traditional Chinese medicine, meridians, acupressure, reflexology and shiatsu. Pregnancy Massage and CranioSacral Therapy are taught at this level.

Students will develop and practice the policies and procedures for running a massage therapy clinic. Students will learn to create and sustain a fulfilling, thriving, successful business through topics such as time management, risk taking, motivation, social responsibility, professionalism, and ethics. In addition, students will discuss and learn about business start-up, business management, financial management, marketing, and how to write a business plan. Students will create a resume and practice interview skills based on their new profession as a massage therapist. Students will define target markets, design a marketing plan, and develop marketing materials; students will identify success strategies and obstacles to success when managing a business. A panel of local professionals will network with students.

Under the supervision of instructors, students apply principles, techniques, and procedures learned in the previous two semesters to assess and treat clients individually in a setting that simulates a professional therapeutic massage practice. Students will serve as, and gain experience as, both the therapist and the office manager. Students will demonstrate client/therapist communication skills, the proper application of both basic and more advanced bodywork techniques, proper body mechanics and draping techniques, use proper safety and sanitation practices, demonstrate critical thinking skills, and document each session. Students will be evaluated in both office manager and therapist rotations and are evaluated by their clients who are members of the community.

Students will start their clinic fieldwork/outreach program with businesses MXC had contracts with for external internships. Fifty (50) hours of fieldwork is required and can be dispersed between Semester Two and Three of the program. Of course the student can extend the 50 hours if they prefer.

Prerequisites: Completion of MAS 210, MAS 220

MAS 221 INTEGRATION OF MASSAGE THERAPY IV

This course is a continuation of the considerations of the structural and functional relationships and homeostasis of body systems started in MAS 111, MAS 121, MAS 211. This course incorporates the systems approach and integration of the systems into one functioning unit - the human body.

Students will start their clinic fieldwork/outreach program with businesses MXC had contracts with for external internships. Fifty (50) hours is required and can be dispersed between Semester Two and Three of the program.

Requisites: Concurrent with MAS 210, MAS 220 in the Spring start program.

MASSAGE THERAPY PROGRAM CURRICULUM The AMTP curriculum was designed to promote learning and development so that following completion of the AMTP, each graduate will:

1. Articulate and define concepts and terms as it relates to the medical and massage therapy field.
2. Replicate and perform current application of massage therapy.
3. Perform and integrate different methods and modalities of massage therapy.
4. Effectively negotiate a customized massage session.
5. Palpate and articulate the anatomy systems accurately as it applies to massage therapy modalities and methods.
6. Adhere to legal and ethical professional standards.

FALL SEMESTER ONE - 16 Weeks * (other topics are sometimes added to the course)

WEEKS	MAS 110	MAS 111	ESSS 112
1	History of Massage; Personal Touch History, Wellness Model, SOAP and Critiques	Intro to the Human Body; Medical Terminology and Definitions	Introduction to human movement concepts and principles; Basics in biomechanics; functional skeletal anatomy
2	Principles of Energy, Efficient Body Mechanics	Basic Chemistry	Introduction to the articular system; osteokinematics and arthokinematics
3	Universal Precautions; Hygiene and Safety; Equipment; Draping, Self-care	Cells and Tissue; Epithelial, Connective, Muscle, and Nervous Tissue Repair	Introduction to functional muscular anatomy and movement
4	Basic Massage Techniques; Swedish Massage Benefits	Skin and Body Membranes, Integumentary System	Functional Significance Nervous and Circulatory Systems; Pulmonary System and respiration
5	Palpation Skills; Bony Landmarks	Skin and Body Membranes, Integumentary System	Posture spine and cervical spine
6	Palpation Skills; Bony Landmarks	Skeletal System; Axial and Appendicular	Thoracic Spine
7	Muscular System: The Back	Skeletal System; Joints	Pelvic Girdle, Lumbar spine, Sacroiliac joint, Pubic symphysis
8	Muscular System: Upper Extremities	Skeletal System	Shoulder Girdle
9	Muscular System: Lower Extremities	Muscular System; Origin and Insertion	Glenohumeral Joint
10	Muscular System: Torso	Muscular System; Upper Extremities	Elbow
11	Muscular System: Neck and Face	Muscular System; Lower Extremities	Hand and Wrist
12	Integration Full Body Massage	LAB: Building muscle on a skeleton	Hip
13	Integration Full Body Massage	LAB: Building muscle on a skeleton	Knee
14	Chair Massage	Nervous System	Ankle and Foot

WEEKS	MAS 110	MAS 111	ESSS 112
15	Table Massage	Nervous System	Gait and TMJ
16	Intuitive Techniques	Nervous System; Pathology	Final Exam

* This is a general schedule of the Fall Semester which may be subject to change at the instructors/faculty discretion.

