Massage Therapy Certificate Program
STUDENT HANDBOOK
2017 -2018
Greenville Technical College
GENERAL INFORMATION

Faculty Office Hours
Each faculty member has a schedule of their classes and office hours posted next to their door. Office hours are times when an instructor is available for advisement, individual instruction, or conferences. Messages or requests for appointments with an instructor may be given to the Massage Therapy administrative assistant, (864) 250-3069.

Assignments and Tests
All tests and assignments will be graded and available for students to review. All final exams will be kept in the student’s file and are not to leave the Massage Therapy department. When circumstances dictate, students will be able to make up tests by making arrangements with the instructor.

Advising
Students are encouraged to come to their instructors whenever the need arises. Students are expected to consult with instructors if they make less than a 70 on any given test. Students are also encouraged to consult with faculty any time clarification of assignments or information is needed.

Counselors
Academic, career, and other kinds of personal counseling services are available to Greenville Technical College students. To schedule an appointment with one of the counselors, see the personnel at the Student Services desk in the lobby of the main building at the Greer Campus.

Student Disability Services
Phone: (864) 250-8408
Email: DisabilityServices@gvltec.edu
Refer to the College Catalog/Student Handbook for additional information.

Workers’ Compensation
Greenville Technical College’s Workers’ Compensation will cover all Massage Therapy students if injured while performing clinical related duties at a clinical facility. In the event of an injury, contact Greenville Technical College, and complete a Workers’ Compensation form.

Professional Liability
All students are covered by Greenville Technical College’s Medical Professional Liability if injuring anyone related to clinical duties during Internship or Externship.

Smoking
Greenville tech is a tobacco free campus. This policy applies to all college owned or leased buildings and surrounding land on all four campuses and includes cigarettes, cigars, pipes, chewing tobacco, and electronic cigarettes. McAlister Square and Greenville Tech Foundation Student Housing are not part of the ban.

Bathroom Facilities
The restrooms on the Massage Therapy floor (on the Benson Campus) are equipped with a shower and student lockers.
FACULTY/STAFF

DEPARTMENT HEAD: William Dunn, LMT, BS
William.Dunn@gvltec.edu

Full-time Faculty: Jo Ann DiFedele, LMBT, Dip. AT, Dip. SFH
JoAnn.DiFedele@gvltec.edu

Adjunct Faculty
Thomas DiFedele, LMBT, BS, DC
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ADVISOR
Dia Robinson
Dia.Robinson@gvltec.edu

ADMINISTRATIVE ASSISTANT:

OFFICE 250-3054
OFFICE 250-3063
OFFICE 250-3068
OFFICE 250-3068
OFFICE 250-3036
OFFICE 250-3069
# Massage Therapy Certificate

## Academic Paths

<table>
<thead>
<tr>
<th>Day</th>
<th>Evening</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Start</strong></td>
<td><strong>Fall Start</strong></td>
<td><strong>Spring Start</strong></td>
</tr>
<tr>
<td>2 semester program at the Benson campus</td>
<td>5 semester program at the NW campus</td>
<td>2 semester program at the NW campus</td>
</tr>
</tbody>
</table>
| Fall Semester 2017  
MTH 120 Intro to Massage  
MTH 121 Principles of Massage I  
MTH 136 Kinesiology  
MTH 137 A & P for Massage I  
Total: 12 Credit hrs/330 contact hrs | Fall Semester 2017  
MTH 120 Intro to Massage  
MTH 136 Kinesiology  
Total: 6 credit hrs/150 contact hrs | At The Northwest Campus |
| Spring Semester 2018  
MTH 122 Prin. of Massage II  
MTH 123 Massage Clinical I  
MTH 124 Business Applications  
MTH 139 A & P for Massage III  
Total: 12 credit hrs/300 contact hrs | Spring Semester 2018  
MTH 121 Principles of Massage I  
MTH 137 A & P for Massage I  
Total: 6 credit hrs/180 contact hrs | Spring Semester 2018  
MTH 120 Intro to Massage  
MTH 121 Principles of Massage I  
MTH 136 Kinesiology  
MTH 137 A & P for Massage I  
Total: 12 Credit hrs/330 contact hrs |
| Students Graduate end of Spring | Summer Semester 2018  
MTH 122 Principles of Massage II  
MTH 123 Massage Clinical I  
MTH 124 Business Applications  
MTH 139 A & P for Massage III  
Total: 4 credit hrs/120 contact hrs | Summer Semester 2018  
MTH 122 Prin. of Massage II  
MTH 123 Massage Clinical I  
MTH 124 Business Applications  
MTH 139 A & P for Massage III  
Total: 12 credit hrs/300 contact hrs |
| Fall Semester 2018  
MTH 139 A & P for Massage III  
MTH 123 Massage Clinical I  
Total: 5 credit hrs./135 contact hrs | Students Graduate end of summer | |
| Credit & Contact Hour Per Course  
MTH 120 4/90  
MTH 121 4/90  
MTH 122 4/120  
MTH 123 3/105  
Total: 24/630 | Spring Semester 2019  
MTH 124 Business Applications  
Total: 3 credit hrs./45 contact hrs | |

