

# **STUDENT HANDBOOK MASSAGE THERAPY PROGRAM**



## **CATALOG SUPPLEMENT**

### **SWEDISH INSTITUTE**

226 West 26<sup>th</sup> Street  
New York, New York 10001  
Tel: (212) 924-5900  
Fax: (212) 924-7600

January 12, 2009

## Mission Statement

The mission of the Swedish Institute Massage Therapy Program is to educate students in the science and art of massage therapy so they become effective, ethical and successful massage therapists who are lifelong learners, serve their communities and advance the profession of massage therapy.

## Swedish Institute

College of Health Sciences

226 West 26<sup>th</sup> Street, New York, New York 10001

Tel: (212) 924-5900; Fax: (212) 924-7600

[www.swedishinstitute.edu](http://www.swedishinstitute.edu)

**Notice: The information contained in this handbook is subject to change at any time. Notification of changes made to this handbook will be posted in the student lounge.**

**Published on March 20, 1998 by the Swedish Institute**

**Revised on Jan. 12, 2009**

## TABLE OF CONTENTS

<b>ACADEMIC CALENDAR .....</b>	<b>4</b>
<b>SECTION I - INTRODUCTION .....</b>	<b>5</b>
<b>SECTION II – INSTITUTIONAL POLICIES</b>	
Student Records/Confidentiality.....	5
Address, Email and Phone Information .....	6
ID Cards .....	6
Schedule Notification .....	6
On-line Bulletin Board .....	6
School Closing/Class Cancellations .....	7
If Instructor Is Delayed .....	7
Emergency Phone Calls.....	7
Tuition Payments .....	7
Drop/Add .....	7
Change of Schedule Policy.....	7
Leave of Absence/Withdrawal.....	8
Reinstatement .....	8
Refund Policies .....	9
Off-Campus Activities.....	9
Lost And Found .....	9
Lockers/Valuables .....	9
No Food and Drink in the Classroom.....	10
No Smoking Policy .....	10
Children in School .....	10
Grievance Procedure .....	10
Appeals for Disciplinary Decisions .....	10
Comparable Program Information.....	10
Transcript Policy.....	10
Changes in School Policy .....	10
<b>SECTION III – ACADEMIC POLICIES</b>	
<b>A. Attendance.....</b>	<b>11</b>
Absences.....	11
Allowed Absences .....	11
Over-Limit Absences.....	11
Failure Due to Over-Limit Absences .....	12
Excused Absences.....	12
Lateness.....	13
Exam Attendance .....	13
When to Notify the School about Lateness or Absence .....	13
Jury Duty Policy.....	13
<b>B. Grades and Exams.....</b>	<b>13</b>
Passing Grades.....	13
Grade Notification .....	14
Eligibility for Final Exam .....	14
Exam Policies/Academic Integrity.....	14
Final Exam or Course Failure: Notification .....	15
Retest: Written Final Exams .....	15
Appeal for Retest of Failed Practical Exams.....	15
Incompletes for Missing Final Exam .....	16
Course Failure/Course Repeat .....	16

Grade Appeals .....	16
<b>C. Satisfactory Academic Progress Standards .....</b>	<b>17</b>
Maximum Time Frame to Complete the Program .....	17
Second Failures .....	17
Quantitative and Qualitative Measurements .....	18
Academic Probation .....	18
Extenuating Circumstances .....	18
Repeating Courses .....	18
Tutoring .....	18
<b>D. General Academic Policies .....</b>	<b>19</b>
New York State Law Governing Massage Practice .....	19
Student Practice Outside the Classroom .....	19
Wearing of Scents in Class .....	19
Audio-Taping In Class .....	19
Auditing Policy .....	19
Definition of a Credit Hour .....	19
Pregnancy .....	20
First Aid/CPR .....	20
Requirements Outside of Regularly Scheduled Classes .....	20
<b>E. Professionalism .....</b>	<b>20</b>
Professional Behavior .....	20
Program Standards .....	21
Uniforms/Dressing and Undressing .....	22
Professional Attire .....	22
<b>F. Ethics &amp; Professionalism in the Massage Therapy Context .....</b>	<b>22</b>
Guidelines for Professional Conduct .....	22
Classroom Attendance .....	22
Interactions with Others .....	23
Safety .....	23
Inappropriate Touch or Speech .....	23
Criteria for Professional Standards in Clinic and Hands-On Classes .....	23
Guidelines for Safe and Ethical Conduct .....	24
Dual Relationships .....	25
<b>SECTION IV – ACADEMIC SUPPORT SERVICES .....</b>	<b>25</b>
Tutoring .....	25
Academic Support Workshops .....	25
Practice Sessions .....	25
Advising Time .....	25
<b>SECTION V – STUDENT SERVICES .....</b>	<b>26</b>
Internet Access .....	26
Library .....	26
Bookstore .....	26
Alumni Services .....	26
Financial Aid .....	26
Scholarships .....	26
Student Advisory Council .....	27
Services for Students with Disabilities .....	27
Referrals for Counseling .....	27

<b>SECTION VI – INFECTIOUS DISEASES</b>	
Safeguards Against Spread of Infectious Conditions .....	27
Information on HIV/AIDS .....	29
<b>SECTION VII – SCHOOL SAFETY AND SECURITY</b>	
Crime Reporting and Investigation Procedures .....	31
Sexual Assault Policy .....	31
Bias Crime Policy .....	31
Weapons Policy.....	32
Alcohol/Drug Policy .....	32
Health Risks Associated with Use or Abuse of Alcohol/Drugs .....	32
Legal Sanctions for Unlawful Possession or Distribution .....	32
Referrals for Treatment .....	33
Campus Crime Statistics.....	34
<b>SECTION VIII – UNIFORMS &amp; EQUIPMENT .....</b>	<b>34</b>
<b>SECTION IX – DISCRIMINATION AND SEXUAL HARASSMENT .....</b>	<b>35</b>
<b>Book List for Full Time Program .....</b>	<b>37</b>
<b>Book List for Part Time Program .....</b>	<b>40</b>
<b>Hand washing Protocol.....</b>	<b>43</b>
<b>Index</b>	

# SWEDISH INSTITUTE ACADEMIC CALENDAR

## Massage Therapy Program

### 2009 Winter Semester

Classes Begin.....Monday, January 5  
 Classes End .....Saturday, April 18  
 School is closed for Holidays .....None

### 2009 Spring Semester

Classes Begin.....Saturday, May 2  
 Classes End .....Saturday, August 15  
 School is closed for Holidays .....Memorial Day:  
 Saturday, May 23 through  
 Monday, May 25  
Independence Day: Friday,  
 July 3 through Sunday,  
 July 5

### 2009 Fall Semester

Classes Begin.....Tuesday, September 8  
 Classes End .....Saturday, December 19  
 School is closed for Holidays .....Thanksgiving:  
 Thursday, November 26  
 through Sunday,  
 November 29

### 2010 Winter Semester

Classes Begin.....Monday, January 4  
 Classes End .....Saturday, April 17  
 School is closed for Holidays .....None

### 2010 Spring Semester

Classes Begin.....Saturday, May 1  
 Classes End .....Saturday, August 14  
 School closed for Holidays .....Memorial Day:  
 Saturday, May 29  
 through Monday, May 31  
Independence Day:  
 Saturday, July 3 through  
 Monday, July 5

### 2010 Fall Semester

Classes Begin.....Tuesday, September 7  
 Classes End .....Saturday, December 18  
 School is closed for Holidays .....Thanksgiving: Thursday,  
 November 25  
 through Sunday,  
 November 28

## SECTION I. INTRODUCTION

The Swedish Institute is committed to providing students with a high caliber of professional training in the field of massage therapy. As part of that process, it is our intention to create a classroom and school environment which best facilitates the learning process for all, and provides the safety which is especially necessary in a professional training involving touch. We believe that building this kind of supportive and effective environment for learning requires the genuine commitment of both students and staff to a spirit of cooperation, open communication, and respect for others.

This handbook is meant to be a resource for you throughout your time at the Swedish Institute. It provides the information that you will need to help you succeed as a student here as well as resources we hope you will find useful. There are also very important policies that will help to create an environment in which students can have a positive learning experience. We encourage you to find a place in your home for it so that you can access it easily when for instance you find yourself sick on the morning of an exam and need to find out what you are supposed to do.

## SECTION II. INSTITUTIONAL POLICIES

Students are expected to abide by and conform to the following Rules & Regulations of the Institute at all times. Each course syllabus contains detailed information regarding the policies for that course. **All policies stated in individual course syllabi are considered part of these policies.**

### 1. **Student Records – Confidentiality**

Permanent records are maintained in the Administrative Office. Once submitted, all original documents become the property of the Swedish Institute. Students may make arrangements in the office to review their records by submitting a written request to the Dean of Admissions & Student Services. Please submit your request several days in advance, so we may have reasonable time to schedule your review. Evaluation forms may not be reviewed if the student has waived their right to see them.

In accordance with the Family Education Rights and Privacy Act of 1994 (FERPA), the Swedish Institute recognizes each student's right to privacy and does not disclose personally identifiable information to a third party without specific permission from the student, or as required by law. One exception involves "directory information."

FERPA regulations state that directory information is information about a student that "would not generally be considered harmful or an invasion of privacy if disclosed."

At the Swedish Institute, we consider the following minimal amount of information to be directory information:

- Full name of the student (as it appears on the official records),
- Student's dates of attendance;
- Students' school or division (i.e. Massage, Acupuncture, Personal Training);
- Student's degrees and honors and the dates they were awarded.

Examples of circumstances in which a student's directory information might be used are:

- Announcements of scholarships;
- Posting of student's names on school property (including website) in connection with the following: a student has mail to pick up in Reception; a listing of names of students scheduled for off-site internship placements; names of those who need to see a member of the administrative staff;
- Listing of the graduate's name in their graduation program;
- Listing of graduate's name and graduation date on the website regarding alumni/placement matters

**IMPORTANT NOTICE:** Students who do not want their directory information disclosed under any circumstances must notify the Registrar's office in writing, no later than the second Friday of their first semester at school. Any student who does not opt out in this way and by the aforementioned deadline, will be considered to have granted permission for their directory information to be published. Students who refuse permission for the use of their directory information will not be listed in the graduation program and full use of Alumni/Placement Services may not be available. Students who refuse permission for the use of their directory information will be responsible to personally seek out and obtain all off-site assignments from the Off-Site Internship coordinator. Failure to do so may result in a failing grade for Off-Site Internships.

2. **Address, E-mail and Phone Information**

Every student is required to provide the school with a current email address, where mail is regularly checked. Students will be notified about important information such as schedules and policy changes via email. [No cost email accounts may be set up at a number of web-hosting servers, such as Yahoo.com, Hotmail.com and Lycos.com.] This will help us communicate with you more effectively. Students are responsible to update the school of any changes of address, email or phone number. There are Change of Address forms available at the reception desk for this purpose.

3. **ID Cards**

Students are required to wear their I.D. Card while in the building and while attending any school-related function (i.e., Cadaver Viewing). I.D. Cards must be presented to the Librarian when using books in the library, and must be worn during all Clinical Internship I, II and III, and Off-Site Internship hours.

4. **Schedule Notification**

On your first day of classes in each semester, please be sure to pick up your official schedule prior to attending your first class. During each between-semester break an email will be sent to you highlighting the day and time of your first class. You can check on line to find out the day and time of your first scheduled (as well as F/T or P/T status).<sup>\*</sup> However, if you are retesting or repeating, you will have to contact the Registrar instead. E-mail notification, as well as the website posting, will also identify the first class as lecture or hands-on so that you can come adequately prepared to class (e.g. be in uniform, bring sheet and towel, etc.) **Please be sure your correct email address is listed with the school and that you check your email over the break for any last minute changes.**

<sup>\*</sup>All part-time evening/weekend program students will also be notified in class during the last week of the semester regarding the class schedule for the following semester.

***Instructions for obtaining First Day of Classes Info on-line:***

Go to [www.swedishinstitute.edu](http://www.swedishinstitute.edu). Click on Massage Therapy at the top navigation, then go to Current Students (left navigation) and then Policy/Procedures. First Day of Class will be one of the choices on that page. Your schedule will be listed by student ID number; no password is required. Please note that this information will only be available on the web site one week prior to the start of each semester.

5. **On-line Bulletin Board**

An on-line bulletin board is available to students on our website: [www.swedishinstitute.edu](http://www.swedishinstitute.edu). This provides a convenient and accessible way for students to access information about off-site internship schedules and directions, practice sessions, career nights and other vital information. The bulletin board can be accessed by clicking on Massage Therapy, then Current Students, then Bulletin Board. Type in password – handson. CLICK ON SUBMIT (pressing enter will not work.) Most of this information is also posted in the Student Lounge. We ask that you check the bulletin boards regularly.

6. **School Closing/Class Cancellations**

In the event of severe or inclement weather or other unusual circumstances, please call the school at (212) 924-5900 and listen to the information in the voicemail to see if we are open or closed.

7. **If Instructor is Delayed**

Because of the hands-on focus of our classes and the importance of each class, we have established the following policies when a teacher is delayed in coming to class:

- Students are asked to notify the Reception Desk if a teacher is not present 15 minutes after class starting time.
- Students are expected to wait 1 hour for the delayed instructor to arrive. If during that time students are notified that the instructor is on his/her way to class, students are expected to wait until the instructor arrives, regardless of how long the delay. Students who leave prior to instructor's arrival will be marked absent for the class.
- If an instructor is unable to attend a class, and a substitute is not available a no-fee make-up class will be arranged.

8. **Emergency Phone Calls**

The School will not accept personal phone calls for students unless it is an absolute case of emergency.

9. **Tuition Payments**

Students are expected to make regular tuition payments to the school according to their prearranged Optional Payment Schedule. Students will receive a monthly billing statement. If payments are not made according to the prearranged Optional Payment Schedule, the student may be suspended from attending classes and/or taking exams. Grades and/or diploma will be withheld, and late payment fees will apply.

10. **Drop/Add Policy**

A student may drop or add a course during the stabilization period (the first two weeks of a course). During that time a course may be added only if space allows and prerequisites have been met. Each semester you will be billed for the total number of credit hours for which you are enrolled as of the stabilization date (two weeks after course begins). Tuition charges will automatically be adjusted for any change in course load that you are granted during the first two weeks of any course. Each semester, dropping a course after stabilization but before 60% of the course is completed will result in a pro rata tuition adjustment. Beginning with the 60% point of the course, dropping courses will not result in a tuition adjustment. The adjustment will be based upon scheduled days of attendance.