SPRING SEMESTER TWO - 1R8 WEEKS * (other topics are sometimes added to the course)

WEEKS	MAS 120	MAS 121	
1	Intuitive Techniques; Swedish Massage Blind Fold Performance; SOAP Notes; Critiques; Terminology	Endocrine System; Pathology	
2	SOAP Notes; Critiques; Terminology; Kinesiology; Terms of Movement; MET; Kinesiology; T and R; RI	Endocrine System; Pathology; Cardiovascular System	
3	Kinesiology; T and R; RI; Kinesiology; Gait Analysis; ROM	Cardiovascular System; Pathology	
4	Full Body Integration; Principles of Optimal Performance; Self-Care	Lymphatic and Immune Systems	
5	Core Exercises; Foam Rolling, LaCrosse Ball; Core Exercise; Kinesio Taping	Lymphatic and Immune Systems; Digestive System	
6	Sports Massage; Pre- and Post- Events	Digestive System; Pathology	
7	Sports Massage; Hydrotherapy; Sports Massage; Maintenance	Respiratory System	
8	Sports Massage; Maintenance; Clinical Sports Events, MXC Events; Clinical and treatment Plan Writing Skills	Respiratory System Urinary and Reproductive System; Pathology; Inflammation and Pain	

* This is a general schedule of the Spring Semester which may be subject to change at the instructors/faculty discretion.

SPRING SEMESTER TWO - 2R8 WEEKS * (other topics are sometimes added to the course)

WEEKS	MAS 210	MAS 211	
1	Therapeutic Progression; O & A; Actions, Stressors, TP; Back; Pathology of MS, Ankylosing Spondylosis; Massage Techniques; Thorax and Abdomen; Pathology of Constipation; Massage Techniques	Fascia Fascia and Pain	Cardiopulmonary Resuscitation (CPR) TBA upon availability
2	Shoulder; Shoulder Girdle; pathology of Frozen Shoulder, Thoracic Outlet Syndrome; Massage Technique; Neck; Pathology of Whiplash, Hyperkyphosis; Massage Techniques	Universal Precautions of Bodily Fluids etc.; Pathology of AID/HIV; Pathology of Blood, AID, HIV	
3	Head and Face; Pathology of TMJ, Migraines, Headaches; Massage Techniques; Lower Extremities; ITB Syndrome; Massage Techniques	Pathology of Integumentary System; Pathology of the Skin and Tissues; Cancer, Psoriasis, Shingles etc. Medication and Massage Therapy	
4	Lower Extremities; Pathology of Performs Syndrome, Sciatica, Plantar Fasciitis; Massage Techniques;	Medication and Massage Therapy; Pathology of Bone Fractures; Neuromas;	
5	Trigger Point, Reflexology; Lymphatic Drainage	Bone Fractures, Disorders Pathology of Bone Fractures; Neuromas;	
6	Lymphatic Drainage; 60 - 90 Minute Massages	Bone Fractures, Disorders Brain and Cranial Nerves; Spinal Cord Injury	

WEEKS	MAS 210	MAS 211	
7	Elderly and terminally Ill; Pathology of Osteoarthritis; Rheumatoid Arthritis, Cancer, AID/HIV	Brain and Cranial Nerves; Spinal Cord Injury; Pathology of Concussions, PTSD	
8	Clinician Elderly and Terminally Ill; 30 minute massages	Pathology of Parkinson's, SLS, MS, Bell's Palsy, Alzheimer, Dementia;	

* This is a general schedule of the Spring Semester which may be subject to change at the instructors/faculty discretion.

SUMMER SEMESTER THREE - 12 Weeks * (other topics are sometimes added to the course)

WEEKS	MAS 220	MAS 221	
1	Pregnancy Massage; Massage Techniques	Nutrition and Massage Therapy	
2	Pregnancy Massage; Massage Techniques	Nutrition and Massage Therapy	
3	Pregnancy Massage; Massage Techniques	Case Studies; Clinical	
4	CranioSacral Therapy	Case Studies; Clinical	
5	CranioSacral Therapy	Case Studies; Clinical	
6	CranioSacral Therapy	Case Studies; Clinical; Clinical Reasoning and Treatment Plan	
7	Energetic and Integrative Techniques; Chakra Therapy, Aromatherapy, Sound Therapy	Case Studies; Clinical; Clinical Reasoning and Treatment Plan	
8	Asian Massage Techniques; Shiatsu, Meridians, Yin and Yang, Acupressure	Clinical Reasoning and Treatment Plan	
9	Asian Massage Techniques; Tuina, Thai; Lomi Lomi	Mock Board, Exams	
10	Lomi Lomi	MBLEx Final Exam	
11	License Regulations; Rules and Regulations; Business Marketing	MBLEx Final Exam	
12	Business Marketing	MBLEx Final Exam	

* This is a general schedule of the Summer Semester which may be subject to change at the instructors/faculty discretion.

