

Queensborough Community College

Massage Therapy Program

STUDENT HANDBOOK



Department of Health,
Physical Education and
Dance
&
The Health Related
Sciences Academy

Students enrolled in the Massage Therapy Program must submit their medical requirements to the Office of Health Services 60 days prior to the start of classes.

Link to Health Clearance Forms:

[https://www.qcc.cuny.edu/healthservices/MedReqs--
MassageTherapyStudents.html](https://www.qcc.cuny.edu/healthservices/MedReqs--
MassageTherapyStudents.html)

Make a copy of your completed health forms for your personal records and email all required documents to HEALTH SERVICES Attn:
RPatel@qcc.cuny.edu and lHocevar@qcc.cuny.edu

Health Clearance Forms **MUST** be handed to your professor on the first day of classes.

All students are required to have CPR and first aid for Health Care Providers.

All students are required to have Liability Insurance. Liability Insurance for students is free through the American Massage Therapy Association.

Link to AMTA Student Insurance:

<https://www.amtamassage.org/member-benefits/students/>

INTRODUCTION

The Massage Therapy Faculty at Queensborough Community College are very pleased to welcome you. This handbook has been developed to facilitate your progress through the Massage Therapy curriculum.

The faculty and staff of the Department and the College are here to help you attain your educational goals. It is our hope that you will have a smooth, pleasant, and rewarding experience.

PROGRAM DESCRIPTION

The Massage Therapy Program was developed to meet the increasing demand for licensed professional therapists who can perform in a variety of settings.

Massage Therapy, one of the oldest known therapeutic treatments, has gained increased acceptance and respect as a licensed healthcare practice. The National Institutes of Health recognizes it as an important, non-invasive form of treatment. Ongoing research is studying more of its therapeutic effects for a variety of populations and in health care settings.

The Massage Therapy Program provides health care education incorporating the diversity of health perceptions in our society, preparing students for the opportunities in medical offices, wellness centers, hospitals and other health care facilities, sports and health clubs, retirement communities, corporate and business offices, and in private practice.

Offering a solid foundation in the biological sciences, together with a broad base of general education in the liberal arts and sciences, the Massage Therapy curriculum is designed to prepare students to become proficient in the art and science of massage therapy. The program offers comprehensive theoretical knowledge and practical application of both Eastern and Western massage therapy techniques. Students learn through lectures, laboratory demonstrations, supervised practice, and evaluation of skills. Opportunities are provided to work with clients under the supervision of a qualified licensed faculty member.

The Program meets the New York State Department of Education's requirements for massage therapy programs. Students will be prepared to sit for the New York State Licensing Exam upon graduation.

Students of the QCC Massage Therapy Program will provide and receive massage and other manual or verbal techniques or therapies to and from students or the instructor in an instructional or practice setting. It is the student's responsibility to inform the instructor of any special physical conditions they may have to ensure safety, such as prior injury or pregnancy. Once conditions are made known or are discovered, the instructor may determine that participation in some class practice sessions or techniques is contraindicated for the student, and the student will be asked to observe only. You are encouraged to take a turn partnering with every member of the class to experience massaging various types of bodies.

Some students may have prior experience in a different field. The only techniques to be used in class are the techniques you have learned in the QCC Massage Therapy Program from your instructors. You may not use techniques learned for a different profession, or from your classmates who have prior experience in another field.

PROGRAM OBJECTIVES

- Provide students with a solid foundation in the biological sciences, together with a broad base of general education in the liberal arts.
- Educate students within a complementary healthcare framework, incorporating the art and science of massage therapy.
- Offer comprehensive theoretical knowledge and practical application of both eastern and Western massage therapy techniques.
- Provide students with the opportunities to work with clients under the supervision of a licensed faculty member.

- Educate students about professional issues, including legal and ethical concerns, business practices and the importance of continuing their education throughout their career.
- Prepare students to apply for licensure in New York State.

GENERAL INFORMATION

All Queensborough Community College students are responsible for the information and policies that are stated in the current College Catalog and the Student Handbook for Massage Therapy.

Students must be aware that the program is academically intensive. Approximately two hours of preparation are required for each hour of class.

Because students must devote extensive time to the program, *full-time employment during the academic year is not recommended*, and *planning for financial and family obligations* should be done prior to starting the program.

DRESS CODE AND HYGIENE FOR LABS AND CLINICS

- A clean school uniform must be worn – QCC polo shirt and loose-fitting navy pants. **There are no exceptions. QCC uniforms must be worn for all hands-on classes.**
- Hair must be clean and tied back.
- Students should not wear any dangling earrings or necklaces. Rings, watches and bracelets should be removed.
- No fragrances should be worn.
- Clean, comfortable, supportive shoes must be worn.
- Maintain good personal and professional hygiene; be mindful of protecting your breath (smoking, etc.)
- Smokers must thoroughly wash and clean their hands using warm water and anti-bacterial soap.
- Nails must be short and neatly filed. No jagged edges/rough cuticles. Nail polish must be neat with no chips.
- Eat mindfully before giving/receiving massage.