Students dropping a course with written notification before the halfway point of that course will receive a grade of "W" if grades and attendance are passing. A grade of "W" does not factor into the GPA. Students who drop a course after the halfway point, or drop a course at any point without written notification, or withdraw from school without written notification, will receive a grade of "WF". A student who is absent from a course for more than two consecutive weeks will be considered to have dropped that course and will receive a grade of "WF". In all cases the course must be repeated. Students will be charged the regular per credit tuition for all repeated courses.

Students who drop all their courses will be considered to have withdrawn from school in which case the normal cancellation and refund policy will apply.

11. **Change of Schedule Policy**

Requests for changes in your schedule will only be accepted in writing. "Schedule Request" forms are available at the Reception Desk. All requests will be granted based on space availability, on a first-come/first-serve basis, with confirmation back to you just prior to the next semester. (Requests will not be considered for a change of section or instructor within

**your current time slot.)** The only reserved space you have is the one you were originally registered for as per your Enrollment Agreement (signed at the time of registration). Please note that when you submit a request for a schedule change, and confirmation of the schedule is granted, you will lose your guaranteed space in your original section. Absolutely no schedule changes will be granted after the second week of classes has begun.

Please note that a change from full-time to part-time status may necessitate a change in time slot as the part-time program is available in the evening/weekend and afternoon time-slots only.

12. **Leave of Absence/Withdrawal**

Students may apply in writing to take a one-time, one-semester leave of absence. Application is by a letter to the Dean for Massage Therapy, explaining the reasons for the requested leave of absence, (valid reasons would include: medical issues, illness of a family member, military service, prolonged jury duty service, etc.). Approval for the leave of absence must be received from the Dean for Massage Therapy. Return to any time slot is not guaranteed; it is dependent on space availability. Students granted a medical leave of absence will need to submit appropriate medical clearance before they will be readmitted.

Students needing to withdraw from the program must notify the Registrar in writing via certified mail. A student who has withdrawn and who wishes to return to school must apply in writing to the Dean for Massage Therapy for reinstatement (see below).

Students who leave without written notification during a semester or before a semester begins, or who do not return after a one-semester Leave of Absence, will be considered to be withdrawn, and will need to apply to the Dean for Massage Therapy for reinstatement to the program. Withdrawal without notification will result in a grade of 'WF' for all courses in which the student was enrolled.

Readmission after withdrawal is not guaranteed or automatic. There is a \$100 administrative charge applied for a Withdrawal or a Leave of Absence.

13. **Reinstatement**

***Reinstatement after Withdrawal***

Students who wish to return to school after a withdrawal will need to apply in writing to the Dean for Massage Therapy for reinstatement. The letter should provide the reason for having left the program and how the circumstances causing the withdrawal have been resolved. The letter should be submitted at least one month prior to the desired date for returning to school. Students who are reinstated may be required to start the program over from the beginning or may be required to demonstrate through written, oral or practical challenge exams that they retain competency in course work previously completed. The fees for challenge exams are \$75 for practical exams and \$25 for written exams. The passing grade for written exams is 70, and for practical exams is 75. There are no retests for challenge exams. Failure to demonstrate competency on exams will result in the repeat of course work previously completed. In some cases, passing challenge exams may be a prerequisite for reinstatement. Reinstatement decisions lie with the Dean for Massage Therapy, and are final.

***Reinstatement after Dismissal***

A student who has been dismissed from the Massage Therapy Program for any reason may apply for reinstatement no sooner than one full semester from the time of dismissal. At that time, the former student must submit a letter to the Dean for Massage Therapy requesting reinstatement. The letter should be submitted at least one month prior to the desired date for returning to school.

The letter must include:

- A clear statement as to why the student was dismissed.
- A clear statement of the former student's current understanding of the problem(s) which led to the dismissal.
- A description of all efforts undertaken since the time of dismissal (including self-evaluation) to identify and correct the problem(s) which led to the dismissal.
- Any documentation which supports the changes described.

In addition to the letter, the Dean for Massage Therapy may, at his/her discretion require a personal interview, a "fitness for duty" evaluation with a psychologist or other specialist and any other additional documentation (all at the former student's expense). Students who are reinstated may be required to start the program over from the beginning or may be required to demonstrate through written, oral or practical challenge exams that they retain competency in course work previously completed. The fees for challenge exams are \$75 for practical exams and \$25 for written exams. The passing grade for written exams is 70, and for practical exams is 75. There are no retests for challenge exams. Failure to demonstrate competency on exams will result in the repeat of course work previously completed. In some cases, passing challenge exams may be a prerequisite for reinstatement. Once reinstated, the student may not defer attendance without the permission of the Dean. Students reinstated after dismissal for second failure of a course must pass that course in their first semester back in school; failure to do so will result in dismissal from the program. All decisions regarding reinstatement rest with the Dean for Massage Therapy, and are final.

14. **Refund Policies**

Refund Policies are published in the Catalog, on the enrollment agreement signed by each student, and are available from the bursar.

15. **Off-Campus Activities**

**REMINDER:** When travelling to any off-campus school-related activities, we recommend that you try to travel with another student for your personal safety.

16. **Lost and Found**

Any valuables, (*such as jewelry, money, etc.*) found by students should be turned in at the Reception Desk immediately. Missing items should be reported to the Reception Desk as soon as possible.

17. **Lockers/Valuables**

Lockers are provided for your use on a *DAILY BASIS ONLY* during the times you are in class, as locker space is limited. Students are expected to provide their own locks. **Lockers are not for overnight use.** All valuables should be stored in lockers during class time. Persons leaving items in lockers beyond class time may have their locks clipped. Any lock remaining on a locker after the semester break commences will be removed and the contents will be emptied into a communal box placed in the Student Lounge. The School assumes no responsibility for loss or theft. Please **DO NOT** leave valuables unprotected in unlocked classrooms.

18. **No Food and Drink in the Classroom**  
With the exception of water in a capped plastic container, there is absolutely NO EATING or DRINKING of any kind allowed in classrooms, hallways or stairwells. In order to maintain a clean classroom environment, the Student Lounge, located on the 5<sup>th</sup> floor, is the only area in the school where students may consume food and beverages.
19. **No Smoking Policy**  
There is absolutely NO SMOKING allowed anywhere inside the building.
20. **Children in School**  
We regret any inconvenience caused, but for a variety of legal reasons, students may not, under any circumstances, have a child attend school with them.
21. **Grievance Procedure**  
A student, who wishes to file a formal complaint concerning the Swedish Institute, should **submit the complaint in writing to the Dean for Massage Therapy**. The Administration will then review the complaint and respond to the complainant within 30 days. No adverse action will be taken against any student for filing a complaint.
22. **Appeals for Disciplinary Decisions**  
A student who wishes to appeal a disciplinary decision rendered by the administration **must submit the appeal in writing to the Dean for Massage Therapy**. When grievances or appeals are not settled in negotiation with the Dean for Massage Therapy or President of the Institute, a Faculty Review Committee consisting of at least three faculty members may be convened to investigate the concerns and, if needed, conduct a hearing. The Committee will reach its decision within thirty days. All decisions of the Committee are final.
- If a student does not feel the school has adequately addressed a complaint or concern, the student may consider contacting the accrediting body: Accrediting Commission of Career Schools and Colleges of Technology. For more information on contacting the Commission, please see the Student Grievance Procedure in the school's catalog.
23. **Comparable Program Information**  
Comparable program information related to tuition, fees and program length can be obtained from:  
Accrediting Commission of Career Schools and Colleges of Technology  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212
24. **Transcript Policy**  
The student's official transcript is prepared by the Registrar's Office. (Please note: The Swedish Institute does not issue unofficial transcripts.) Transcript Request forms are available at the school, or by visiting the school's website at [www.swedishinstitute.edu](http://www.swedishinstitute.edu).
- There is a \$5.00 fee for processing each transcript. Transcripts will not be released to students who have an outstanding debt with the Swedish Institute. Requests must be in writing, signed by the student, and include the requisite fee. Simple transcript requests will be honored within 15 business days; requests involving additional forms may take longer to process.
25. **Changes in School Policy**  
The School reserves the right to alter, without notice, the Rules & Regulations, curriculum, schedule, faculty, or to make such changes as it may deem best for the student body and the school.

## SECTION III. ACADEMIC POLICIES

### Definition of terms:

The term "lecture or science courses" refers to the following courses: Anatomy & Physiology I and II, Myology and Kinesiology, Neurology, Pathology for the Massage Therapist I and II, Applied Topics in Anatomy and Physiology.

The term "hands-on or participatory courses" refers to the following courses: Swedish Massage I and II, Palpation, Introduction to Eastern Bodywork and Theory, Tools of Assessment, Shiatsu I, Shiatsu II and Eastern Evaluation and Treatment, Assessment and Treatment of Soft Tissue Conditions, Advanced Western Techniques, Clinical Strategies: East and West.

Unique Policies apply to: all levels of Professional Development and Ethics (PDE) courses, all levels of Clinical Internship and Off-Site Internships, Complementary Techniques, and Eastern and Western Elective Modules.

### A. ATTENDANCE

Note: Attendance policies for each course are listed in the course syllabus.

#### 1. Absences

An Absence is any regularly scheduled class that is missed, even if it is made up on the same day or in the same week. In addition, in hands-on classes, a student who is out of uniform, or who misses a substantial portion of a class or who does not participate in either performing or receiving the work may be marked absent by the instructor. **Students are responsible for being familiar with all material covered, and for the completion of all assignments given in the missed class. Missed information should be obtained from the syllabus, readings, and fellow students.**

#### 2. Allowed Absences

To ensure the most effective hands-on training, students are permitted to miss only a limited number of classes in each course, approximately 10%. The exact number of absences permitted for each course is detailed in the course syllabus. Absences beyond defined limits will result in failure. A student who is deemed to have an excessive number of lates or absences may be placed on attendance probation.

For all Professional Development and Business Classes, attendance is **mandatory**. All absences must be made up by taking a make-up class in another section. There is a \$25 make-up fee for each class. Because PD classes build on material from previous classes, students must make up any missed PD classes **no later than** the semester following the missed class. Not having completed PD classes may result in a student not being able to go on to a subsequent semester. Until make-ups are completed, a grade of "F" will be assigned for the class, and a grade of "Incomplete" will be assigned for the semester. A schedule of professional development classes for the current semester is available in the student lounge.

Students arriving after class has begun are marked LATE. If a student arrives to class substantially late or leaves substantially early, the student will receive a half (1/2) or a full absence (depending upon how much class material was missed), which will have to be made up.

PLEASE NOTE: To ensure that students receive maximum benefit from the small group activities and class discussions which are an integral part of learning in the PDE department, the number of missed PD classes that a student may make up by tutorial with an instructor is limited to **ONE TUTORIAL** make-up for all of PD 1, 2 and 3 level classes combined, and **ONE TUTORIAL** make-up for all PD 4 classes.

#### 3. Over-limit Absences

Beyond the allotted number of absences, students are allowed one additional over-limit absence that must be made up as outlined in course syllabi. For hands-on courses, make ups must cover

the exact material missed. Classes may be made up by attending a class at a different time. (There is a make-up fee of \$25 for each class made up in this way). The over-limit hands-on class may also be made up by arranging for a tutorial with an instructor, assistant instructor or apprentice instructor, covering the material missed in class. A tutorial to make-up a four-hour class will need to be a minimum of 1½ hours. (Tutorials have a set fee of \$40 paid to the instructor). A student who cancels or no-shows for a tutorial without 24 hours prior notice to the instructor or assistant or apprentice is responsible for payment in full to that instructor.

All make-ups, whether in a class or by tutorial, must be documented on a make-up form available at Reception. The student is responsible to have the form filled in by the instructor who taught the make-up class, or who offered the tutorial. The completed make-up form must be returned to the Course Instructor within the time limit indicated in the course syllabus in order for the student to receive credit for the make-up. **Only one missed class may be made up in these ways.** If the over-limit absence is not made up by the required deadline, the student will receive a grade of F-Appeal for that course. (Exception – Complementary Techniques and Electives – see course syllabus for details.) The student will need to go through the appeal process as described in “Process for Grade Appeal”. Successful appeal will result in a lowered course grade. Unsuccessful appeal will require a repeat of the course.

#### 4. **Failure Due to Over-Limit Absences**

**Any absences beyond the permitted number of missed and made-up classes will constitute a failure of the course.** In some cases and with extenuating circumstances, the student may appeal the failure. (See “Process for Grade Appeal.”) However, a student with excessive absences will not be able to take the final exam for that course and will receive an automatic failure with no appeal.

In hands-on or participatory courses, missing the first 2 classes or any 3 successive classes constitutes an automatic failure of the course; make-ups will not be allowed in these cases.

#### 5. **Excused Absences**

An Excused Absence is any regularly scheduled class that is missed due to:

- a. observance of established religious holiday
- b. death in immediate family (includes close friend/significant other; in this case excused absences are limited to one per course)

All other absences due to illness, doctor's appointments, injury, emergencies, inclement weather, delayed or disrupted transportation, etc. are **NOT** counted as excused absences. The regular absence allotment is provided to cover these absences.

Excused absences normally do not have to be made up, even if they are over the permitted number of absences for the course\*, except for Professional Development classes, Clinic I & II, Off-Sites, and Complementary Techniques & Electives module classes which **do** need to be made up if they are beyond the permitted absences. In all cases, the student is responsible for all missed work. If a major exam (not a quiz) is missed due to an excused absence, the student is expected to take the exam upon his or her return to school.

\*If the number of excused absences accrued by a student is deemed by the course instructor and Department Chair or Dean to interfere with the student's training (i.e., student has missed so much work that it will be difficult to catch up and/or for teacher to evaluate student's work), then the student will need to complete make-ups or repeat the course, depending on the circumstances. In cases where course is repeated and where appropriate documentation is presented, there will be no financial penalty to the student. In all cases where classes must be made up due to excused absences, there will be no charge for in-class make-ups.

**All excused absences must be documented in writing. Documentation must be submitted to instructor just prior to or after the absence.**

6. **Lateness**

Students who arrive in class after roll is taken (within the first 5 minutes of class) or who return late from break, or who leave class early will be marked late. Each course has a permitted number of lates (see course syllabi for details). Lateness in excess of the permitted number will result in grade deductions (see course syllabi).

Students arriving after class has begun are marked LATE. If a student arrives to class substantially late or leaves substantially early, the student will receive a half (1/2) or a full absence (depending upon how much class material was missed), which will have to be made up, if it is in excess of allowed absences

A student who misses a significant portion of the demonstration in a hands-on class or misses a significant portion of any class may be marked absent, rather than late.

Note: Excessive lateness for Clinical Internships I, II and III may result in automatic failure. (See course syllabi).