## Program Notes:

- **Failure to adhere to professionalism standards may result in removal from the program.**

- To start taking Massage Therapy Program classes you are required to place into ENG 101.

  - **COMPASS:** 82 or above in Reading, 70 in Writing
  - **ASSET:** 42 or above in Reading, 41-54 in Writing
  - **SAT:** Critical Reading - 480 and Math - 480
  - **ACT:** English - 19, Math - 19

- **Advanced Placement:** (AP) Scores(s) of 3 or higher in some subjects may exempt all or part of the placement testing.

- The full-time day program requires 2 semesters to complete. Program sequence begins in fall (August) and spring (January). Classes are scheduled Monday thru Thursday.

- The evening program requires 5 semesters to complete. Classes usually meet Monday through Thursday evenings and some Saturdays.

- Spring start and evening programs require attendance during the summer term and summer schedule varies for each program.

- Students should select either the day or evening track and remain with that track through completion of the program.

- All courses must be taken in proper sequence and all pre-requisites must be met; all classes must be passed with a grade of C or better to progress through the program.

- **Program pre-admissions requirements** include Massage Therapy Career Talk at the Benson campus and receiving a professional massage (documentation required).

- Students have the option of taking the Massage Therapy Certificate as part of a General Technologies Associate Degree. Contact department for details.

- **Students Graduate end of Summer**
# MASSAGE THERAPY TECHNICAL STANDARDS

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

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

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>EXAMPLES OF NECESSARY ACTIVITIES</th>
<th>PERFORMANCE ABILITY (circle answer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Communication ability sufficient for interaction with others in verbal and written form.</td>
<td>Explain massage therapy procedures; give directions, answer questions posed by clients, coworkers, physicians and other health care providers concerning massage therapy procedures and client progress in both written and oral forms of communication. Keep accurate records of massage session and charges.</td>
<td>YES</td>
</tr>
<tr>
<td>Critical Thinking/Problem Solving</td>
<td>Critical thinking and problem solving ability sufficient for clinical judgment.</td>
<td>Assess client reactions and responses to pressure. Ability to assess clients problem and determine course of treatment.</td>
<td>YES</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to accurately gather information relevant to massage therapy session.</td>
<td>Telephone conversations, client conversations and verbal cues, alarms and emergency signals.</td>
<td>YES</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals from a variety of social, emotional, cultural and intellectual backgrounds.</td>
<td>Maintain appropriate relationship with clients and other health care providers.</td>
<td>YES</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical ability sufficient to stand and move around the table for a period of one hour or more using proper body mechanics. Requires bending, kneeling, crouching, and standing.</td>
<td>Move around in massage room, ability to carry table from one location to another for sporting events, house calls and workshops. Assist clients on and off massage table as needed.</td>
<td>YES</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor skills necessary to perform procedures accurately, safety and efficiently.</td>
<td>Strength and endurance to perform several one-hour massage sessions in one day. Assist clients on and off table. Standing for extended periods.</td>
<td>YES</td>
</tr>
<tr>
<td>Self-Care</td>
<td>Ability to present a professional appearance and implement measures to maintain own health.</td>
<td>Implement universal precautions e.g. infectious diseases. Observe safety policies, OSHA regulations, etc. Self-care of physical and mental well-being.</td>
<td>YES</td>
</tr>
<tr>
<td>Smell</td>
<td>Olfactory senses sufficient for maintaining environment and client safety.</td>
<td>Distinguish smells which are contributory to assessing and/or maintaining environment and client safety (e.g. fire).</td>
<td>YES</td>
</tr>
<tr>
<td>Temperament</td>
<td>Ability to deal effectively with stress and stress related problems.</td>
<td>Perform three to five sessions in one day. Be able to deal with pain and discomfort of others. Ability to maintain and assert appropriate boundaries.</td>
<td>YES</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation, assessment and performance of the procedure.</td>
<td>Observe client’s body language, body reading; read client history forms, computer screens, appointment books, labels on massage oil to determine allergic reaction.</td>
<td>YES</td>
</tr>
</tbody>
</table>