COURTESY

- Keep an open mind toward practices and opinions that differ from your own.
- Conflicting opinions are to be respected and responded to in a professional manner.
- Side conversations or other distracting behaviors are not to be engaged in during lectures, class discussions, or presentations.
- Offensive comments, language or gestures are not permitted or tolerated at any time.
- **Cell phones must be away at all times and stored either in a locker or bag. They are not to be on your desk or taken out at any time during the class. Students are not permitted to use or have any type of electronic device on their desks or on their bodies (in pockets, etc.) during any examinations, quizzes, or evaluations of any kind or while giving massages.**
- **Photographing and taking videos in class is prohibited for privacy and confidentiality reasons.**
- The QCC Massage Therapy program prepares you for a professional career as a Licensed Massage Therapist. Professionalism is always required in all classes. It is expected that you refer to your instructors as “Doctor” or “Professor”, depending on their credentials.

MEDICAL CLEARANCE, CPR CERTIFICATION AND LIABILITY INSURANCE

- All students are required to submit the following to the course instructor **by the first day of class**:
 - *Medical Clearance*: A copy of the receipt from QCC Health Services indicating that a completed, current massage student medical form is on file.
 - *Liability Insurance*: Copy of the "Certificate of Insurance" from your massage or bodywork liability insurance provider. Student liability insurance can be obtained from the American Massage Therapy Association (AMTA) free of charge. <https://www.amtamassage.org/member-benefits/students/>
 - *CPR Certification*: Copy of current CPR card/certification. Students may complete the BCLS (Basic Cardiac Life Support) that is geared for professionals or Heartsaver First Aid. Contact Health Services for information on where to obtain CPR training.
- Any student who has not supplied evidence of current medical clearance, CPR certification **and** liability insurance to the course instructor on the first day of class will not be allowed to participate in class activities. **There are no exceptions to this rule.**

QUALITIES OF PROFESSIONAL BEHAVIOR

Students demonstrate professional behavior by:

- Being punctual in classroom, clinical assignments, appointments, and conferences.
- Practicing good habits for health and hygiene.
- Asking for assistance when necessary and consulting with appropriate resources.
- Using criticism constructively.
- Accepting diversity among individuals (personality, culture, opinions, etc.)
- Maintaining confidentiality.
- Promoting ethical behavior in self and others.
- Taking responsibility for one's own learning.
- Maintaining a professional attitude and conduct at all times.

ACADEMIC STANDING AND PROGRESSION

- Students must receive a minimum grade of C (74) in each HA and BI course and maintain a GPA of 2.0 before they may progress to the next HA and BI course.
- Failure of any practical evaluation constitutes a failure for the course.
- Students may repeat any HA or BI course only once, on a space available basis.

COMMUNICATION

Students are required to check their Office 365 student email for important information from their instructors for classes, and for updates on the program. Information will not be sent to personal emails.

ATTENDANCE REQUIREMENTS

- **Attendance for all class sessions is mandatory as part of the NYS required 1000-hour training.** Making up classes in another section cannot be guaranteed and is up to the discretion of the instructor of that class. If a section is full (i.e., has the maximum number of students allowed), no make ups will be allowed in that section. Classes can only be made up with written permission from your instructor and prior permission from the instructor teaching the makeup class you will be attending. Students will not be allowed entry into a class without making prior arrangements with the instructor. Class hours

can also be made up with Student Success Advocates. Class hours that are not made up will result in a grade of Incomplete or failure.

- When selecting your classes, please consider your personal schedule and religious holidays so you will be able to attend all classes for the course you are registered for, including conversion days. Additionally, please clear all holds you may have on your record with Bursar, the Library, and Academic Advisement prior to registering for classes.
- **Please be reminded that this is a professional program.** More than two (2) absences or six (6) late arrivals, or any absence that is not made up, can result in failure of the course.
- If a student is sick or injured, they will not be permitted to attend class and the hours must be made up.
- Exceptions will be made for classes missed for religious observances. Please notify the instructor in advance of absences for this reason and plan to make up all missed classes.
- **Any missed class must be made up within two weeks of the absence. If a student misses three classes, a discussion will take place regarding whether they will be able to continue in the class.**
- Each and any absence must be made up within the same course. . For example, if a student misses a class in Western 1, they must make that absence up in another Western 1 class or with a SSA, not in an unrelated course.

TARDINESS

- Roll will be called at the beginning of each class. Students arriving after roll has been called will be considered late.
- Three (3) late arrivals will be considered equal to one absence. Students arriving more than fifteen (15) minutes late will be considered absent.
- Students will not be permitted to enter class past 20 minutes of the class start time.