FIELDWORK CLINICAL HOURS

During the second and/or third semester of the massage therapy program, the student is required by accreditation standards to perform an additional 50 hours of fieldwork along with the program. MXC has partnered with numerous businesses in which students will experience the real-world working businesses in the Chicago area. These fieldwork opportunities are supervised and the student is evaluated.

STUDENT CLINIC

Malcolm X College has an in-house clinic in which students perform massages on the public, faculty and staff, and students for a monetary fee below the professional price of a massage. The students gain experience on performing massages on different body types and health issues, as well as, receiving constructive criticism from the clients.

EVENTS AND FAIRS

Massage Therapy students are often requested by businesses and corporations to attend their events and fairs, performing chair massages on their clients. AMTP receives requests throughout the year. The student will attend the events. Event days vary, but most events fall on a Saturday or Sunday. Events are supervised.

CLINICAL FIELDWORK

MALCOLM X COLLEGE ADVANCED MASSAGE THERAPY PROGRAM CLINICAL PROGRAM OVERVIEW

There are three types of clinical environments the student is exposed to in the massage therapy program. These are Practice Clinic, Case Report Clinic, and Fieldwork Clinic. These clinics expose the student to numerous “real world” situations and settings so the student can gain valuable insight and experiences in their chosen profession.

A) PRACTICE CLINIC

The student has practice clinic throughout the semesters of the Massage Therapy Program. The student will complete a total of 384 contact hours of laboratory hours. In addition, the students will complete several events and fairs, mainly in the first and second semesters, but not limited to those semesters.

B) CASE REPORT CLINIC

The student has case report clinic starting in the second semester of the program. The student will actually document (SOAP notes) case reports on clients who come to the in-house clinic for work. Prior to this, in the first semester students are taught to articulate and write medical terminology, SOAP notes, and evaluate medical histories of clients.

C) FIELDWORK CLINIC

The student has fieldwork clinic during the third and fourth semester of the program, but not limited to those semesters. The student is required to complete 50 hours of fieldwork before graduating. Prior to this fieldwork in the first semester, the student will have a good foundation in medical terminology, documenting SOAP notes, and evaluating and assessing client medical history forms. In the second semester, the student will be able to articulate and write SOAP notes during the Case Report Clinic.

The fieldwork clinic is designed to give the student exposure the real world settings and situations in the healthcare industry. MXC partners with healthcare businesses who provide MXC students with experience in the workplace. MXC has partnered with an array of businesses such as spas and salon, hospitals, sports facilities to name a few.

STUDENT POLICIES, REGULATIONS AND REQUIREMENTS FOR THE CLINICAL PROGRAM

- a) The student is required to complete **ALL** of the clinical hours in a clinical setting and businesses who partnered with MXC in this endeavor.
- b) Any missed clinical hours must be made up in a supervised clinical setting before graduating from the program.
- c) The commitment to these clinics must be taken seriously as appointments in the clinics are filled. The client expects a student therapist to be professional, clean and on-time for their schedule appointment(s).
- d) Clinic is intended to give the student exposure to a variety of events, fairs, and client experiences such as athletes, office workers, hospital workers and patients, etc. All events are staffed by a qualified instructor and any additional assistance from the coordinators of the events and owners.
- e) Signing up or being assigned for an events/fair is your commitment to work the events. The student must give a 48 hours notice to cancel commitment.
If an emergency arises, the student must call the instructor-coordinator at least 2 hours before the event to let them know you cannot come to the event.
Should this happen twice during this course, a failing grade will be recorded.
- f) If you do not participate in an event for which your are assigned (no show) or remove your name from the schedule within 48 hours, you will be penalized 1/2 the number of hours of the event, adding that number to the original required hours.