7. **Exam Attendance**

Students must be present at the scheduled time of their required quizzes and for all midterm and final exams. **Failure to appear for an exam is grounds for failure of the course.** [This is not applicable in courses where one quiz grade can be dropped]. ONLY documented emergencies or excused absences will be considered as exceptions, and ONLY if the Dean for Massage Therapy is notified prior to the exam time. There is a \$25 make-up exam fee for any written exam that must be made up outside of regular class time, and a make-up fee of \$75 for hands-on/practical exams taken outside of regular class time.

8. **When to Notify the School about Lateness or Absence**

Please **DO NOT call the school** if you are going to be late or absent unless:

- the Clinic is involved (*in that case, you should call the **Clinic phone number provided***); or
- there is an emergency which prevents you from coming to school on the day of a unit, midterm or final exam.

9. **Jury Duty Policy**

If possible we strongly encourage students to arrange for any upcoming jury duty to be scheduled during a school break so that classroom work is not missed. Students who accrue over-the-limit absences due to jury duty service should meet with the Dean of the Program to arrange for make-up classes or, if the absences accrued by the student are deemed to interfere with the student's training (i.e. the student has missed so much work that it will be difficult to catch up and/or for the teacher to evaluate the student's work), to make arrangements for the student to repeat the course. Where appropriate documentation of jury duty is presented, there will be no financial penalty to the student.

## **B. GRADES AND EXAMS**

Note: Exact grading policies for each course are outlined in the course syllabus.

1. **Passing Grades**

The passing grade for all courses is **70**. However, the minimum passing grade for all practical (hands-on) components of courses is a **75** (includes class work grade in hands-on classes, palpation exams, oral final exams in Intro to Eastern, grades for practice session cards in all hands-on courses, etc.) In hands-on classes the minimum passing grade for all written components of courses is a **65** (includes written finals, written quiz/exam averages, written homeworks other than practice session cards). Failure of more than one class grade component will constitute a failure of the course.

In lecture courses, failure of the class grade will constitute a failure of the course, and those students will not be eligible to take the final exam. In all courses failure of the final exam will constitute a failure of the course. (Note: certain courses offer a retest option, see page 12.) At the end of the semester, numerical grades are converted to letter grades and entered on student transcripts.

## 2. **Grade Notification**

After each semester is over, final course grades are posted on our website. Grade reports are provided to students at the start of the next semester.

### **Instructions for obtaining your grades from the website are as follows:**

- a. Log on to [www.swedishinstitute.edu](http://www.swedishinstitute.edu). Click on Massage Therapy at top of homepage.
- b. In left column, click on Current Students.
- c. In left column, click on Grades.
- d. In center of page, click on Access Your Grades
- e. Follow instructions. Password: **handson**
- f. Click "Submit" (DO NOT press Enter).
- g. Enter your student ID#
- h. Click on "Show First Day of Class and Grades" (DO NOT press Enter as you will be logged out). You may need to scroll down to see your grades.
- i. NOTE: If there is a HOLD on your grades, you will see only the word HOLD. In that case check with the Bursar.
- j. NOTE: Only *current* grades are online. Your full grade record including previous semesters will be provided to you at the beginning of each semester.
- k. NOTE: If you are scheduled to retest, your posted grade will indicate this.
- l. Note: In order to obtain grades online your browser needs to accept a cookie from this website.

NOTE: It will take approximately one to two weeks for grades and Retest notices to be posted after each exam.

## 3. **Eligibility for Final Exam**

- a. In lecture classes a student must have a minimum 65 class grade in order to take the final exam.
- b. In hands-on classes, if a student has failed one grade component, and has met the attendance requirements for that course, he or she may take the final exam. If the student passes the final exam the failing component will be averaged into their final grade for the course.

Students who have failed two grade components will receive a conditional failure and be permitted to take the final exam if they are within their attendance requirements. After successful completion of their final they will need to submit a letter of appeal to the Faculty Review Committee to be considered for receiving a passing grade for the course.

- c. All students are required to pass the final exam to pass the course.

## 4. **Exam Policies/Academic Integrity**

- Students may not leave the room during an exam or quiz, until the student has completed the exam and handed in the exam paper to the instructor.
- Students may not have a cell phone or any other similar electronic device (Blackberry, etc.) on the desk or in hand during an exam. All cell phones, etc., are to be turned off during exams.

- Students arriving late to an exam, after other students have completed the exam and have left the room, will not be allowed to take that exam. Depending on the circumstances, a make-up exam may be arranged.
- Students are not permitted to bring their own scrap paper for use during an exam. The back of the answer sheet or exam may serve as scrap paper. If the instructor provides scrap paper, it must be handed in with the exam.
- During exams, all chairs are to be separated, and should face straight ahead in the classroom.
- All bags, books and papers must be out of sight.
- Any breach of these or other exam policies will be grounds for course failure and/or dismissal from the program.

5. **Final Exam or Course Failure: Notification**

Any student who fails a *Final Exam* or a course will be notified by mail approximately **one week** after the last day of exams. All grades will also be posted on the Swedish Institute website at that time. **Grades will not be given out by telephone.** Please do not call the school for exam grades. **Please be sure any change of address is reported to the office.**

Students may make an appointment with the Assistant to the Dean to review a failed Written Final Exam. **Only exams with failing grades may be reviewed.**

6. **Retest: Written Final Exams**

A student who fails a written final exam in a lecture course may take a Retest exam, providing attendance for that course is within allowed limits. (For hands-on classes, see below).

- Students will be notified in writing of the exact date and time of the retest and will need to make arrangements to be available at that time. We regret any inconvenience this may cause. **Note:** For end of semester finals, retests will occur during the break, often in the week before classes begin. Under extreme and documented circumstances, permission for rescheduling a retest may be granted by the Dean. There is a \$50 fee for rescheduling the retest.
- The minimum grade for passing a retest will be 65. If the student's class average is below a 70, then the retest exam grade will need to be higher than 65 in order to bring the final average to a passing grade of 70. No exceptions will be made.
- Anyone who passes the course on retest will be scheduled for classes at the next level. Anyone who fails the retest will be scheduled to repeat that class and other classes for which the prerequisites have been met.
- Anyone who passes the course on retest will receive a grade of "C" for the course

7. **Appeal for Retest of Failed Practical Exams**

If a student receives a failing grade on a hands-on final, he/she may appeal to the Faculty Review Committee for a retest if the student:

- achieved a minimum of 65 in all written class work components,
- achieved a minimum of 75 in all practical class components,
- has met all attendance requirements and
- believes that there were extenuating circumstances which would warrant an opportunity to retest.

If a retest of a hands-on final is granted, the retest will occur during the semester break. The details of this appeal process are outlined below. If the Committee decides not to retest a student after appeal, the student must repeat the course. All decisions of the Committee are final. If a student is granted a retest of the hands-on final, the minimum passing grade is a 75. Any higher passing grade will be averaged in with the class grade as a 75 to obtain the final grade, regardless of the actual grade achieved on the retest. There is a \$75 fee for a practical final Retest.

**8. Incompletes for Missing Final Exam**

Students who are unable to take a Final Exam due to illness, physical injury, etc., must discuss the problem prior to the exam with the Dean for Massage Therapy. The reason for missing the exam must be documented. A grade of Incomplete will be granted if all other requirements of the course (including attendance requirements) have been met. If an Incomplete is given, the student must complete the requirements of the course by the end of the 2<sup>nd</sup> week of the next semester (or the next course in a sequence within a semester, whichever is sooner). No retests will be offered in this case. Any Incomplete not resolved by that time will automatically convert to a failure, and the student will be required to repeat that course.

**9. Course Failure/Course Repeat**

Any student failing a course must repeat that course the following semester, and may also be permitted to take courses at the next level for which prerequisites have been met. We reserve the right to limit the number of credits a student may carry in any semester that involves repeat courses. All decisions regarding limits on credits will rest with the Dean for Massage Therapy. This policy is designed to enhance student success in courses being repeated. **Regular tuition per credit will be charged for repeating a subject** (exceptions for Clinic I and II and OSI I, II, III see below). **Failing a course for the second time will result in dismissal from the school.** Failed courses that are successfully completed will not have a negative impact on the student's G.P.A. Students repeating a course will be accommodated in their original time slot PROVIDING SPACE IS AVAILABLE.

**Course Failure of Clinic I or II or Offsite Internship I, II, or III**

Students who receive a failing grade for Clinic I or II will need to successfully repeat that course. A repeat fee of \$100 will be charged. Both Clinic I and II must be completed prior to taking Clinic III.

Students who are unable to attend an Off-Site Internship I, II or III must notify the Director of Off-Site Internships a minimum of 24 hours prior to the scheduled time for that Offsite. In these cases the course must be repeated and a \$25 make-up/rescheduling fee will be charged. Students who miss an Offsite without 24 hour prior notification will be charged a \$100 make-up/rescheduling fee. The student will receive a failing grade for any missed Off-site or for failure to hand in the evaluation form in a timely manner. All three Off-site Internships must be completed prior to graduation.

**10. Grade Appeals: For Attendance Failures (Absences or Lates) or Grade Component Failure**

A failure due to an unmade-up class may be appealed if there are extenuating circumstances. Failure due to excessive Absences is not subject to appeal. Students who have received a conditional failure due to two failed class grade components, and who have passed their final exam(s) may appeal to the Faculty Review Committee to request options by which the failing grade may be changed to a passing grade.

**11. Process for Grade Appeals**

If you meet the criteria above, you should write a letter of appeal upon notification of a course failure. This letter needs to be submitted by the deadline indicated in the failure notification letter. Address this letter to the Faculty Review Committee, c/o Lucy Liben, Chairperson, explaining why you believe your failing grade is not an accurate reflection of your knowledge of this course.

**Include:**

- The name of the course,
- The name of your teacher,
- Any extenuating circumstances that you believe contributed to your failure and which might warrant your being given a retest or other means of reevaluating your performance.

- Documentation of any make-ups and/or tutorials you have completed and any other documentation regarding absences (i.e. note from physician).
- If the failure is due to excessive lates or absences, you will need to explain in detail, with all available documentation, the reason for all absences and lates.

The Faculty Review Committee is comprised of the Dean for Massage Therapy and four Chairpersons of the Academic Departments. A minimum of three members must be present to constitute a quorum. The Faculty Review Committee is responsible for hearing and deciding all grade and attendance failure appeals.

In order to give the Committee time to meet, review your case, and reach a decision as soon as possible, any appeal submitted after the deadline will be automatically denied.

If you are appealing for a retest of a practical final, and are granted an opportunity, you will need to be present for the retest scheduled during the break. Please take time to review your course work and be prepared in case the Committee decides to retest you.

In every case of grade appeal, you will be notified of the Committee's decision as soon as it has been reached.

In cases where this decision is not made until the first week of classes, you should attend your next level courses so as not to miss any class work in case your appeal is granted.

In all cases of grade appeals the Committee will review the student's grade record, attendance record, and teacher's evaluation, as well as the student's letter of appeal outlining the nature of the circumstances, before arriving at a decision. Each appeal will be decided on its own merits.

The Committee's decisions on grade and attendance appeals may include but are not limited to:

- Pass with no conditions.
- Pass with a lowering of final grade.
- Pass on academic or attendance probation with or without a lowering of final grade.
- Requiring additional written or practical work be performed, with a grade of F-conditional until work is completed successfully and on time.
- Requiring make-ups or tutorials with a grade of F-conditional until their successful and timely completion.
- Failure of course (student must repeat).

If your appeal is upheld, you may continue on to the next level of courses. If the failure is upheld, you must repeat that course and will be scheduled for other courses for which you have completed the pre-requisites.

All decisions of the Committee are final.

## **C. SATISFACTORY ACADEMIC PROGRESS STANDARDS**

### **1. Maximum Time Frame to Complete the Program**

Students must complete the program within 150% of the normal time to complete the program. This means that:

- Full-time students must complete the program within 6 semesters, having attempted no more than 92.25 credits.
- Part-time students must complete the program within 12 semesters, having attempted no more than 92.25 credits.

### **2. Second Failures**

Failed courses must be repeated and passed. A course that is failed may only be retaken once. Failure to complete a course successfully the second time will result in dismissal from the program.

**3. Quantitative Measurement and Qualitative Measurement**

A student must also meet the following standards by the end of each semester:

**Full-Time Students**

Semesters	1	2	3	4	5	6
Students must have earned at least this many credits	4	15	15	30	45.5	61.5
With at least this grade point average	1.0	2.0	2.0	2.0	2.0	2.0

**Part-Time Students**

Semesters	1	2	3	4	5	6	7	8	9	10	11	12
Students must have earned at least this many credits	0	4	15	15	15	15	30	30	45.5	45.5	61.5	61.5
With at least this grade point average	0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0

**4. Academic Probation**

A student who has not met these Qualitative or Quantitative standards described above will be placed on probation for one semester. At the end of that semester they must have achieved the minimum credits and G.P.A. as shown above in order to come off probation. A student who does not meet the required standard at the end of the probationary semester will be dismissed from the program. A student may not be on probation in two consecutive semesters.

**5. Extenuating Circumstances**

Students not making satisfactory academic progress who believe that, due to extenuating circumstances, they should be allowed to continue their courses of study may appeal to the Dean for Massage Therapy. Appeals must be in writing and students will receive a response within 10 working days. If the Dean agrees that extenuating circumstances warrant the student's continuance in their program of study, the Dean will place a letter in the student's academic file with a copy forwarded to the Financial Aid Office. The Financial Aid Office will review the student's eligibility for further financial assistance.

**6. Repeating Courses**

To enhance each student's chances of successfully completing the program, a student who is repeating a course may be required, at the discretion of the Dean, to continue in the program on a part-time basis only.

**7. Tutoring**

To enhance each student's chances of successfully completing the program, a student who receives failing quiz grades and is at risk of failing a course, may be required to receive tutoring.

## D. GENERAL ACADEMIC POLICIES

### 1. **New York State Law Governing Massage Practice**

It is a felony to practice massage therapy in the state of New York without a license. This restriction is not waived regardless of the training or experience a person may bring in with them from another state, nor for licensing from another state, nor for National Certification credentials, nor for any certification in an area of bodywork related to massage, such as reflexology, cranio-sacral, etc.

### 2. **Student Practice Outside the Classroom**

Under New York State guidelines students practicing massage techniques outside of class need to be under the supervision of a licensed massage therapist. To that end, we provide a regular schedule of practice sessions for students at school. A licensed massage therapist supervises each session. Check the Massage Therapy bulletin board in the student lounge for current information and the most up to date schedule of student practice sessions. It is recommended that you come with a student partner. If you come on your own there may or may not be another student available to you to work with. Due to insurance regulations, only current students may attend practice sessions. Students should NOT be practicing massage on anyone with a medical condition, even in supervised practice sessions.

### 3. **Wearing of Scents in Class**

Because a number of students and clients are allergic or sensitive to scents, we ask that students not wear scented products (perfume, cologne or aftershave), etc. to any classes.