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

**PHYSICAL and PSYCHOLOGICAL REQUIREMENTS:** Constant requirements of walking, standing, and bending for treatment purposes, assisting clients on and off the table, assessing patient response to treatment by sight, sound, and verbal communication are required of the Massage Therapy student. Psychological requirements include exposure to clients in pain, dealing appropriately with stress, and various responses to disabilities and client needs. *Massage Therapy students must be willing and able to receive and/or give full body massages.*
ATTENDANCE POLICY

CLASS:

It is expected that students attend all classes. In the event of illness, the student is expected to contact the instructor or the Massage Therapy Administrative Assistant. Any material missed must be made up at the instructor’s discretion. **It is the student’s responsibility to contact the instructor upon returning to class to schedule make-up time; furthermore, all class time missed must be made up.**

EXCESSIVE ABSENCES:

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

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

TARDINESS:

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

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

Program grading scales for Massage Therapy courses are as follows:

A = 100 – 90
B = 89 – 80
C = 79 – 70
D = 69 – 60
F = 59 – 0

All Massage Therapy courses must be taken in sequence and passed with a grade of “C” or better. Failure to complete the courses with the required grade will result in dismissal from the program.

**EVALUATION TYPES**

Students will be tested in written and performance formats. Competencies must be done correctly. **Professionalism** in clinics and in the classroom will be taken into account when assigning students’ grades.

- Practical’s are performance tests with points assigned for specific steps. Practical’s are usually weighted as one test grade.

- Final practical’s are performance tests that require student assessment, problem solving, skill, and knowledge from all previous courses. The final practical’s require a grade of 70 or better to pass the course.

- Quizzes may be announced or unannounced. Quizzes are averaged together for one test grade.

- Written tests are each weighted as one test grade. Students may be given the opportunity to explain their reasoning or justify why they consider a test answer is correct. Written tests are viewed as a component of the learning process. Tests are often cumulative. Tests routinely evaluate assessment and reasoning skills. Any student who makes below a 70 is expected to contact the instructor after class. Students failing to follow this procedure may not succeed in the Massage Therapy curriculum.

- Make-up tests will only be given in instances of unavoidable absence. **It is the student’s responsibility to meet with the instructor during his/ her first day back to class to take the make-up test.**

- Final exams cover all material. Students may not take final exams out of the Massage Therapy area.
DRESS CODE POLICY FOR CLASSES, CLINICS, LABS, & MAKE-UP TIME

All students will wear appropriate clothing for all classes, clinical affiliations, and make-up time. Greenville Tech faculty feel presenting a professional appearance is extremely important. Students who are not appropriately dressed will be dismissed from clinic until they don proper attire. **The dress code is a part of the professional grade/standards for the Massage Therapy Program.**

**General requirements**
Greenville Tech student IDs must be worn and visible at all times.

**Clothing and shoes**

A. Scrubs are to be worn at all times during classes, clinics, and make-up time. They are available at Uniform Advantage.
B. All scrubs should be solid **Caribbean Blue - as shown at orientation.**
   1. Tops should be tunic length and have a V-neck.
   2. Tops should **not** be button down (i.e. the garment is put on over the head and not fastened across the front).
   3. Any style of fastener on the bottoms is acceptable.
C. **Sturdy, neat, clean, and closed** shoes must be worn at all times.
   1. Shoes must always be worn with socks.
   2. Heels are **not** acceptable.
   3. Tennis shoes are permitted.
   4. Flip-flops of any type are **not** acceptable.