PENALTIES FOR LATE SUBMISSION OF ASSIGNMENTS

- All assignments are due IN CLASS on the due date.
- Late assignments will be downgraded one full grade if within one week late, and two full grades for any additional lateness.
- Assignments may be turned in early (prior to class) or between classes in the HPED office (instructor's mailbox.) If you miss a class due to illness, please place your assignment in the instructor's mailbox as soon as you are back on campus.
- ALL ASSIGNMENTS, INCLUDING HOMEWORK, MUST BE COMPLETED TO RECEIVE A FINAL GRADE.

MAKE UP EXAMS

To be permitted to take a make-up exam, students must demonstrate extenuating circumstances by providing appropriate documentation (e.g., doctor's note, death certificate, etc.) No make-up exams will be permitted without documentation of extenuating circumstances.

QUALITY OF WRITING

Written material must follow specific APA standards, including citations of authors' work within the text and references. Suggested websites for APA formatting and research assistance are:

<http://owl.english.purdue.edu/owl/section/2/10/>

<http://nova.campusguides.com/writing>

http://en.wikipedia.org/wiki/APA_style

<https://owl.english.purdue.edu/owl/resource/552/01/>

<https://owl.english.purdue.edu/owl/section/2/9/>

POLICY ON ACADEMIC INTEGRITY

Students in all courses will be held accountable to the rigorous standards of academic integrity as described in the Queensborough Community College Academic Integrity Plan. For review, students can find the Academic Integrity Plan in the college catalog (and online) as well as in the Student Handbook.

Examples of integrity violations include:

- Copying from another student's examination paper
OR allowing another student to copy from your examination paper
- Any form of communication between students during an exam
- Using any device for cheating purposes (e.g., cell phones, calculators)
- Attempting to obtain or disseminate the content of an examination before the examination is administered by the professor
- Participating in any academic exercise (such as a test) using the alias of another student
OR permitting someone else to do this for you
- Using someone else's words, ideas, or data without acknowledging the source

Consequences for Violations:

Violation of any of the college-wide rules outlined in the Academic Integrity Plan will lead to the professor placing an Incident Report in a file in the Department of Health, Physical Education, and Dance as well as having a copy sent to the Dean's office. Any of the following actions may also be taken:

- Assignment of a failing grade (F) for the work in question
- Dismissal from the course and assignment of a grade of F
- Expulsion from the college and CUNY

TITLE IX

CUNY's Policy on Sexual Misconduct prohibits all forms of sexual misconduct, including sexual harassment, gender-based harassment and sexual violence. Reports or inquiries concerning sexual misconduct or sex discrimination may be made to the Office of Title IX Compliance, Room A-413 or to titleix@qcc.cuny.edu. Retaliation for reporting sexual misconduct, harassment or sexual violence or cooperating with an investigation of such a report is also prohibited. To access CUNY's Policy on Sexual Misconduct and the Students' Bill of Rights, please visit the following links:

<http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/POLICY-ON-SEXUAL-MISCONDUCT-10.1.2015-with-links.pdf>

<http://www1.cuny.edu/sites/title-ix/campus-websites/student-sexual-misconduct-complaints-bill-of-rights/campus/queensborough-community-college/>

ACCOMMODATION FOR DISABILITIES

Any student who feels that s/he needs an accommodation based upon impact of a disability may contact the instructor privately to discuss her/his specific needs. The office of Services for Students with Disabilities in the Science Building, Room 132 (718-631-6256) will coordinate reasonable accommodations for students with documented disabilities.

Students with documented disabilities may enter in the program if they are able to meet course objectives. Students who become pregnant, experience an illness, or sustain an injury, may continue in the program

as long as they are able to meet the physical demands of participating in lab and practicum courses, including completing practical exams. Accommodations, such as using a low table or massage chair for Shiatsu, will be offered to pregnant students and others who need them.

The College and the Health, Physical Education and Dance Department reserve the right to require a physician's statement regarding a student's health status and their ability to participate in the program.

LICENSURE

Students will be eligible to apply to the New York State Massage Therapy Licensing Examination upon graduation. Licensing exams are given in January and August.

An application must be filed with the New York State Education Department along with the required fee.

"Determination of Good Moral Character" is a requirement for Massage Therapy Licensure. Applicants who have been charged with or convicted of a crime (felony or misdemeanor) in any state or country will be referred to the State Office of Professional Discipline, which will conduct an investigation.

Proof of current CPR and First Aid Certification is required.

SCOPE OF PRACTICE FOR MASSAGE THERAPISTS IN NEW YORK STATE

7801. *Definition of the practice of massage.* The practice of the profession of massage is defined as engaging in applying a scientific system of activity to the muscular system of the human body by means of stroking, kneading, tapping, and vibrating with the hands or vibrators, for the purpose of improving muscle tone and circulation.

Acknowledgement of Receipt of Student Handbook

I acknowledge that I have read and received a copy of the Queensborough Community College **Student Handbook for Massage Therapy**. I understand that as a student of the Massage Therapy Program I am expected to follow all policies and procedures outlined in the handbook.

I further acknowledge that I must print this page, complete the information below and bring it with me to present to my Massage Therapy professors during the first week of the semester

Signature

Printed Name

Date