### 4. **Audio recording in the classroom**

Students are welcome to make audio recordings of lectures in class, for purposes of studying. Audio recordings made in class are only to be shared with other Swedish Institute students, and may not be disseminated in any public format. Recorders should be battery-operated, as cords create a hazard of tripping over them, and outlets are very limited. Video and camera equipment including cell phone cameras may not be used in the classroom.

### 5. **Auditing Policy**

To audit a course, the student must already have successfully completed that course at the Swedish Institute. All courses may be audited for a half tuition fee that will be billed to the student's account. A maximum of two students may audit any section at one time. Permission to audit will be granted on a first-come, first-served, space-available basis. A student may audit a course only once with any given instructor. The audit fee is non-refundable once the semester has begun. No credit will be granted for auditing a course.

**Lecture classes:** Auditing students agree to audit as nonparticipating members of the class, and will not take course exams.

**Hands-on classes:** Auditing students may participate in the hands-on components of the class, but will not hand in homework, or take course exams. So as not to disrupt the routines and focus of the class, all other course policies must be adhered to by auditing students, including all policies related to attendance, lateness, uniforms, etc. Failure to uphold these policy guidelines may result in the student being asked to leave the course without a refund. In assigning auditors to hands-on classes, the class number will be capped at 16, including any auditors.

An Auditing Request Form can be obtained from Reception. Completed request forms should be returned to Reception. Students will be notified by the Registrar's Office, just prior to the start of the semester, as to whether or not their request to audit has been approved.

### 6. **Definition of a Credit Hour**

The program operates on a semester credit hour basis. One semester credit hour is defined as one of the following:

- 15 hours of classroom contact plus appropriate outside preparation.
- 30 hours of supervised laboratory instruction plus appropriate outside preparation.
- 45 hours of off-site internship.

7. **Pregnancy**

A student who is pregnant, or becomes pregnant, while in the training program must speak with the Dean for Massage Therapy and must obtain medical permission to continue to perform and receive massage and shiatsu.

8. **First Aid/CPR**

It is mandatory that all students be certified in First Aid and CPR in order to sit for the New York State Licensing Examination for Massage. These courses are offered at the Swedish Institute as part of your Clinical Internship III course. See the syllabus for that course regarding the details of fulfilling the requirements for First Aid and CPR.

9. **Requirements Outside of Regularly Scheduled Classes**

During the course of the program, all students are required to attend 26 hours of class time outside of regularly scheduled classes for cadaver viewings, Clinic I and Clinic II and three levels of off-site internships. Students will be able to submit requests from the available times for those hours that are most convenient. Information about signing up for these courses will be given out in class. We will try to accommodate your choice of schedule to the best of our ability.

Cadaver Viewing

Cadaver viewings take place in conjunction with Myology and Kinesiology, Anatomy and Physiology II, and Pathology II. There is one 2-hour class session in conjunction with each course. These classes take place at the New York College of Podiatric Medicine. (It is highly recommended that students attend these sessions as they provide a very valuable learning experience, however, students can meet this requirement in alternate ways. More details can be found in the course syllabi.) There is a one-time automatic lab fee to cover the cost of this rare opportunity.

Clinic I and Clinic II

These clinics take place on weekend days. Students are required to attend 6 hours of clinic for each of these two courses (3 weekend days for 2 hours each day). Clinic I takes place in second semester for full-time (FT) students and third semester for part-time (PT) students. Clinic II takes place in third semester for FT students and fifth semester for PT students.

Off-Site Internships (OSI)

Off-Site Internships are offered at various times and days of the week including weekday evenings and weekend days. OSI I involves 2 hours in the second semester for FT students and in the fourth semester for PT students. OSI II and OSI III each involve 3 hours in the third and fourth semesters for FT students and in the fifth and eighth semesters for PT students.

## E. PROFESSIONALISM

1. **Professional Behavior**

The Swedish Institute reserves the right to place on probation, suspend, or dismiss, at any time and without a hearing, any student who: fails to comply with the Rules, Regulations and Policies, Program Standards and Guidelines of this Institution; willfully damages or steals school or others' property; engages in unprofessional, illegal or disruptive behavior. Unprofessional or disruptive behavior includes, but is not limited to, the following:

- Massage work performed in violation of the New York State Massage Law.
- Breaches of Academic Integrity/Cheating (includes looking at another students' test paper during exam time, plagiarism or other forms of dishonesty). See Exam Policies for more details.

- Behavior which disrupts the educational process in the classroom or at school.
- Disrespectful behavior or language used with students, faculty, or staff anywhere on school premises.
- Failure to uphold the guidelines for “Ethics and Professionalism in the Massage Therapy Context”, as described in this handbook.
- Failure to maintain high standards of personal hygiene (see “Guidelines for Professional Conduct”).
- Refusal to work on another student or an assigned clinic patient.
- Any violent behavior, participation in a physical confrontation or threat of violent behavior toward another member of the school community.
- Attending school under the influence of drugs or alcohol.
- Failure to follow guidelines regarding dressing / undressing.
- Current employment within the sex industry.

## 2. **Program Standards**

When you signed your name on your school application you indicated your ability and commitment to meet these standards:

### Academic Skills

The student must be able to remember, understand, apply, evaluate and synthesize facts and concepts as related to safe and effective applications of massage for relaxation and for therapeutic benefit. The student must also be able to read and understand course materials, and after appropriate instruction, to read and evaluate relevant research articles and appropriately apply that knowledge in practice. The student must be able to communicate effectively both verbally and in writing. Students must possess basic computer skills.

### Professionalism

The student must be client-centered in all aspects of the work, and consistently demonstrate ethical behavior, integrity, personal responsibility, and good judgment. He/she must be able to develop mature, effective, respectful relationships with clients of diverse cultural and socioeconomic backgrounds and varying health statuses. He/she must dress appropriately, and maintain high standards of personal hygiene. The student must be able to complete all responsibilities in a timely manner.

### Interpersonal Skills

When interacting with fellow students, clients, staff, faculty and other health professionals, the student must consistently demonstrate self-awareness, emotional stability, appropriate interpersonal and communication skills, appropriate boundaries and respect and compassion for others.

### Adaptability

The student must be able to function effectively and cooperatively, even under stressful or challenging conditions, such as can occur in the academic environment, in clinical settings, and in the practice of massage therapy. The student should display flexibility, be open to differing points of view, be able to follow instructions, and be able to give and respond appropriately to constructive feedback.

### Physical Abilities

The student must be physically able to safely and effectively apply massage techniques and protocols in the classroom and in on-site and off-site clinical settings, during which the student is expected to perform up to three hours of consecutive massage therapy sessions. The student must also be willing and able to receive massage work in class on a regular basis.

3. **Uniforms/Dressing and Undressing**

School uniforms must be worn during all Practical Classes including Clinical Internships and must not be altered in any way (see Uniform and Equipment list for details). The purpose of this is to promote hygiene and protect clothing, as well as to help establish a professional atmosphere in the classroom. **Students are expected to arrive to practical classes in uniform** (see Uniform and Equipment list for details).

Changing rooms are available on the 5<sup>th</sup> floor (women's) and 7<sup>th</sup> floor (men's). In the classroom all dressing and undressing must be performed in private, behind a curtain or screen.

**Students out of uniform will not be permitted to participate in practical class and students out of uniform for Practical Exams will not be permitted to take their exam.**

4. **Professional Attire**

Students are expected to dress in a professional manner. Short-shorts, halter tops, bare midriffs and bare feet are NOT permitted at any time. Roller blades may not be worn at any time on school premises.

## **F. ETHICS AND PROFESSIONALISM IN THE MASSAGE THERAPY CONTEXT**

Note: In order to remain in good standing in the program, students are expected to respect and abide by the ethics and professionalism outlined in this section.

The very nature of a training program in massage therapy requires a safe environment of trust and respect in which all students can be comfortable enough to learn, to practice, and to explore the feelings encountered during the process of learning to become professional body workers. Clearly that task is challenging under the best of circumstances. In an atmosphere which feels or is, unsafe, that learning process is at risk.

If you feel that anyone has acted inappropriately in the ways discussed in this section, we strongly encourage you to speak directly with the person, with any instructor, and with someone in the Administration. Your concerns will be treated seriously and in confidence.

1. **Guidelines for Professional Conduct**

We have found that holding to certain guidelines in the classroom and school can greatly facilitate making your time here as focused and satisfying as possible. We request that all students participate in positive social behaviors which are supportive of the learning atmosphere, insuring that each person contributes to building a respectful, and professional environment.

By participating in behaviors supportive of learning, students help create an environment in which:

- Students are fairly treated by each other and staff
- Feelings are respected and heard
- There is a greater sense of safety in hands-on classes
- The classroom setting is free of disruptions; students are able to concentrate on learning the skills and knowledge necessary to perform effective massage therapy

Behaviors which we believe are supportive of learning are listed below. We expect students to respect and abide by all of these guidelines.

**Classroom Attendance**

- a. Arriving on time
- b. Returning on time after breaks

- c. Refraining from behavior disruptive to other students' concentration and the learning environment, such as:
  - Talking during class
  - Sleeping during class
  - Reading unrelated material during class
  - Massaging another student during a lecture or teaching presentation, or engaging in any other inappropriate physical contact during class time.
  - Leaving and re-entering class at any time other than break time
  - Use of beepers or cellular phones in class

#### **Interactions with Others**

- a. Engaging in respectful behavior towards others at all times
- b. Practicing respectful and non-judgmental behavior regarding people's differences (*i.e., race, ethnicity, weight, gender, religion, sexual orientation, gender identity, HIV status, disabilities, physical condition, etc.*)
- c. Partnering with any available classmate during practical classes
- d. Maintaining appropriate boundaries and/or privacy in massage class
- e. Engaging in clear, direct communications; giving clear feedback when appropriate
- f. Accepting the responsibility for resolving conflicts that arise with other students and faculty or staff
- g. Remaining open to receiving feedback from others in a non-defensive manner

#### **Safety**

- a. Wearing shoes at all times in the halls, lounge, bathrooms, and classrooms (except while working on mats in shiatsu class.)
- b. Washing hands before and after working on a partner, and before leaving the bathroom

#### **Inappropriate Touch or Speech**

- a. The touching of another student in an inappropriate or sexual way is considered to be a violation of both the student and the school community
- b. The making of sexist, homophobic, racist, or other prejudicial comments is completely unacceptable, unprofessional, and inherently disruptive of the educational environment of the school

## **2. Criteria for Professional Standards in Clinic and Hands-on Classes**

The student:

- a. Demonstrates a primary commitment to the well being of the client/partner as part of client-centered work.
- b. Demonstrates respect for the emotional, physical and psychological boundaries of others, including:
  - Listening empathetically to client/partner.
  - Being receptive to feedback.
  - Making appropriate changes in work in response to feedback. (*e.g., changing pressure, location or strokes, etc.*)
- c. Protects the confidentiality of information disclosed by clients.
- d. Exercises good judgment and works with clear intentions; communicates in a clear and direct manner.
- e. Provides only that work and makes only those recommendations which fall within the legitimate scope of practice of massage therapists and within the limits of NYS regulations.
- f. Is respectful in all interactions with clients, massage partners, instructors, administrative personnel and other health professionals; consistently demonstrates self-awareness, emotional stability, appropriate interpersonal and communication skills, and compassion for others.
- g. Is prepared and on time for class, appointments, etc.
- h. Performs effectively and cooperatively, even under stressful or challenging conditions, such as can occur in the academic environment, in clinical settings, and in the practice of massage therapy.

- i. Demonstrates a commitment to self-care and to maintaining her/his own optimal good health.
- j. Is at all times attentive to hygiene including:
  - Clean uniform/appropriate clothing.
  - Clean linens (*no oil stains or smell*).
  - Body odor, tobacco odor, breath freshness, nails cut short, etc.
- k. Is scrupulous about draping the client, and always attentive to client's privacy needs.
- l. Displays flexibility: is open to differing points of view and is willing and able to follow instructions
- m. Demonstrates an understanding of and a commitment to upholding the ethical standards of the massage therapy profession (see *Guidelines for Safe and Ethical Contact*).

### 3. Guidelines for Safe and Ethical Contact

Humans are sexual/emotional beings. Because massage therapy crosses the normal boundary that exists between most people, it is important that the boundaries between client and therapist be clearly defined and understood. Since the giving and receiving of massage can become confused with sexual touching, there is great potential for misunderstanding, discomfort and inappropriate behavior to occur during a massage session. During massage therapy training and in professional practice, we need to do our work in a safe and comfortable environment that engenders trust and mutual respect. Indeed, it is ONLY in such an environment that health-giving treatment can be given and received.

As members of the profession of massage therapy, we have a responsibility to adhere to clear ethical standards and to help prevent instances of abuse.

The following guidelines\* for appropriate behavior between practitioner and client will prepare you to conduct yourself in a professional manner. They also allow for a safe environment to be created for both practitioner and client around the issue of sexual boundaries:

- a. Appropriate draping procedures will always be observed.
- b. The student/practitioner refrains from flirting with the client verbally or otherwise creating a flirtatious atmosphere in the treatment context.
- c. The student/practitioner uses appropriate clinical terminology when speaking about body parts to the client.
- d. The student/practitioner refrains from any kind of touching which has a seductive or sexual intent. The client should never be given reason to feel they have been touched inappropriately.
- e. Client undresses and dresses in private.
- f. Client has a clear choice as to whether he or she chooses to wear underwear during the treatment.
- g. Student/practitioner never works on or in the genital area or the anus.
- h. Student/practitioner never works on the nipple area of a client.\*\*
- i. Student/practitioner uses only the hands, forearms, elbows, knees and feet to massage a client.
- j. Student/practitioner uses only the knee, lateral/anterior aspect of the thigh and lower leg for bracing.
- k. Dating or a romantic or sexual relationship between student/practitioner and client is prohibited during the course of treatment.
- l. The student/practitioner is responsible for maintaining appropriate boundaries even if the client is perceived as being seductive.

\*Revised from the AMTA Council of Schools, Committee on Ethics.

\*\* Breast massage is not taught at school; however, there are special instances where breast massage may be indicated such as during pregnancy. Breast massage should only be administered by someone trained to perform it and only with prior discussion with and informed consent from the client.

#### 4. **Dual Relationships**

In order to avoid any circumstance that might put a student at risk or might compromise an instructor's ability to evaluate a student fairly and objectively, the following policies are in effect **for both students and faculty/staff**. [While the following guidelines apply to students, comparable faculty guidelines are found in faculty materials.]

##### **a. Dating and Sexual Relationships with Faculty or Administrative Staff**

Students may not date, or become intimately or sexually involved with any faculty or administrative staff while the student is in the program, or while the student is on leave but intends to return to the program. Any faculty, staff member or student who breaches this policy is subject to dismissal from the Swedish Institute.