PROFESSIONAL CONDUCT

a) The student will uphold The Standards of Ethics of the American Massage Therapy Association (AMTA), National Certification Board of Therapeutic Massage and Bodywork (NCBTMB), and Federation of State Massage Therapy Boards (FSMTB)

www.amtamassage.org www.ncbtmb.org www.fsmtb.org

b) Students are expected to act with the highest professionalism during the program. All are expected to conduct themselves with honesty and integrity and respect the inherent worth of all persons.

c) All draping practices adhere to the Illinois State Massage Licensing Act, and Standards of Practice of NCBTMB. Draping practices protect the client's physical and emotional privacy. Genitals are never exposed.

d) Any student acting in an unprofessional manner while at clinic may be asked to leave by an administrator or instructor or facilitator of a business. Being asked to leave will result in zero hours for attendance and participation for that day. Further action is at the discretion of administration.

e) Inappropriate behaviors include, but are not limited to, racial, ethnic, or sexual slurs, harassment or bullying; disruption of clinic – tardiness, falling asleep, cell phone use in the clinic, earbuds left in during clinic, physical actions that do, or could result in, personal injury or property damage.

f) Any improper conduct of a student in clinic will be documented on the clinic evaluation form and discussed with the student. Progressive discipline, up to and including dismissal from the program, will take place if behavior is unethical, unprofessional and/or persistent by the student during clinic.

g) Students will be evaluated by an appointed facilitator(s) of the established business.

h) A student who places a client or clients in either emotional or physical jeopardy may be dismissed from the clinical course and possibly dismissed from the program. Physical or emotional jeopardy is described as, but not limited to: causing clients harm or injury, placing client at risk for harm or injury, causing a client emotional distress, disregard for client's safety, placing a client's physical or emotional health in jeopardy for own personal advancement or gain.

CLINICAL STUDENT RESPONSIBILITIES

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

b) The student will come to clinic prepared to give safe, responsible client care.

c) The student will only work with clients when supervised by instructor or facilitator of the business.

d) The student is responsible to seek the assistance of the instructor or facilitator of a business before proceeding with new, unfamiliar or uncertain aspects of treatment.

e) The student is representing Malcolm X College and will wear the maroon scrubs during clinic. It is the responsibility of the student to have the uniform cleaned and pressed for clinic work.

f) The student will have their school ID with them at all times in clinic.

g) The student present him/herself in a professional manner with hair pulled back with a hair tie or wrapped in a solid color scarf, personal hygiene cleanliness, and no dangling or noise making jewelry on.

h) Any student with tattoos, cannot be visible. This may require you to wear a long sleeve and/ or turtle neck under your scrubs during clinic. Some businesses do not allow visible tattoos on their employees during business hours. Any other restrictions of a partnered business with

clinic will be discussed and the student notified if there are modifications.

- i) The student will abide by the attendance and participation course requirements.

During Fieldwork Clinic, the student is evaluated by the partnered business as well as the student evaluating the facility for future student clinic participation. Attached to this handbook is a copy of the Evaluation Form.

DRESS CODE

1. Students in the Massage Therapy Program wear dark green polo shirts with black or khaki pants as their uniform at Malcolm X College, Clinic and events/fairs. It is the student's responsibility to purchase their dark green polo(s) at AMS Uniform. The polo shirts will bear the AMTP's logo at no additional charge. www.careeruniforms.com

***Uniforms are worn at **ALL** times, during class, clinic, events etc. Uniforms are cleaned and pressed. You will represent yourself in a professional manner and will be representing your school.

2. The student will have fingernails trimmed appropriately short, watch for hang nails.

3. Nail polish may be worn if it is clear or light colored such a neutral, beige.

4. Hair must be clean. If it is long enough to pull back, please do so. No bandanas, hats, caps etc. are worn on the head, however, exceptions are students who are **required to cover their hair for religious purposes.**

5. Male students must be neatly shaved, or if they have a beard or mustache, it must be neat and well groomed.

6. Wear supportive shoes for bodywork class.

7. No jewelry may be worn on the heads or wrists during a bodywork class, session, and/or clinic and events.

8. No dangling earrings or necklaces.

9. Other than ears, visible body piercing jewelry should be removed when doing bodywork during the program.

10. Ear gauges must be flesh colored and solid.

11. Dermal implants must be covered. Dermal implants in a student's hand may injure clients and are not allowed.

** The student will abide by the instructor's decision if anything is deemed inappropriate and/or unprofessional.

PERSONAL CARE AND HYGIENE

1. Use a good deodorant; no personal scents (perfumes/cologne or lotions) should be worn to class, due to the allergy sensitivities of many people.
2. Oral hygiene is also very important since you are working in close proximity to people. Brush and floss your teeth often. Like a nail kit, students should have a hygiene kit of disposable wipes, travel size deodorant, toothpaste and toothbrush, mouthwash, and floss.