**Personal Hygiene and Appearance**

A. Hair
   1. Must be clean.
   2. Must be styled in a neat fashion.
   3. If below collar length, must be styled away from the face and secured in a braid, rubber band, or barrette.
   4. Hats, bandanas, do-rags, or jewelry will **not** be worn in labs or clinics.
B. Make-up should be lightly applied and subdued.
C. Perfume, cologne, or personal care products with a strong fragrance are discouraged.
D. Nails
   1. Length may not exceed fingertips when viewed from palmar surface.
   2. Polish should be clear or neutral color.
E. Male students must be neatly shaved, or if they have a beard or mustache, it must be neat and well groomed.
F. No new tattoos or piercings are allowed while in program.
G. Jewelry
   1. Earrings must be minimized and no other piercings allowed while in program.
   2. All jewelry must be removed in lab and clinic.
MASSAGE THERAPY RECYCLE POLICY

Program Progression:

In order to progress through the Massage Therapy Program curriculum, students are required to pass each course with a minimum of a 70 "C" average. Any student who does not pass a course with at least a 70 "C" or withdraws will be given one opportunity (to pass the course) to recycle back into the program, after going through remediation. The student will be placed on the Greenville Tech student applicant list with a completion date of the last day of that semester, and will be eligible to re-enter the program when space is available. Before re-entering the program the student must comply with an individualized plan for remediation designed by the MT faculty.

Any student who withdraws with passing grades may recycle into the next available class by following an individualized plan as designed by the MT faculty.

If a student fails any MTH course they must meet with faculty, academic program director and a counselor before attempting the course a second and last time. Students will have only two opportunity’s to pass any particular course - after two attempts the students is out of the massage therapy program.

The Massage Therapy program must be completed in 3 years from the start date of the first MTH course taken.

The student may request in writing permission to re-enter the Massage Therapy program in the next available class. The faculty will review the student’s request and may recommend that the student be allowed to recycle into the next available class. At that time the student must pass or validate all previous Massage Therapy course work.

If the faculty denies the student’s request to re-enter the Massage Therapy program in the next available class, the student is still eligible to recycle by going through remediation. After going through an individualized remediation program designed by the Massage Therapy faculty, the student may re-enter the Massage Therapy program when space is available on the basis of a completion date of the last day of the semester not successfully completed. At that time the student must pass or validate all previous Massage Therapy course work.

Students will have only one opportunity to recycle through the Massage Therapy program.
THE HEALTH AND
WELLNESS DIVISION
&
MASSAGE THERAPY
DIVISIONAL STUDENT DRUG TESTING POLICY

Revision Date: May 2014

PURPOSE

This policy is designed to protect the Greenville Technical College (GTC) community of health care consumers from services provided by students who engage in the inappropriate use of drugs. These requirements also allow the Health and Wellness (H/W) Division programs to be in compliance with the clinical affiliation agreements.

POLICY

Initial Drug Screening

Greenville Technical College Health and Wellness Division students are strictly prohibited from being under the influence of alcohol or any drug/medication which alters behavior or appearance of capability while engaged in any portion of their formal educational experience. To insure compliance each student will be required to submit to drug screening at any time during the clinical programs.

A variety of specimen collection methods may be utilized some of which may include but are not limited to: blood, urine, hair, saliva and breath.

Procedure for Testing

- An agency specializing in drug testing will be employed to conduct the drug testing.
- Drug testing dates will not be announced.
- Students are required to disclose all medications they take including prescription and over the counter medications.
- Students are required to provide the requested specimen for the tester.
- Any student that leaves during the drug testing without providing an adequate specimen is considered to have a positive result and will be removed from the program.
- Any specimen that is tampered with or does not register body temperature is considered to be a positive specimen and the student will be removed from the program.
- Any specimen that test positive for a substance for which the student does not have a prescription will be sealed and taped in front of student. Chain of custody forms will be completed and signed by student.
- The fee for drug testing is included in tuition as a course lab fee.
- Any student out of the program for greater than 6 months or any transfer student will be drug tested prior to entering clinical program of study.

Procedure for Testing for Distant Expansion Campus Programs

For students enrolled at expansion campuses out of Greenville County, drug screening will be done at a Labcorp facility near the expansion campus. Department Heads at these campuses will hand out drug screening packets and have the students sign and turn in the Drug Disclosure and Consent Form. The Drug Disclosure and Consent form will be forwarded by the Department Head to the Assistant Dean of H/W for review. The students are expected to go on their own to the designated Labcorp facility within 24 hours of receiving the drug screening packet. There they will provide a picture ID, turn in the packet and provide the specimen. The results will be sent to the Assistant Dean of H/W for review and results will be filed in the student health folders.