##### **b. Tutorials with Teachers, Assistants and Apprentices**

Students are encouraged to meet for private tutorials with Instructors, Assistants or Apprentices: either to experience a professional massage or Shiatsu session or to get additional help in hands-on work. However, to limit the development of special teacher/student relationships in the classroom, such tutorials are limited to twice a semester (total of no more than six tutorials during the whole time a student is in the program) with any individual Instructor, Assistant or Apprentice. Students who are seeking more than two private sessions a semester are encouraged to experience the work of different Instructors (up to two times a semester per instructor). This policy applies whether the Instructor (or assistant or apprentice) is currently the student's Instructor or not.

It is important for students to have access to the expertise of their Instructors in order to experience professional-level massage or Shiatsu, and in some cases to obtain additional feedback about hands-on technique. At the same time, it can be complicated in a classroom if the Instructor (or assistant or apprentice) has an ongoing therapist/client or tutor/student relationship with one or more students. Under these circumstances, objective evaluation and grading may become more difficult, the student may expect or be given more attention in class, etc. All this may happen with the best of intentions on all sides. This policy attempts to support student's needs while at the same time ensuring student safety.

## **SECTION IV. ACADEMIC SUPPORT SERVICES**

### 1. **Tutoring Services**

The school offers low-fee academic and hands-on tutoring to students. Contact the Director of Academic & Support Services for the Massage Therapy Program, Jill Thompson, for information about tutoring.

### 2. **Academic Support Workshops**

Academic support workshops on Learning Styles, Effective Test Taking, and Study Skills are offered at no cost each semester to enhance your academic program. Watch for memos indicating the dates and times of these workshops.

### 3. **Practice Sessions**

Practice is the path towards becoming an excellent practitioner. Out of class practice is a requirement of many of your hands-on classes. Practice sessions are scheduled times when students may practice hands-on skills under the supervision of a licensed massage therapist. The schedule for them is posted in the student lounge and on our electronic bulletin board. Students may attend with or without a student-partner.

### 4. **Advising Time**

For questions about the profession, employment, technique, problem solving or the like, students may contact their instructors or other appropriate administrators such as the Dean for Massage Therapy, Department Chairs, Director of Academic Support Services, Director of Alumni Services or Director of Student Services.

## SECTION V. STUDENT SERVICES

### 1. **Internet Access**

The library and the student lounge are equipped with computers with Internet access. The computers in the library are for use by students doing schoolwork, and students are asked to observe a ½-hour time limit if others are waiting. Computers in the student lounge are available for personal business such as email. There is wireless access available in the Library as well as in the Student Lounge on the 5<sup>th</sup> floor. To access wireless service on the fifth floor please stop by Reception and ask for the printout that provides the settings that will enable your computer to have wireless access.

### 2. **Library**

Library hours are 8:00 AM – 8:30 PM, Mon. through Fri., and 11:00 AM – 4:00 PM on Saturdays. There are also occasional hours on Sunday. Please check posting on Library door. Our library contains reference and circulating texts as well as videos that can be viewed on a monitor in the library.

### 3. **Bookstore**

The bookstore is located on the 7<sup>th</sup> floor, and stocks textbooks, oils, uniforms, study aids such as videotapes, charts and flashcards, and massage tables. Hours are posted.

### 4. **Alumni Services**

The Alumni Services Department provides placement services, continuing education, resources and support to our alumni. The Director of Alumni Services does a presentation for all students in the final semester regarding the licensing exam and alumni services. We have an alumni network through which we provide referrals for employment, private clients, office space and more. All of this can be accessed through the school's website.

### 5. **Financial Aid**

The Swedish Institute participates in the following Title IV Programs:

- Federal Family Education Loan Program (FFEL)
- Federal PELL Grant Program
- NYS Tuition Assistance Program (TAP)

In addition, loans are available through private sources. The Financial Aid staff can help students determine specific amounts for which they are eligible.

Students interested in applying for financial aid should apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Two to three weeks after application, students will receive an award letter with the estimated award.

**Important Note:** All students receiving financial aid must reapply each academic year (2 semesters). Full-time students should reapply midway through semester 2 and Part-time students midway through semesters 2, 4, and 6.

### 6. **Scholarships**

The Swedish Institute offers 3 scholarships honoring individuals who have made significant contributions to the fields of massage therapy and education. Students are eligible to apply for these scholarships if they have earned a 3.0 GPA, have completed at least 30.5 credits, and have completed the Free Application for Federal Student Aid. Students must also carry a balance that is equal to or greater than the scholarship award amount. (Students do not need to be receiving financial aid to be eligible.)

Information about other scholarships can be obtained from Student Services.

7. **Student Advisory Council**

In each semester, students are asked to elect a representative (and an alternate) to the Student Advisory Council. The purpose of this group of representatives is to serve as a forum in which students can give direct feedback, suggestions, and share concerns about school-wide issues to the school administration and faculty.

In addition, the administration and faculty can seek advice and suggestions from student representatives regarding proposals involving curriculum, policies, plans for the future, etc.

The Student Advisory Council has been an important factor in promoting positive changes in the school.

The Student Advisory Council meets twice a semester. Minutes from each meeting are distributed to class representatives and are also posted in the student lounge and in the library.

8. **Services for Students with Disabilities**

Students must also formally request from the Director of Student Services any special accommodations they require 45 days in advance of the beginning of their first semester. To receive special accommodations students with disabilities must submit an evaluation performed within the past two years by an appropriately credentialed and qualified specialist (learning specialist for learning disability, medical doctor for physical disability, psychiatrist for psychiatric disability). The evaluation must include specific recommendations for special accommodation.

The library is also equipped with special computer programs to assist blind and visually impaired students.

9. **Referrals for Counseling**

We are aware that the program of study here can be academically and emotionally challenging, offering opportunities for personal as well as professional growth. Therefore we encourage students to develop outside methods of self-care in physical and emotional realms which can support their advancement through the program. You can get a referral for low-cost counseling by speaking with the Director of Student Services, Director of Academic Support Services, or Dean.

## **SECTION VI. INFECTIOUS DISEASES**

The following information has been put together in consultation with various faculty members and is largely adapted from information written by the Boulder School of Massage, which we gratefully acknowledge.

This information is provided in an effort to educate our students on the subject of infectious conditions and the precautionary measures necessary to prevent the spread of all infectious conditions. The second part deals with AIDS in particular, how the virus is and is not transmitted and the rights of People with AIDS. It is our hope that this information will help alleviate some concerns students may have on the subject of AIDS. Fear, while understandable, should not guide our actions. It is our belief that these fears can be resolved through education and honest discussions.

If you do not understand any of the material, or have any questions or concerns about it, please be sure to speak to a faculty member or to the Dean for Massage Therapy. Later in the program there will be an opportunity to discuss this material in class.

### **A. SAFEGUARDS AGAINST THE SPREAD OF INFECTIOUS CONDITIONS**

Hands-on health care requires both the massage giver and receiver to know and use safeguards against the spread of infectious conditions.

1. Individual responsibility is paramount to controlling the spread of disease. Anyone who has any reason to believe that he or she has an infectious condition must use all known measures to prevent the spread of the condition. The following procedures are to be followed at all times:
  - a. Anyone who has a highly contagious infection including, but not limited to chicken pox, measles, strep throat, a serious flu infection, an infectious skin condition (*such as impetigo or a staph infection*) or an undiagnosed skin rash shall not participate in hands-on massage technique class or give or receive a massage in the clinic until the condition has been deemed not infectious or has passed the infectious stage, as determined by the student's physician. [Students who are unable to give/receive massage in class or in clinic may be marked absent or ½ absent by the instructor.]
  - b. Anyone who is experiencing abnormal or uncontrollable secretions or excretion of bodily fluids (*for example, abnormal bleeding, vomiting, diarrhea*) shall not participate in hands-on massage classes or give or receive a massage in the clinic until the condition resolves. In the event of confusion or doubt about a particular circumstance, the instructor or clinic supervisor should be consulted.
  - c. Any student with an exposed lesion that is actively discharging fluids or with weeping dermatitis should refrain from giving massage until the condition resolves.
  
2. In addition, since it is impossible for us always to know with certainty when an infectious condition may be present in ourselves or in others, the following safeguards are to be practiced AT ALL TIMES, regardless of whether either person is known to have any particular infectious condition:
  - a. Weeping lesions and infected wounds should be brought to the attention of the instructor or clinic supervisor. In these instances, when the areas of broken skin are protected with sanitary bandages, a massage may be performed with the agreement of massage giver and massage receiver. In this instance, lesions or wounds will not be touched by the therapist and the therapist should wear disposable gloves. Disposable gloves and finger cots are available in the massage rooms (*ask your instructor*).
  - b. The therapist should use disposable gloves or finger cots if the skin on his or her hands is broken due to cuts, abrasions or chapping, or if the cuticles are open (*for example, due to fingernail biting*).
  - c. Used gloves should be disposed of in tightly closed plastic bags. The bags may be placed in normal trash containers.
  - d. If body fluids have come into contact with the massage table, the table should be cleaned immediately following the massage. All debris should be removed with soap and water, the table should be thoroughly rinsed and then wiped with a fresh solution of one part household bleach to ten parts water. Disposable gloves should be worn by the person doing the cleaning.
  - e. Linens soiled with body fluids should be washed using hot water and detergent plus bleach, and they should be dried using the high setting of a clothes dryer.
  - f. Other important notes: Wear shoes (no barefeet or socks) in hallways and bathrooms. Never walk on Shiatsu mats with shoes on!
  - g. **Hands should be washed thoroughly before and after any treatment**  
Please refer to the following FAQ's:

➤ How can health care workers prevent the spread of infection?

Despite advances in modern technology, hand washing or use of an alcohol gel remains the single most important way to prevent the spread of infection for both clients and therapists\*.

Understanding and practicing the principles and guidelines of Standard Precautions is essential for all health care workers.

➤ When must hands be washed with soap and water?

Hands must be washed with soap and water:

- a. When they are visibly dirty or contaminated with blood or other body fluids (e.g. urine).
- b. Before eating.
- c. After using a restroom.

➤ What is the proper hand washing technique to be used?

The hand washing procedure outlined below is important for every massage student and massage therapist to follow:

- Wash with soap and running water for at least 15 seconds.
- Lather palms, back of hands, fingers, and wrists.
- Point fingers downward when washing and rinsing.
- Pat dry thoroughly.
- Use paper towel to turn off water faucets and to open door when leaving bathroom.

➤ When should you utilize soap or alcohol gel to cleanse your hands?

When alcohol gel or soap should be utilized:

- a. Before having direct contact with clients, student partners.
- b. After contact with a client's intact skin
- c. After contact with body fluids or excretions, mucous membranes, + non-intact skin, if hands are **not** visibly soiled.
- d. After removing gloves.
- e. After smoking, sneezing, touching hands to hair, glasses, scratching own skin, etc.

➤ What about wearing nail polish and artificial nails?

The Center for Disease Control guidelines state that healthcare workers who wear artificial nails are more likely to harbor pathogens on their fingertips than those who have natural nails. Chipped nail polish may support the growth of larger numbers of organisms on fingernails.

All students practicing massage:

- a. Must keep their natural fingernail tips trimmed short.
- b. Must not wear artificial fingernails or extenders, and
- c. Must ensure that nail polish is not chipped.

\*See hand washing graphics at end of handbook.

While some of these procedures may seem excessive, they are actually the universal precautions currently being applied in any health care or personal service care setting to prevent the spread of all infectious conditions.

## **B. INFORMATION ON HIV/AIDS**

### **Swedish Institute Policy:**

The Swedish Institute does not discriminate against students, faculty, administrative staff or clients of the clinic on the basis of illness or a person's HIV status.

In accordance with the law, the school does not require HIV testing prior to admission, or hiring, and persons who have tested positive for HIV antibodies are not required to release that information to any member of the administration, faculty or student body. However, the school strongly encourages anyone with any infectious condition to consult with his/her instructor and with the Dean for Massage Therapy for the purposes of clarifying personal risks and special precautions applicable to his or her health and ability to participate in the school environment. The school endeavors at all times to protect both the rights of the individual and the well-being of all members of the school community. Everyone is expected to respect each other's right to privacy and confidentiality, as required under the law.

It is important to note that under New York State and New York City Law, AIDS is classified as a disability and, as such, people with AIDS are protected against discrimination due to their illness. By law, a Licensed Massage Therapist may not, in New York State, refuse treatment to a client based on the client's HIV status. The Swedish Institute will adhere to this policy in our training and in the Clinic where students are required to work on patients assigned to them, regardless of condition or HIV status.

**Information on the AIDS Virus and the Rights of People With HIV/AIDS:**

**How the AIDS virus is and is not transmitted:** AIDS is an infectious disease. It is contagious, but it cannot be spread in the same manner as a common cold or measles or chicken pox. It can be spread through unprotected sexual contact, intravenous drug needles and syringes, blood transfusions and from mother to fetus. Commonly accepted, current medical reports indicate that family members living with individuals who have the AIDS virus (*and who have shared utensils, toothbrushes and slept in the same bed with these individuals*) have not become infected except through sexual contact. There is no evidence that AIDS can be transmitted through air, water, food or casual body contact. Although the AIDS virus has been found in tears and saliva there has been no indication that the virus can be transmitted through these fluids. It appears to take direct infusion of infected blood or semen or vaginal secretions into the blood stream or mucous membranes to transmit the disease.

**Risks of transmission to Personal Service Workers:** Personal Services Workers (PSWs) are defined by the Center for Disease Control as individuals whose occupations involve close personal contact with clients (*e.g.: massage therapists, cosmetologists, manicurists, etc.*). The Surgeon General has explicitly stated that massage is NOT a means of transmitting AIDS. Additionally, there is no evidence of transmission of the AIDS virus from clients to PSWs, from PSWs to clients, or between PSWs.

However, a risk of transmission might exist from PSWs to clients and vice versa in situations where there is both (a) trauma to one of the individuals that would provide a portal entry for the virus, and (b) access of blood or serous fluid from one infected person to the open tissue of the other, as could occur if either sustained a cut. There are currently NO reported cases of any transmission of AIDS through any type of casual contact, including massage.

## SECTION VII. SCHOOL SAFETY AND SECURITY

The safety and well being of our students, staff, faculty, clinic clients and other guests is very important at the Swedish Institute. Our college, located in Chelsea in the heart of Manhattan, is comprised of three floors and a portion of the sub-basement floor of a commercial office building. Though ours is not a typical "campus," our concern for security and crime prevention matches that of any other college in New York City.

Crime is a national problem affecting rural, suburban, and city life. College campuses, unfortunately, are not exempt from this reality. When and where a crime will occur or who will be a crime victim is not a predictable statistic. However, being aware of risk factors, potential danger and surroundings can reduce the chances of being victimized.