Note to smokers: Due to the intimate nature of this work, you will need to be very vigilant in your hygiene. Please make sure you brush your teeth and/or use mouthwash each time after smoking, and wash hands. Also be aware that your hair and clothing can hold the scent. You should keep an extra set of clothing in your locker that will not be worn when smoking. Also, sheets you use for practice and clinic need to smell fresh. Be aware of the odor that will be on you and on sheets you may be transporting if you smoke in your car. Since many smokers may not be aware of a lingering smell, we ask that you be open to feedback from other students or staff if there is a noticeable odor. If you choose to smoke while at school, you must do so at least 20 feet away from the entrance to the building and dispose of butts in the outdoor trash container out back.

3. Gum chewing is not allowed; gum chewing is not professional.
4. Hand washing is the number one way to prevent the spread of disease.
5. Students are required to wash their hands and forearms before/after client contact, after handling dirty linens and before/after cleaning equipment.

** The student will abide by the instructor's decision if anything is deemed inappropriate and/or unprofessional.

BLOOD BORNE PATHOGEN GUIDELINES

All MXC Massage Therapy students and employees have an affirmative duty to maintain a workplace and educational environment which is safe and where the risk of incurring an infection is minimized.

During the course of the MTP, students learn about blood related pathologies and the necessary safety precautions. Students may be participating in activities and clinic within the Health Sciences Programs and out-reach clinic, which have potential for exposure to infectious

diseases including but not limited to Hepatitis B and HIV. Health occupation students must take all necessary precautions to minimize the risk of exposure.

Students who fail to comply with the blood borne pathogen and HIV policy may be asked to withdraw from the Massage Therapy program.

In the event of a significant exposure (e.g. an occupational incident involving eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material, including saliva), the student must report the incident immediately to the instructor or clinical supervisor. The MXC faculty will file a Safety/Loss Report Form describing the incident. The completed form will be submitted to the Dean of Health Sciences.

Follow-up evaluation will be required consistent with Federal regulations. This may involve going to their personal physician or the emergency room. Students are responsible for the cost of their own medical care.

Hepatitis B

It is highly recommended that all students providing direct patient care in the Health Sciences Division receive immunization against Hepatitis B. Although this is not required, it is highly recommended and is considered to be an extremely good investment. Students are particularly vulnerable to contamination as their hand washing skills generally are not yet well developed. Although the incidence of the infection is relatively low, the outcome can be fatal. Since there is a vaccine available, all health care providers who are at risk are encouraged to become immunized.

The Disease

Health care professionals are at increased risk of contracting Hepatitis B infection. Hepatitis B is usually spread by contact with infected blood or blood products and the risk of acquiring Hepatitis B increases with the frequency of blood contact. Hepatitis B virus may also be found in other body fluids, such as urine, tears, semen, vaginal secretions and breast milk. Hepatitis B infection can have severe consequences, including progressive liver damage and the possibility of developing hepatocellular carcinoma. Six to ten percent of the people who contract the virus become chronic carriers.

The Vaccine

Vaccination is the only available means of protection against Hepatitis B. No currently available therapy has proven effective in eliminating the infection. This vaccine, prepared from recombinant yeast cultures, is free of association with human blood or blood products. Full immunization requires three doses of the vaccine over a six month period. Because of the long incubation period for Hepatitis B, it is possible for an unrecognized infection to be present at the time the vaccine is given, and in that case, the vaccine would not prevent development of clinical hepatitis.

ALL students are required to have appropriate immunizations after they are admitted to their program of study (specific information is given to all admitted students). Requirements vary from program to program, depending on the clinical environments. Additionally, although all precautions are taken to minimize exposure and risk, there is always a slight possibility that precautions may fail or that a student may accidentally expose him/herself. All students entering a health-related program of study must be aware of this slight, but real, potential. While students in some programs are required to maintain personal health insurance, ALL students are encouraged to do so.

Procedures: You will need your physician's approval or order prior to being immunized. He or she will provide you with information regarding the contraindications and side effects of the vaccine. Contact your physician for additional information.

Education: As stated before, part of the AMTP curriculum, all students in Health Sciences programs will receive instruction on Pathologies of Infectious Diseases, how to prepare yourself and the client for a massage session, contraindications prior to providing client care.

NOTE: More information regarding other policies are found in the MXC Handbook.

MASSAGE THERAPY TECHNICAL STANDARDS OF AMTP

Purpose: To provide the applicant/student with a clear understanding of the physical demands required of the program based on the tasks performed by the graduate. Demonstration and/or documentation may be required. See form on following pages.