The Swedish Institute wishes to provide you with information on security procedures, services and resources available at the Institute and to ask that you cooperate in crime prevention. For more information on crime and crime prevention and a list of resources, please go to our web site at [www.swedishinstitute.edu](http://www.swedishinstitute.edu). The Campus Security Report can be found in both the *Overview* and *Current Students* sections of the website.

The Swedish Institute resides on the 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> floors of 226 West 26<sup>th</sup> Street in Manhattan. We also have a practice space on the sub-basement floor of the same building. There is no "campus" per say in that there are no grounds, dormitories or multiple buildings. Our college is contained within the walls and halls of the four floors of a commercial office building. Nonetheless, safety and security are of the utmost importance and our safety measures are taken very seriously.

The Swedish Institute has video surveillance of all areas of the school during hours of operation. Security cameras are strategically placed throughout the school so that all activity can be monitored by staff. The stairwells between the three floors are not equipped with security cameras, however, these are not closed stairwells and there is a steady flow of pedestrian traffic through this area ensuring the safety of these zones.

#### **A. CRIME REPORTING AND INVESTIGATION PROCEDURES**

Members of the school community should immediately report a crime or any emergency to the front office, administrative office or to any faculty member. To report a crime please:

- Report to the front office. The front/reception office on the 5<sup>th</sup> floor is equipped with a “panic button” that can discreetly alert the neighborhood police precinct. If you are not able to get to the front desk, use one of the BLUE emergency phones on the 6<sup>th</sup> and 7<sup>th</sup> floors to call 911.
- Should it be deemed that a crime has taken place, the appropriate authorities (Police, Fire Department, EMS, etc.) will be called upon to work with the school to complete a thorough investigation. In an emergency situation, authorities will be called upon immediately.
- An “Incident Report” is prepared and reviewed by the Dean for Administration and Operations and other key members of the administration.
- Administration works with the appropriate authorities to thoroughly investigate the incident.
- The occurrence of a serious crime will be reported to the school community via e-mail, the college web site and bulletin board postings.
- The complainant will be directed to the appropriate resources through the Office of Student Services.

#### **B. SEXUAL ASSAULT POLICY**

The Swedish Institute maintains that all forms of sexual assault are unacceptable. As defined by New York Law, all sex offenses, including rape, sexual assault, forcible touching and facilitating a sex offense with a drug, are all crimes punishable by law. Issues of inappropriate touch, boundary violations and sexual assault are discussed “Ethics and Professionalism” beginning on page 21.

Should a sex-related offense occur at the college, Swedish Institute administration will work with the student to report the crime to authorities and will direct the student to receive proper medical attention. The college will also provide referrals for professional counseling services through the Office of Student Services. In the case of rape or sexual assault, the student is advised against destroying evidence of the crime by showering, bathing, etc. Any student found to be guilty of any sexual assault will be immediately expelled from the school.

#### **C. BIAS CRIME POLICY**

The Swedish Institute maintains that crimes committed based on race, gender, religion, national origin, age, sexual orientation, gender identity or disability are not acceptable. Issues surrounding prejudicial behavior which may be the basis for such crimes are addressed in this handbook. These issues are also covered extensively throughout the programs during classes. As with crimes of other natures, the Swedish Institute will direct students to the proper authorities and will work with authorities during investigations. Any student who commits a crime of this nature will be expelled from the school.

Information on Sexual Assault Prevention, Penalties for the commission of sex offenses according to New York State law, Bias Crime Prevention and other related issues can be found at the Swedish Institute web site at [www.Swedishinstitute.edu](http://www.Swedishinstitute.edu). Please see the section “Current Students” and look for the section on Safety and Security.

#### **D. WEAPONS POLICY**

Weapons of any variety are not allowed on campus. No one shall have in their possession a rifle, shotgun, or firearm of any kind or any other dangerous instrument or material that can inflict bodily harm on an individual or damage to the college or building.

#### **E. ALCOHOL/DRUG POLICY**

The sale or use of alcohol or drugs on school premises or during school activities is strictly prohibited. The Swedish Institute reserves the right to place on probation, suspend or dismiss, at any time and without a hearing, any student who fails to comply with above mentioned rule. (See "Professional Behavior" on page 19.)

##### **1. Health Risks Associated with Use or Abuse of Alcohol or Drugs**

Even moderate drinking or "recreational" drug use could be risky to your health? If you participate in either of these activities, you may be putting yourself at risk for serious health problems as well as problems with family, friends, coworkers and classmates.

##### Alcohol

The more heavily you drink the greater the potential for problems at home, work, with friends or even with strangers. Besides social problems, it can also create serious health issues. Liver disease, heart disease, certain forms of cancer and pancreatitis often develop after many years of heavy drinking. Women may develop alcohol-related health problems sooner than men and from drinking less alcohol. Remember alcohol affects nearly every organ in the body. Long-term heavy drinking increases the risk for serious health problems, some mentioned above but other conditions may also be present as a result.

Even small doses lower inhibitions and will significantly impair the judgement and coordination needed to operate vehicles. Moderate to high use causes marked impairments in higher mental functions such as memory and the ability to learn and remember information. As mentioned above, long-term use can lead to dependence and permanent damage to vital organs (brain, liver). Babies born to alcohol users may have Fetal Alcohol Syndrome, which causes irreversible physical and mental abnormalities.

##### Drugs

Drug addiction is a very serious disease. Initial drug use may be voluntary but long-term drug use has been shown to alter gene expression and brain circuitry, which will affect someone's behavior. Health risks for drugs are often determined by the type of drug and the method by which said drugs are taken.

Long-term drug use will ultimately pose risks to vital organs such as the liver, lungs, heart and brain. It may also impact higher mental functions such as memory and concentration or may lead to psychological problems of paranoia and psychosis. People under the influence of drugs may have difficulty performing tasks requiring coordination and concentration. Extreme use of certain drugs can cause brain damage and lead to eventual death. There are certain drugs where one time usage could be fatal.

*Source: National Institute of Drug Abuse (NIDA)*

##### **2. Legal Sanctions for Unlawful Possession or Distribution**

At the Swedish Institute, there is a strict no tolerance policy for the use or distribution of alcohol or drugs on school premises or while involved in school activities that applies to all students and employees.

If a student or employee is found in possession of, using or distributing drugs or alcohol, certain procedures will be followed. Involvement in these activities can result in suspension or dismissal from the school, suspension of duties or termination of employment. If a person violates this policy, they are also subject to the various local, state and federal laws regarding such activities.

The local, state and federal laws are numerous concerning both drug and alcohol possession and usage. You can be arrested for purchasing or attempting to purchase alcohol if you are under the age of 21. Selling illicit drugs is a criminal offense punishable by fine or a term of imprisonment depending on the

offense and other factors. Driving while intoxicated is also against the law and can result in revocation of a driver's license or imprisonment.

The various offenses regarding drug and alcohol use are covered under various sections of New York State Law. There are sanctions under the Public Health Law regarding growing, manufacturing, selling or possession of controlled substances and hypodermic needles. Most crimes concerning unlawful possession and distribution of drugs are defined under the New York State Penal Law. This law contains exhaustive lists of controlled substances, offenses and sanctions ranging from minor fines to long-term imprisonment. For more information, please visit <http://public.leginfo.state.ny.us> or consult with an attorney.

Federal Laws often mimic the New York State laws in terms of punishable offenses and sanctions. Convictions at any level can greatly impact the ability to receive financial support for college. If a person is convicted of any federal or state offense involving possession of a controlled substance, they are ineligible to receive any or all Federal benefits for up to 5 years.

Also, proximity to a school or college for an offense involving a controlled substance can double the penalty received if the same offense was committed away from school property.

The laws concerning the use or sale of alcoholic beverages in New York are under the New York Alcoholic Beverage Control (ABC) Law, Vehicle and Traffic Law and Penal Law. There may also exist certain municipal ordinances. The offenses and sanctions are numerous but can involve things like: minor in possession, providing false identification for the purchase of alcohol, furnishing alcohol to a person under 21 and driving while intoxicated or impaired. Please visit the public information website listed above for more information or consult with an attorney.

### **3. Referrals for Treatment**

Addiction is a disease and like any other disease it needs to be treated so a person can continue to lead a healthy and successful life. If you feel you are at risk for addiction or have a problem, it is in your best interest to get treatment immediately.

If you or someone you know needs help or more information please contact:

**Alcoholics Anonymous (AA) World Services**

475 Riverside Drive 11<sup>th</sup> floor, New York, NY 10115, 212-870-3400

<http://www.aa.org>

*Makes referrals to local AA groups and provides information materials on AA program.*

**Al-Anon Family Group Headquarters**

1600 Corporate Landing Parkway, Virginia Beach, VA 23454, (888) 4ALANON

<http://www.al-anon.alateen.org>

*Makes referrals to local Al-Anon groups, which are support groups for spouses and other significant adults in an alcoholic person's life. Also gives referrals to Alateen groups, which offer support to children of alcoholics.*

**National Council on Alcoholism and Drug Dependence**

20 Exchange Place, Suite 2902, New York, NY 10005, (800) 622-2255

<http://www.ncadd.org>

*Provides telephone numbers of local NCADD affiliates (who can provide information on local treatment resources) and educational materials on alcoholism via the toll-free number.*

**New York Center for Addiction**

598 Broadway #2, New York, NY, (212) 966-9537

**F. CAMPUS CRIME STATISTICS**

The Swedish Institute Advisory Committee on Campus Safety will inform students of all campus crime statistics as reported to the US Department of Education. The US Department of Education’s website address for campus crime statistics is [www.ope.ed.gov/security](http://www.ope.ed.gov/security). Below are statistics for 2007.

Murder.....	0
Rape .....	0
Sex Offenses .....	0
Robbery .....	2
Larceny .....	0
Aggravated Assault.....	0
Burglary.....	0
Motor Vehicle Theft.....	0
Bias Crimes .....	0
Liquor Law Violations.....	0
Drug-Abuse Violations .....	0
Weapons Possession .....	0

**SECTION VIII. UNIFORM AND EQUIPMENT LIST**

**1. Uniforms**

Hands-on Classes:

Uniforms are required in all hands-on classes for a number of reasons, including hygiene, protection of personal clothing and professionalism.

- Navy blue Swedish Institute T-shirt (\$12) or sweatshirt (\$20)
- Navy blue or black knit pants or sweatpants (purchase through store of your choice)

Clinical Internships and Off-Site Internships require more professional attire:

- Navy blue Swedish Institute polo shirt (\$25)
- White pants (purchase through store of your choice)

Clean shoes/sneakers and socks are a requirement with all uniforms.

PLEASE NOTE: Uniforms may not be cut or altered in any way. See “Uniforms/Dressing and Undressing” for information concerning the uniforms.

**2. Required Equipment & Supplies:**

- White sheet (full/double) (purchase through store of your choice)
- White bath towel (approximately "34" x"68") (purchase through store of your choice)
- White pillowcase (purchase through store of your choice)
- Unscented oil or massage cream in unbreakable container (NOT baby oil) (prices vary)
- Cotton muslin cloth (approximately "40" x"40") for First Aid class (Semester 4)

Note: an old sheet may be cut to size and used for this class.

Note: Unless otherwise noted to the contrary, most of the above items are available through the Bookstore.

## **SECTION IX. POLICY PROHIBITING DISCRIMINATION AND HARASSMENT AT SCHOOL**

It is the policy of Swedish Institute College of Health Sciences to ensure that all of our employees and students enjoy a work and school atmosphere free from all forms of discrimination, including harassment on the basis of sex, race, color, religion, creed, national origin, age, disability, sexual orientation, and other protected categories. Such harassment infringes on an employee's or student's right to a professional work or school environment, and is a form of misconduct which undermines the integrity and dignity of the workplace or school environment, and will not be tolerated at Swedish Institute. Acts or incidents of discrimination should be reported promptly as outlined below.

Swedish Institute will promptly investigate all reports of discrimination or harassment. Any employee who violates this policy will be subject to disciplinary action appropriate to the offense, which may include counseling, reprimand, demotion, reassignment, suspension, or discharge. Any student who violates this policy will be subject to disciplinary action appropriate to the offense, which may include reprimand, counseling, probation, suspension or dismissal. Employees or students who violate this policy also risk personal legal liability.

### **Prohibited Conduct of a Sexual Nature**

As sexual harassment raises issues about human interaction that is to some extent unique, the subject of sexual harassment is treated separately in this Policy.

Sexual harassment is a form of sex discrimination and will not be tolerated at Swedish Institute. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to the conduct is made either directly or indirectly a condition of employment or of academic opportunity, success or failure;
- Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee or an academic decision affecting the harassed student;
- The harassment substantially interferes with an employee's or student's performance or creates an intimidating, hostile, or offensive work, school, or classroom environment.

The acts underlying sexual harassment need not be sexual in nature or take the form of overt sexual advances. Prohibited harassment also may consist of intimidation and hostility toward an individual because of sex. Illegal behavior includes offensive behavior directed at or motivated by discriminatory feelings against one sex, or it may consist of conduct that is more offensive or demeaning to one sex.

Examples of prohibited sexual harassment include:

- Explicit or degrading verbal comments of a sexual nature about another individual or his or her personal appearance;
- The telling of pornographic or sexually-oriented or offensive jokes or comments;
- Retaliatory acts or comments following the termination of a consensual romantic relationship;
- The spreading of false rumors regarding the sexual practices of a co-worker or student;
- Touching of a sexual or offensive nature;
- The posting or distribution or submission of sexually-suggestive pictures or cartoons; and
- Persistent or unwelcome requests for dates or flirtations.

### **Prohibited Harassment of a Non-Sexual Nature**

Harassment of a non-sexual nature is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, disability, sexual orientation, or other protected category, or that of his/her relatives, friends, or associates, and that:  
(1) has the purpose or effect of creating an intimidating, hostile, or offensive working, classroom, or

school environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or school performance; or (3) adversely affects an individual's employment or academic opportunities.

Harassing conduct includes, but is not limited to, the following: (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, sex, national origin, age, disability, sexual orientation, or other protected categories, and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, age, disability, sexual orientation, or other protected categories and that is placed on walls, bulletin boards, or elsewhere in the workplace, or is submitted as part of a class assignment, or circulated in the workplace or classroom.

### **Reporting Violations**

Any employee or student who feels that he or she is a victim of sexual harassment, or has observed sexual harassment, including but not limited to, any of the conduct listed above, by any supervisor, management official, other employee, instructor, student, client, visitor or any other person should bring the matter to the immediate attention of his or her supervisor or a Dean of the massage therapy program either orally or in writing. An employee or student who is uncomfortable for any reason in bringing such matter to the attention of his or her supervisor or a Dean, or is not satisfied after bringing the matter to the attention of his or her supervisor or Dean, should report the matter to the President of the Institute. Any questions about this policy or potential sexual harassment should also be brought to the attention of the same persons.

Employees and students should be aware that they may come forward with complaints without fear of retribution. The President, a Dean or his/her designee will promptly investigate all allegations of sexual harassment in a confidential manner to the extent practical and appropriate under the circumstances. After the complaint is investigated, a member of the Administration will respond to the complaining party. Any employee or student who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to appropriate disciplinary action which may include counseling, reprimand, demotion, reassignment, transfer, suspension, dismissal or discharge.

## BOOK LIST FOR FULL-TIME MASSAGE THERAPY PROGRAM

Note: Texts are subject to change from semester to semester as new texts come onto the market. We recommend that you purchase your texts just before each semester begins. Books required for each course are listed in the course syllabi. Prices are also subject to change, so please check with the bookstore.

**BOOKSTORE HOURS:** Monday, 8:00 - 4:00 Tuesday, 4:30 - 8:30; Wednesday, Closed; Thursday, 10:30 – 6:30. Closed all Fridays and Sundays. (Hours subject to change). Check Bookstore for additional first week of class and Saturday hours. Call for special Bookstore hours during semester breaks when the school is closed. All sales are final.

The numbers next to the texts refer to the semesters in which the books will be used.

### Semester | Required Texts

<u>Required Texts</u>	<u>Price</u>
<u>Anatomy Coloring Book (3rd Edition)</u> Wynn Kapit & Lawrence Elson; Harper Collins, 1993 (1,2)	21.00
<u>Atlas of Human Anatomy</u> Frank H. Netter; Icon, Saunders Elsevier, 2004, 4 <sup>th</sup> edition (1,2)	80.00
<u>The Business of Massage</u> American Massage Therapy Association, 2002 (1-4)	42.00
<u>Change the Picture – A Qi Gong Workbook</u> , Master Yu-Cheng Huang; Self-Published, 1996 (1-4)	20.00
<u>The Ethics of Touch</u> Ben Benjamin, Ph.D., Cherie Sohnen-Moe, SMA Inc., 2003 (1-4)	28.00
<u>Human Anatomy &amp; Physiology (7<sup>th</sup> Edition)</u> Elaine N. Marieb, Prentice Hall, Addison Wesley Longman '98 (1,2)	183.00
<u>Introduction to Massage Therapy</u> Braun & Simonson, Lippincott Williams & Wilkins (1-4)	62.00
<u>Save Your Hands!</u> L. Greene & R. Goggins; Gilded Age Press, Inc., 2 <sup>nd</sup> Ed., 2008 (1-4)	39.95
<u>Shiatsu Workbook</u> Gina Martin & Swedish Institute, 1998 (1-4)	40.00
<u>Swedish Massage I Student Manual</u> Swedish Institute (1)	20.00
<u>Taber's Cyclopedic Medical Dictionary (20<sup>th</sup> Edition)</u> , (Indexed), F.A. Davis, 2000(1-4)	40.00
<u>Trail Guide to the Body</u> Andrew Biell; Self-Published, 2001 3rd Edition (1)	52.00
<u>Professional Development I Handbook</u> (1)	<u>5.00</u>
<b>TOTAL</b>	<b>\$632.95</b>

### Recommended Texts

<u>Anatomy, A Regional Atlas of the Human Body (4th Edition)</u> , Carmine D. Clemente, Lea & Febiger, 1987	55.00
<u>Anatomy of Movement</u> Blandine Calais-Germain; Eastland Press, 1993, 2 <sup>nd</sup> edition	34.00
<u>Beard's Massage (4<sup>th</sup> Edition)</u> , Giovanni De Domenico & Elizabeth C. Wood; W.B. Saunders Co., 1997	45.00
<u>Between Heaven and Earth</u> Harriet Beinfeld and E. Korngold; Ballantine Books, 1991	15.95
<u>The Body Movable</u> David Gorman; Ampersand Press, 1981 (Not available through the Institute)	
<u>The Educated Heart</u> Nina McIntosh; Decatur Bainbridge Press, 1999	28.00
<u>The Foundations of Chinese Medicine</u> Giovanni Maciocia; Churchill Livingstone Published., 1989	160.00
<u>CD ROM: Adam Comprehensive (Student Edition)- Windows/Macintosh</u> (Not available through the Institute)	
<u>CD ROM: Interactive Atlas of Human Anatomy</u> Frank Netter, M.D.; Ciba Geigy, 1995	"
<u>Compassionate Touch</u> Clyde Ford, D.C.; Simon & Schuster, 1993 (In Library, Volume out of print)	
<u>Shiatsu the Complete Guide</u> Chris Jarmey and Gabriel Mojay; Thorsons, 1999	24.00

	<u>Price</u>
<u>Fundamentals of Chinese Acupuncture</u> Ellis, Wiseman & Boss; Paradigm Publ., 1991	39.00
<u>Grant's Atlas of Anatomy (9<sup>th</sup> Edition)</u> , Anne M.R. Agur; Williams & Wilkins, 1991	65.00
<u>Grasping the Wind</u> Ellis, Wiseman & Boss; Paradigm Publications, 1989	31.00
<u>Healing Massage Techniques</u> Frances M. Tappan; Appleton & Lange, 1988	48.00
<u>How Can I Help?</u> Ram Dass & Paul Gorman; Alfred A. Knopf, 1985	10.00
<u>Job's Body</u> Deane Juhan; Station Hill Press, 1987	40.00
<u>Maniken</u> – Student Model: A plastic anatomical model on which you build clay muscles. For use in Myology/Kinelsiology.	180.00
<u>The Web That Has No Weaver</u> Ted Kaptchuk; Congdon & Weed Inc., 2000	21.95
Science class notes	approx. 5.00-10.00

**Semester 2**  
**Required Texts**

<u>Basic Clinical Massage Therapy</u> J. Clay & D. Pounds; Lippincott, 2003	(2,3)	60.00
<u>Swedish Massage II Student Manual</u> Swedish Institute	(2)	20.00
<u>Tools of Assessment &amp; Treatment</u> Swedish Institute	(2)	45.00
<u>Understanding Sports Massage</u> Patricia Benjamin & Scott Lampe; Human Kinetics, 1996	(2)	34.00
<u>Professional Development II Handbook</u>	(2)	<u>5.00</u>
TOTAL		\$ 164.00

**Recommended Texts**

<u>Autostretching</u> Olaf Evjenth and Jern Hamberg; Alfta Rehab Forlag, 1989 (Not available through the Institute)		
<u>Bodywork Shiatsu: Bringing the Art of Finger Pressure to the Massage Table</u> Karl Dubitsky; Healing Arts Press, 1997		30.00
<u>Ethical Dimensions in the Health Professions (2<sup>nd</sup> Edition)</u> , Ruth Purtillo; Saunders Publ., 1993		29.00
<u>Facilitated Stretching (2<sup>nd</sup> Edition)</u> , Robert McAtee		21.00
<u>Heat &amp; Cold as Therapy</u> Laurel Fowlie; Curties-Overzet Publications Inc., 2006		34.95
<u>Sports Massage and Remedial Massage Therapy</u> Mel Cash; Ebury Press, 1996		34.00
Science Class notes		5.00

**Semester 3**  
**Required Texts**

<u>Advanced Western Techniques and Their Clinical Applications Student Manual</u> Swedish Institute	(3)	45.00
<u>Assessment of Soft Tissue Conditions Workbook</u> Swedish Institute	(3,4)	49.00
<u>Clinical Massage Therapy</u> Fiona Rattray, Linda Ludwig; Talus Publ., 2000	(3,4)	85.00
<u>Professional Development III Handbook</u>	(3)	<u>5.00</u>
TOTAL		\$184.00

**Semester 3****Recommended Texts**

	<b>Price</b>
<u>Anatomy Trains</u> Thomas Myers; Churchill Livingstone, 2001	65.00
<u>Deep Tissue Sculpting: A Technical and Artistic Manual for Therapeutic Bodywork Practitioners</u> Carole Osborne-Sheets; Body Therapy Associates, 1997	25.00
<u>Functional Assessment in Massage Therapy (3<sup>rd</sup> Edition)</u> Whitney W. Lowe; Pacific Orthopedic Massage Publ., 1995	40.00
<u>Informed Touch</u> Donna Finando & Steven Finando; Healing Arts Press, 1999	33.00
<u>Massage Therapist's Guide To Pathology</u> R. Werner, B. Benjamin; Williams & Wilkins, 1998	48.00
<u>Merck Manual of Diagnosis and Therapy (17<sup>th</sup> Edition)</u> , Editor: Robert Berkow	40.00
<u>Muscle Testing and Function</u> Florence Peterson-Kendall; William & Wilkins, 1993	80.00
<u>Pathology A to Z (2<sup>nd</sup> Edition) - A Handbook for Massage Therapists</u> Kalyani Premkumar, M.D., C.M.T.; Van Pub Books, 1996	45.00
Science class notes	approx. 5.00-10.00

**Semester 4****Required Texts**

<u>American Red Cross Community First Aid &amp; Safety</u> Mosby/Lifeline, 1993	(4)	25.00
<u>Cardiopulmonary Resuscitation, CPR (5<sup>th</sup> Edition)</u> , CPR Publishers Inc, 2001	(4)	15.00
<u>Complementary Techniques – Handouts/Eastern, Western Electives</u>	(4)	8.00
<u>Professional Development IV Handbook</u> , Swedish Institute	(4)	15.00
<u>Massage and Self Care Handbook</u>	(4)	15.00
<u>Mixed Elective Modules Handbook</u> (only if taking this elective)	(4)	<u>(14.00)</u>
<b>TOTAL</b>		<b>\$ 78.00/(92.00)</b>

**Recommended Texts**

<u>People Skills</u> Robert Bolton; Simon & Schuster, 1979	11.00
<u>Traditional Acupuncture - The Law of the Five Elements (2<sup>nd</sup> Edition)</u> , Diane Connelly, Ph.D; Traditional Acupuncture Institute, 1994	16.00
<u>Writing SOAP Notes (3<sup>rd</sup> Edition)</u> , Ginge Kettenbach; F.A. Davis, 1995	35.00
"Topics in Advanced Shiatsu", (class notes)	5.00

## BOOK LIST FOR PART-TIME MASSAGE THERAPY PROGRAM

Note: Texts are subject to change from semester to semester as new texts come onto the market. We recommend you purchase your texts just before each semester begins. Books required for each course are listed in the course syllabi. Prices are also subject to change, so please check with the bookstore.

**BOOKSTORE HOURS:** Monday, 8:00 - 4:00 Tuesday, 4:30 - 8:30; Wednesday, Closed; Thursday, 10:30 – 6:30. Closed all Fridays and Sundays. (Hours subject to change). Check Bookstore for additional first week of class and Saturday hours. Call for special Bookstore hours during semester breaks when the school is closed. All sales are final.

The numbers next to the texts refer to the semesters in which the books will be used.

### Semester 1

#### Required Texts

<u>Required Texts</u>	<u>Price</u>
<u>Anatomy Coloring Book (3<sup>rd</sup> Edition)</u> , Wynn Kapit & Lawrence Elson; Harper Collins, 1993 (1,3)	21.00
<u>Atlas of Human Anatomy</u> Frank H. Netter; Icon, Saunders Elsevier, 2004, 4 <sup>th</sup> edition (1,3)	80.00
<u>The Business of Massage</u> American Massage Therapy Association, 2002 (1-8)	42.00
<u>The Ethics of Touch</u> Ben Benjamin, Ph.D., Cherie Sohnen-Moe, SMA Inc., 2003 (1-4)	28.00
<u>Human Anatomy &amp; Physiology</u> Elaine N. Marieb, Prentice Hall, Addison Wesley Longman '98 7 <sup>th</sup> Edition (1,3)	183.00
<u>Taber's Cyclopedic Medical Dictionary (20<sup>th</sup> Edition)</u> , (Indexed), F.A. Davis, 2000 (1-8)	40.00
<u>Trail Guide to the Body</u> Andrew Biel; Self-Published, 2001 3rd Edition (1)	52.00
<u>Professional Development I Handbook</u> (1)	5.00
<b>TOTAL</b>	<b>\$451.00</b>

#### Recommended Texts

<u>Anatomy, A Regional Atlas of the Human Body (4th Edition)</u> , Carmine D. Clemente; Lea & Febigir, 1987	55.00
<u>Anatomy of Movement</u> Blandine Calais-Germain; Eastland Press, 1993, 2 <sup>nd</sup> edition	34.00
<u>The Body Movable</u> David Gorman; Ampersand Press, 1981 (Not available through the Institute)	
<u>The Educated Heart</u> Nina McIntosh, Decatur Bainbridge Press, 1999	28.00
<u>CD ROM: Adam Comprehensive (Student Edition)- Windows/Macintosh</u> 1981 (Not available through the Institute)	
<u>CD ROM: Interactive Atlas of Human Anatomy</u> Frank Netter, M.D.; Ciba Geigy, 1995	"
<u>Fundamentals of Chinese Acupuncture</u> Ellis, Wiseman & Boss; Paradigm Publications, 1991	39.00
<u>Grant's Atlas of Anatomy (9<sup>th</sup> Edition)</u> , Anne M.R. Agur; Williams & Wilkins, 1991	65.00
<u>Job's Body</u> Deane Juhan; Station Hill Press, 1987	35.00
<u>Maniken – Student Model: A plastic anatomical model on which you build clay muscles. For use in Myology/Kinelsiology.</u>	180.00
Science Class notes	approx. 5.00-10.00

### Semester 2

#### Required Texts

<u>Change the Picture - A Qi Gong Workbook</u> , Master Yu-Cheng Huang; Self-Published, 1996 (2-8)	18.00
<u>Introduction to Massage Therapy</u> Braun & Simonson, Lippincott Williams & Wilkins (2-8)	62.00
<u>Save Your Hands!</u> L. Greene & R. Goggins; Gilded Age Press, Inc., 2 <sup>nd</sup> Edition, 2008 (2-8)	39.95
<u>Shiatsu Workbook</u> Gina Martin & Swedish Institute, 1998 (2-8)	40.00

		<u>Price</u>
<u>Swedish Massage I Student Manual</u> Swedish Institute	(2)	<u>20.00</u>
	TOTAL	\$179.95