Description of Work Environment and Activities: Constant walking, standing, and bending for treatment purposes, assisting clients on and off the table, assessing patient response to treatment by sight, sound, verbal communications. Psychological requirements include exposure to clients in pain, dealing with stress and various responses to disabilities and client needs. Occasional exposure to body fluids, colds and viruses.

PHYSICAL and PSYCHOLOGICAL REQUIREMENTS: Constant requirements of walking, standing, and bending for treatment purposes, assisting clients on and off the table, assessing patient response to treatment by sight, sound, and verbal communication are required of the Massage Therapy student. Psychological requirements include exposure to clients in pain, dealing appropriately with stress, and various responses to disabilities and client needs.

*AMTP students are given a Personal Touch History Survey in the beginning of Semester One. Discussion and participation in this survey is vital to be able to give and receive a massage. AMTP students are required without exception to receive and give a full body massage unclothed. The only parts of the body exposed, are the areas being worked on. A top sheet is used for coverage.

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES	PERFORMANCE ABILITY (circle answer)
Communication	Communication ability sufficient for interaction with others in verbal and written form.	Explain and articulate massage therapy procedures; give directions, answer questions posed by clients, coworkers, physicians and other healthcare providers concerning massage therapy procedures and client progress in both written and oral forms of communication. Keep accurate records of massage session and charges.	YES NO*
Critical Thinking/ Problem Solving	Critical thinking and problem solving ability sufficient for clinical judgment.	Assess client reactions and responses to pressure. Ability to assess clients problem and determine course of treatment.	YES NO*
Hearing	Auditory ability sufficient to accurately gather information relevant to massage therapy session.	Telephone conversations, client conversations and verbal cues, alarms and emergency signals	YES NO*
Interpersonal	Interpersonal abilities sufficient to interact with individuals from a variety of social, emotional, cultural and intellectual backgrounds.	Maintain appropriate relationship with clients and other health care providers.	YES NO*
Mobility	Physical ability sufficient to stand and move around the table for a period of one hour or more using proper body mechanics. Requires bending, kneeling, crouching, and standing.	Move around in massage room, ability to carry table from one location to another for sporting events, house calls and workshops. Assist clients on and off massage table as needed.	YES NO*
Motor Skills	Gross and fine motor skills necessary to perform procedures accurately, safety and efficiently.	Strength and endurance to perform several one-hour massage sessions in one day. Assist clients on and off table. Standing for extended periods.	YES NO*

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES	PERFORMANCE ABILITY (circle answer)
Self Care	Ability to present a professional appearance and implement measures to maintain own health.	Implement universal precautions e.g. infectious diseases. Observe safety policies, OSHA regulations, etc. Self care of physical and mental well being.	YES NO*
Smell	Olfactory senses sufficient for maintaining environment and client safety.	Distinguish smells which are contributory to assessing and/or maintaining environment and client safety (e.g. fire).	YES NO*
Temperament	Ability to deal effectively with stress and stress related problems.	Perform three to five sessions in one day. Be able to deal with pain and discomfort of others. Ability to maintain and assert appropriate boundaries.	YES NO*
Visual	Visual ability sufficient for observation, assessment and performance of the procedure.	Observe client's body language, body reading; read client history forms, computer screens, appointment books, labels on massage oil to determine allergic reaction.	YES NO*

*Indicates awareness of applicant to make an appointment with Student Disabilities Services. (Demonstration may be required.) *Students should be able to perform these functions with reasonable accommodations (e.g. the help of compensatory techniques and/or assistant devices) and be able to demonstrate the ability to become proficient in these essential functions.

ATTENDANCE POLICY

CLASS:

It is expected that students attend all classes. In the event of illness, the student is expected to contact the instructor and their Advisor. Any material missed must be made up at the instructor's discretion. It is the student's responsibility to contact the instructor upon returning to class to schedule make-up time; furthermore, all class time missed must be made up.

EXCESSIVE ABSENCES:

Any student missing more than 10% of the contact hours in a given course, whether excused or not, is required to schedule a conference with the Department Head to determine if the student can meet minimal competencies. Administrative withdrawal may be necessary if the student misses more than 10% of the contact hours in a given course. Students missing more than 2 classes may be referred to the campus counselor and be at risk of being withdrawn from the program.

While a student is in the program, an extended illness, pregnancy, or other unusual situation will be handled on an individual basis depending upon the student's ability to keep up with the curriculum. Student and client safety are prime considerations.

FIELDWORK ABSENCES:

Students are to be at their externship as assigned, and all externship absences must be made up. Students are required to notify their externship supervisor if they are going to be absent. A student who is absent in excess of 10% of the assigned externship contact hours may be withdrawn from the course and program.

TARDINESS:

Excessive tardiness will not be tolerated. A student is considered tardy after the beginning of class. Tardiness in excess of three times will be considered one full absence.

Attendance is a vital part of the professionalism grade/standards for the Massage Therapy Program.

NOTE: More information regarding other policies are found in the MXC Handbook.

GRADING POLICY

MTP's grading system for **ALL** courses are as follows (Per the instructor this scale is subject to change):

100% - 94% = A = 4 points

93% - 88% = B = 3 points

87% - 80% = C = 2 points (Please note the passing percentage is higher than the norm)

79% - 74% = D

73% - Below = F

Any or all quizzes, tests, exams etc. are administered on Blackboard. There is a specific date and time set given. Results of tests are immediate and graded accordingly. Any disagreements regarding your grade, can be discussed with the instructor. This is also subject to change at the discretion of the instructor/faculty.

Suggested Methods of Instruction (but not limited) :

1. Oral Lecture/Discussion
2. Handouts
3. Demonstrations
4. Group Work
5. On-line Activities
6. Power Point and/or other technology
7. Homework

Suggested Methods of Assessment and Evaluation (but not limited) :

1. Tests and Quizzes
2. Participation in Class
3. Exams
4. Lab Performances and Lab Performance Exams
5. Mid-Term and Final Exams
6. Summative Exam
7. Homework

The following is an example and guideline of the grading system. It is at the discretion of the instructor/faculty to decide the grading system for the course. This will be stated in the "Instructor Syllabus" of each course.

1. Tests and Quizzes are given **1-3 times a week** for retention and assessment purposes of the Student Learning Outcomes and conditioning the student to sit for the MBLEx exam. **Tests and Quizzes can be administered without notice by the instructor.** Tests and Quizzes may consist of, but not limited to multiple choice, essay, fill in the blank, matching, diagraming etc. The tests and quizzes may consist of a minimum of 10 questions, but not limited at the discretion of the instructor. **80 % is passing on each tests and quizzes. 5% is the cumulative value towards the Mid-Term and/or Final Grades of the course.**
2. Participation in Class is not limited to ... answering a direct question, sharing your opinion or thought on the subject matter that has value to the subject matter; given an assignment to present to the class whether it's verbal and/or demonstration; a game format in which students are teamed up with other classmates. This type of participation in class should be engaging and incorporated into the course everyday. **80% is passing on all types of participation in class. 5% is the cumulative value towards the Mid-Term and/or Final Grades of the course.**
3. Exams may be given throughout the course at the discretion of the instructor. Exams consist of a minimum of 20 questions that deal with the subject matter the student has been taught thus far in the course, but 1-2 questions may be asked of subject matter not yet taught to the student. The 1-2 questions will not figure into the calculations of their current grade if it has not been taught yet. **80% is passing on each exam. 10% is the cumulative value towards the Mid-term and/or Final Grades of the course.**
4. Lab Performance Tests are a key method of assessment for the massage therapy program. Lab performances are graded by a legend:

Excellent = speaks clearly, concisely with confidence, ideas well thought out, tone of voice is one of authority; well versed and knowledgeable in the subject & the massage guidelines with excellent body mechanics and weight distribution, "present and mindful" of the work; has excellent transitional techniques that flow from one body region to the next. **94% - 100% = A**

Very Good = speaks clearly with confidence; knowledgeable in the subject matter; replicates and performs techniques well, "present and mindful" of the work. **88% - 93% = B**

Satisfactory = speaks well, expresses ideas adequately; somewhat knowledgeable of the basic subject matter; replicates and performs techniques adequately, needs work on transitioning, not always "present and mindful" of the work. **80% -87% = C**

Marginal/ Poor = uncommunicative, confused in thought, poor vocabulary; lacks considerable knowledge of the basic subject matter; replicates and performs the techniques poorly, poor body mechanics, "not present

and mindful” in his/her work; indifferent in performance, replication, and/or palpation skills **79%-74% = D**

Lab Performances are given throughout the course to assess the progression of skills in a student which is determined by the legend, but not limited to the legend. Lab performances are, but not limited to demonstrating and/or verbalizing palpation skills of bone and muscle; massage techniques; exercises; written and drawing skills.

Lab Performance Exams are given in conjunction with Mid-Term and Final Exams. The exam may consist of, but not limited to the entire course.

80% is passing on each performance. 20% is the cumulative value towards the Mid-Term and/or Final Grades of the course.