**Recommended Texts**

<u>Beard's Massage</u> (4 <sup>th</sup> Edition), Giovanni De Domenico & Elizabeth C. Wood; W.B. Saunders Co., 1997	45.00
<u>Between Heaven and Earth</u> Harriet Beinfeld and E. Korngold; Ballantine Books, 1991	15.95
<u>Compassionate Touch</u> Clyde Ford, D.C.; Simon & Schuster, 1993 (In Library, Volume out of print)	
<u>Grasping the Wind</u> Ellis, Wiseman & Boss; Paradigm Publications, 1989	31.00
<u>Healing Massage Techniques</u> Frances M. Tappan; Appleton & Lange, 1988	48.00
<u>How Can I Help?</u> Ram Dass & Paul Gorman; Alfred A. Knopf, 1985	10.00
<u>Shiatsu the Complete Guide</u> Chris Jarmey and Gabriel Mojay; Thorsons, 1999	24.00
<u>The Foundations of Chinese Medicine</u> Giovanni Maciocia; Churchill Livingstone Published, 1989	160.00
<u>The Web That Has No Weaver</u> Ted Kaptchuk; Congdon & Weed Inc., 1983	21.95

**Semester 3**

**Required Texts**

(No required texts needed)

**Recommended Texts**

Science class notes	approx. 5.00-10.00
---------------------	--------------------

**Semester 4**

**Required Texts**

<u>Basic Clinical Massage Therapy</u> J. Clay & D. Pounds; Lippincott, 2003	(4,6)	60.00
<u>Swedish Massage II Student Manual</u> Swedish Institute	(4)	20.00
<u>Tools of Assessment &amp; Treatment</u> Swedish Institute	(4)	45.00
<u>Understanding Sports Massage</u> Patricia Benjamin & Scott Lampe; Human Kinetics, 1996	(4)	34.00
<u>Professional Development II Handbook</u>	(4)	<u>5.00</u>
	TOTAL	\$164.00

**Recommended Texts**

<u>Autostretching</u> Olaf Evjenth and Jern Hamberg; Alfta Rehab Forlag, 1989	(Not available through the Institute)
<u>Bodywork Shiatsu: Bringing the Art of Finger Pressure to the Massage Table</u> Karl Dubitsky - Healing Arts Press, 1997	30.00
<u>Ethical Dimensions in the Health Professions</u> (2 <sup>nd</sup> Edition), Ruth Purtillo; Saunders Publ., 1993	29.00
<u>Facilitated Stretching</u> (2 <sup>nd</sup> Edition), Robert McAtee; Human Kinetics, 1993	21.00
<u>Heat &amp; Cold Therapy</u> Laurel Fowlie; Curties-Overzet Publications Inc., 2006	34.95
<u>Sports Massage and Remedial Massage Therapy</u> Mel Cash; Ebury Press, 1996	34.00

**Semester 5**

**Required Texts**

<u>Clinical Massage Therapy</u> Fiona Rattray, Linda Ludwig; Talus Publ., 2000	(5,6,7)	\$85.00
--------------------------------------------------------------------------------	---------	---------

	<u>Price</u>
<b>Semester 5</b>	
<b><u>Recommended Texts</u></b>	
<u>Massage Therapist's Guide To Pathology</u> R.Werner, B. Benjamin; Williams & Wilkins, 1998	48.00
<u>Merck Manual of Diagnosis and Therapy</u> (17 <sup>th</sup> Edition), Editor: Robert Berkow; Merck Company, 1992	40.00
<u>Pathology A to Z</u> (2 <sup>nd</sup> Edition) - A Handbook for Massage Therapists Kalyani Premkumar, M.D., C.M.T.; Van Pub Books, 1996	48.00

**Semester 6**  
**Required Texts**

<u>Advanced Western Techniques and Their Clinical Applications Student Manual</u> Swedish Institute	(6)	45.00
<u>Assessment of Soft Tissue Conditions Workbook</u> Swedish Institute	(6,7)	49.00
<u>Professional Development III Handbook</u>	(6)	<u>5.00</u>
TOTAL		\$ 99.00

**Recommended Texts**

<u>Anatomy Trains</u> Thomas Myers; Churchill Livingstone, 2001	65.00
<u>Deep Tissue Sculpting: A Technical and Artistic Manual for Therapeutic Bodywork Practitioners</u> Carole Osborne-Sheets; Body Therapy Associates, 1997	25.00
<u>Functional Assessment in Massage Therapy</u> (3 <sup>rd</sup> Edition), Whitney W. Lowe; Pacific Orthopedic Massage Publ., 1995	40.00
<u>Informed Touch</u> Donna Finando & Steven Finando; Healing Arts Press, 1999	33.00
<u>Muscle Testing and Function</u> Florence Peterson-Kendall; William & Wilkins, 1993	80.00
Science class notes	approx. 5.00-10.00

**Semester 7** (No required texts needed)

**Recommended Texts**

<u>Traditional Acupuncture - The Law of the Five Elements</u> (2 <sup>nd</sup> Edition), Diane Connelly, Ph.D; Traditional Acupuncture Institute, 1994	16.00
<u>Writing SOAP Notes</u> (3 <sup>rd</sup> Edition), Ginge Kettenbach; F.A. Davis, 1995	35.00

**Semester 8**  
**Required Texts**

<u>American Red Cross Community First Aid &amp; Safety</u> Mosby/Lifeline, 1993	(8)	25.00
<u>Cardiopulmonary Resuscitation, CPR</u> (5 <sup>th</sup> Edition), CPR Publishers Inc, 2001	(8)	15.00
<u>Complementary Techniques – Handouts/Eastern, Western Electives</u>	(8)	8.00
<u>Professional Development IV Handbook</u>	(8)	15.00
<u>Massage &amp; Self-Care Handbook</u>	(8)	15.00
<u>Mixed Electives Module Handbook</u> (only if taking this elective)	(8)	<u>(14.00)</u>
TOTAL		\$78.00/(92.00)

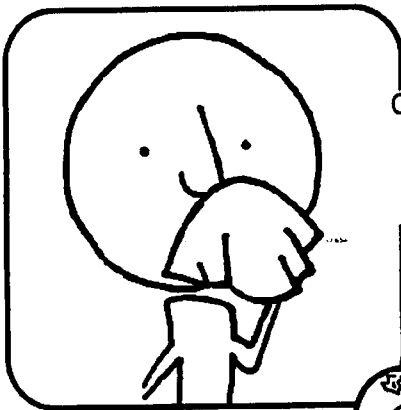
**Recommended Texts**

<u>People Skills</u> Robert Bolton; Simon & Schuster, 1979	\$11.00
"Topics in Advanced Shiatsu", (class notes)	5.00

# HAND WASHING PROTOCOL

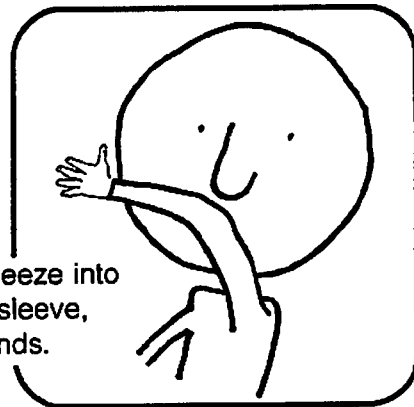
Stop the spread of germs that make you and others sick!

# Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or cough or sneeze into your upper sleeve, not your hands.

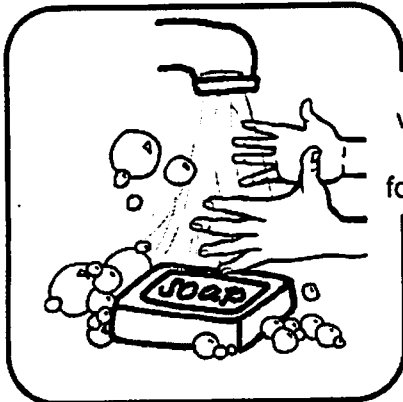


Put your used tissue in the waste basket.



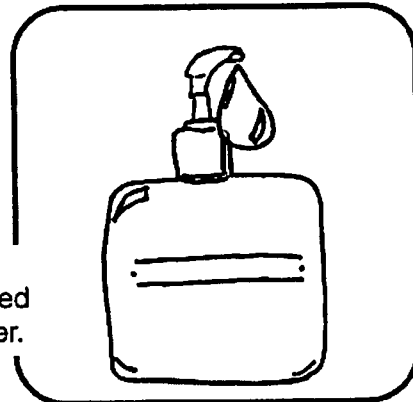
# Clean your Hands

after coughing or sneezing.



Wash hands with soap and warm water for 20 seconds

or clean with alcohol-based hand cleaner.



Minnesota Department of Health  
1117 SE Delaware Drive  
Minneapolis, MN 55414  
612-676-5414 or 1-877-676-5414  
www.health.state.mn.us



### When should you wash your hands with soap and water?

Wash your hands with plain soap and water; or with antimicrobial soap and water if:

- your hands are visibly soiled (dirty);
- hands are visibly contaminated with blood or body fluids;
- before eating; and
- after using the restroom.



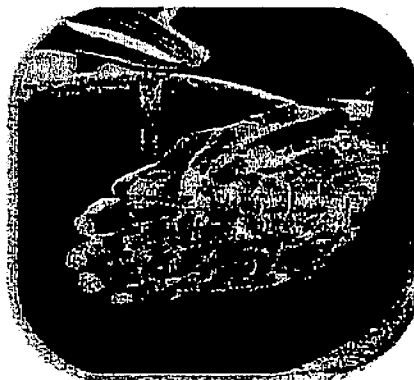
◀ BACK

NEXT ▶

### Here are some tips on how to wash your hands effectively with soap and water?

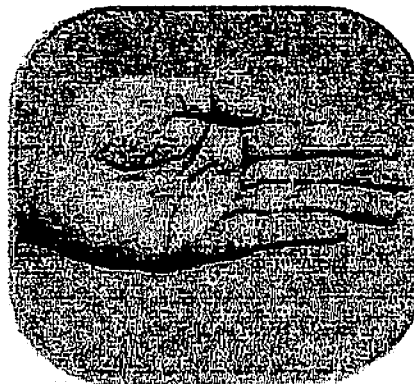
Here are some tips on how to wash your hands effectively with soap and water

- wet hands first with water (avoid HOT water);
- apply 3 to 5 ml of soap to hands;
- rub hands together for at least 15 seconds;
- cover all surfaces of the hands and fingers;
- rinse hands with water and dry thoroughly; and
- use paper towel to turn off water faucet.



### **New guidelines recommend frequent use of alcohol-based hand rubs**

New guidelines developed by the Centers for Disease Control and Prevention (CDC) and infection-control organizations recommend that healthcare workers use an alcohol-based hand rub (a gel, rinse or foam) to routinely clean their hands between patient contacts, as long as hands are not dirty.

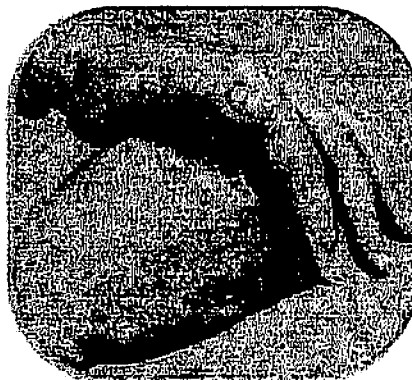


◀ BACK

NEXT ▶

### **Here are some tips on how to use an alcohol-based hand rub**

- Apply 1.5 to 3 ml (about the size of quarter) of an alcohol gel or rinse to the palm of one hand, and rub hands together;
- Cover all surfaces of your hands and fingers, including areas around/under fingernails; and
- Continue rubbing hands together until alcohol dries (about 15-25 seconds).



Make sure your hands are completely dry prior to putting on gloves.

Wash your hands with soap and water when you feel a "build-up" of emollients on your hands.

## INDEX

Absences.....	11-13
Academic Calendar .....	4
Academic Support Workshops.....	25
Address, Email and Phone Information .....	6
Advising Time.....	25
Alcohol/Drug Policy .....	32
Allowed Absences.....	11
Alumni Services.....	26
Appeals .....	10,15,16
Audio-Taping In Class.....	19
Auditing Policy.....	19
Bias Crime Policy .....	31
Book List for Full Time Program .....	37
Book List for Part Time Program.....	40
Bookstore .....	26
Bulletin Board (On-line).....	6
Campus Crime Statistics.....	34
Change of Schedule Policy .....	7
Changes in School Policy .....	10
Children in School .....	10
Comparable Program Information.....	10
Counseling Referrals.....	27
Course Failure/Course Repeat .....	16
Crime Reporting and Investigation Procedures .....	31
Definition of a Credit Hour.....	19
Discrimination Policy .....	35
Dressing and Undressing.....	22
Drop/Add .....	7
Dual Relationships .....	25
Eligibility for Final Exam .....	14
Email .....	6
Emergency Phone Calls.....	7
Exam Attendance.....	13
Excused Absences.....	12
Extenuating Circumstances .....	18
Failure Due to Over-Limit Absences .....	12
Final Exam or Course Failure: Notification .....	15
Financial Aid.....	26
First Aid/CPR.....	20
Grade Notification.....	14
Grievance Procedure .....	10
Handwashing Protocol .....	43
Harassment policy.....	35
HIV/AIDS Information.....	29
ID Cards .....	6
Incompletes for Missing Final Exam .....	16
Instructor Delays .....	7
Internet Access.....	26
Jury Duty Policy.....	13
Lateness.....	13
Leave of Absence.....	8
Library .....	26
Lockers/Valuables.....	9
Lost And Found .....	9
Maximum Time Frame to Complete the Program.....	17
New York State Law Governing Massage Practice .....	19

No Food and Drink in the Classroom..... 10  
Notifying the School about Lateness or Absence..... 13  
Off-Campus Activities..... 9  
On-line Bulletin Board ..... 6  
Passing Grades..... 13  
Practice Outside of Classroom..... 19  
Practice Sessions..... 25  
Pregnancy ..... 20  
Professional Attire ..... 22  
Probation ..... 18  
Professional Behavior ..... 20-22  
Professional Standards in Clinic and Hands-on Classes..... 21  
Program Standards ..... 21  
Quantitative and Qualitative Measurements ..... 18  
Refund Policies ..... 9  
Reinstatement ..... 8  
Repeating Courses ..... 18  
Requirements Outside of Regularly Scheduled Classes ..... 20  
Retest: Written Final Exams..... 15  
Safe and Ethical Conduct..... 24  
Safeguards Against Spread of Infectious Conditions..... 27  
Schedule Notification ..... 6  
Scholarships..... 26  
School Closing/Class Cancellations..... 7  
Second Failures ..... 17  
Services For Students with Disabilities ..... 27  
Sexual Assault Policy..... 31  
Student Advisory Council ..... 27  
Student Records/Confidentiality..... 5  
Transcript Policy..... 10  
Tuition Payments..... 7  
Tutoring ..... 18,25  
Uniforms and Equipment..... 34  
Weapons Policy..... 32  
Wearing of Scents in Class ..... 19  
Withdrawal..... 8