5. Mid-Term and Final Exams are the culmination of what the course is thus far. The exams consist of a minimum of 60 questions, but no more than 100 questions of multiple choice. **80 % is passing on each exams. 30% given to each exam is the cumulative value towards the Mid-Term and/or Final Grades of the course.**

6. A Summative Exam may be given in which the exam consist of subjects previously learned due to the progression and proficiency of a massage technique and/or modality as it relates to massage. For example, learning origin, insertion, action and innervation in MAS 110 and MAS 111 relates to sports massage and kinesiology in MAS 120. **80% is passing.**

A Summative Exam can be calculated in the cumulative value towards the Final Grade if given a percentage. Sometimes the Summative Exam is given as a Final Exam with a minimum 80 - 100 multiple choice questions.

7. Homework is given twice a week, but not limited to and is at the instructor’s discretion of how much homework is given to the student to complete. Homework is looked upon as a complete/incomplete and/or pass/fail, and/or 80% passing. Homework at the discretion of the instructor is discussed in class as a ”participation in class” and/or performance and/or as a method of instruction. Homework is submitted to the instructor at a designated date and time. Fail to submit your homework on time may result in a pass or fail at the discretion of the instructor and may be calculated in the final grade of the course. NOTE: Please refer to the student handbook of the college.

8. Any or all quizzes, tests, exams etc. are administered on Blackboard. There is a specific date and time set given. Results of tests are immediate and graded accordingly. Any disagreements regarding your grade, can be discussed with the instructor. This is also subject to change at the discretion of the instructor/faculty.

9. Any “makeup tests/quizzes etc. will be given at the discretion of the instructor/faculty and will only be given in instances of unavoidable absences and/or circumstances. This will also be stated in the “Instructor’s Syllabus” of each course.

NOTE: More information regarding policies are found in the MXC Handbook.

ACADEMIC HONESTY

Academic honesty is expected in all actions and activities in classes, laboratories or clinical experiences in the Advanced Massage Therapy Program. Academic dishonesty (cheating) is defined as the use of unauthorized resources by a student during a test and /or written assignment, which includes all written and electronic sources as well as the duplication of another person’s work. Test questions are to be answered without prompts and all written work is expected to be original. This applies to student work in both the classroom and the clinical practice area.

A violation of this policy will result in a zero (0) for the test or a failure (F) for the written assignment or suspension from the program.

In the event that a student is suspected of violating this policy the instructor or administrator suspecting the violation will prepare a written statement notifying the student of the alleged violation.

The student has a right to appeal. All appeals are to follow the Student Appeal Process outlined in the MALCOLM X COLLEGE HANDBOOK and Catalog. Note: More information regarding policies are found in the MXC Handbook.

CONFIDENTIALITY

1. Students, instructors and administration shall safeguard the confidentiality of all client information unless disclosure is required by law, court order or is absolutely necessary for the protection of the public.
2. Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy within the constraints of the law. (AMTA)
3. All matters discussed in the classroom of a personal nature by classmates must be kept confidential. Due to the personal nature of our studies and self-care topics, this point is of paramount importance and non- negotiable.
4. All client information is confidential. When discussing a case study or a practice massage, students never use real names or discuss our cases outside of the classroom in such a way as to be disrespectful to the client or divulge information that may identify the client.
5. Confidentiality is not only important in the classroom but has legal implications to all healthcare professionals.
6. HIPAA guidelines are covered throughout the program.
7. Breach of confidentiality can be cause for disciplinary action up to and including dismissal from the program.

DISCRIMINATION

1. Students, instructors and administration are expected to refuse to unjustly discriminate against clients or other health professionals (NCBTMB)
2. Health Profession Division Discrimination Statement - Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments based on the students beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law.

Note: Refer to MXC Student Handbook for more information of discrimination, sexual harassment, bullying.

OTHER RESOURCES:

1. Academic Advising: www.ccc.edu/departments/Pages/Advising.aspx
2. Disability Access Centers:
www.ccc.edu/departments/Pages/Disability-Access-Center.aspx
3. Tutoring: www.ccc.edu/departments/Pages/Tutoring.aspx
4. Veteran Services:
www.ccc.edu/colleges.malcolm-x/departments/Pages/Veterans-Services.aspx
5. Wellness Center: www.ccc.edu/departments/Pages/Wellness-Centers.aspx
6. Textbook Rentals: www.ccc.edu/departments/Pages/Bookstores.aspx
7. Ventra U-Pass: www.ccc.edu/services/Pages/Get-Your-U-Pass.aspx
8. Career Planning and Placement:
www.ccc.edu/colleges/malcolm-x/departments/Pages/Career-Services.aspx