Procedure for Testing for Distant On-line Learning Programs
For students enrolled in distant education programs that do not live within a reasonable driving distance of the Greenville campus, the student must complete the required drug testing within 72 hours of receiving the drug testing information packet in the mail. The student must inform the program instructor prior to the start of the clinical program of their correct mailing address.

The **Drug Disclosure and Consent Form** must be completed and mailed to:

Assistant Dean of H/W, Lydia Dunaway  
Greenville Technical College  
PO Box 5616  
Greenville, SC 29606

Upon completion of drug testing the student is to notify the Assistant Dean and the Program Director that the testing is complete via email. Results will be sent to the school.

**Positive Findings**

It is unacceptable for students to have detectable levels of illegal drugs in their system, to be under the influence of alcohol, to be impaired by prescription medications in the lab or clinical setting or to have detectable levels of legal drugs which are not disclosed and/or for which no prescription can be produced. If there is a positive finding, the specimen will be sent for confirmation. Upon confirmation of a positive finding, or if the student refuses to submit to a requested drug screen, the student will immediately be removed from his/her program of study. Confirmation is the final appeal.

Students who do not provide a specimen for testing, will not be offered a second opportunity for testing and will be removed from the program.

**Random Drug Screening**

Random drug screening may be required of student at any time throughout the program. The expense of random drug screens will be at the expense of the College.

**Drug Screening with Reasonable Suspicion**

Students are subject to drug testing at times in which student actions constitute reasonable suspicion. Factors which may indicate reasonable suspicion for drug testing include but are not limited to:

- Contributing to a clinical or lab accident
- Possession of drug paraphernalia
- Unexplained abnormal or erratic behavior
- Arrest or conviction for drug related offenses
- Obscuration of drug or alcohol use
- Odor of alcohol beverages
- Other behavior that gives reasonable suspicion

Students who display reasonable suspicion will immediately be removed from education experience and required to submit to an immediate drug screening. The instructor will communicate immediately with the Dean, Assistant Dean and/or Program Director in facilitating the screening process.

**Reapplication after Removal from Program of Study**

Students removed from any program of study for drug related issues are not eligible to recycle and may not reapply to any Health & Wellness program for 12 months and must provide documentation of substance abuse rehabilitation that has been preapproved by the Assistant Dean of H/W.
DIVISIONAL CRIMINAL BACKGROUND CHECK POLICY

Revision Date: January 2013

PURPOSE:
This policy is designed to protect the Greenville Technical College (GTC) community of health care consumers from services provided by students who have documented illegal and unethical behaviors. These requirements also allow the Health and Wellness (H/W) Division programs to be in compliance with the clinical affiliation agreements.

POLICY:
Students enrolled in programs within the H/W Division are required to have crime free background for seven years prior to entering any H/W program of study. Also student backgrounds should not contain any acts of violence.

PROCEDURE:

1. A multi-state record check will be conducted for all students for at least seven years prior to admission. The criminal background check will occur during the following courses:

   PCT Students - NUR 151
   ADN Students - NUR 139
   Nursing Transition Students - NUR 201
   Surgical Technician Students - SUR 101
   Pharmacy Technician Students - PHM 101
   Medical Laboratory Technician Students - MLT 101
   Occupational Therapy Assistant Students - OTA 103
   Emergency Medical Technology Students - EMS 105 or 150
   Dental Hygiene/Assisting Students - DHG 161, DAT 154
   Physical Therapist Assistant Students - PTH 102
   Health Information Management - HIM 110
   Respiratory Therapy Students - RES 101
   Massage Therapy Students - MTH 120
   Animal Studies - VET 104, 111, 133
   Personal Trainer Students - SFT 109
   Medical Imaging Science Students - RAD 130, DMS 164, MRI 152, (MAM) RAD 295, (CT) RAD 140

2. A criminal background check fee will be charged for the above courses and collected with tuition and fees by the Business Office. In the event a student transfers into a program, the fee will be charged prior to starting the first course. The student will be required to make payment in full at the Business office prior to entering his/her first course of study.
3. Students are required to disclose any prior criminal record by accurately answering the following question on the authorization for criminal background check release form:

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATION? **YES NO**

Please note that Driving Under the Influence (DUI) and Driving Under Suspension (DUS) are NOT considered minor traffic violations. Failure to disclose may result in withdrawal from the program of study.

4. Students are required to disclose if they have lived in one state less than 12 months consecutively or worked outside the state South Carolina in the past 12 months. Each state that a student has lived or worked in the past 12 months will be included in the criminal search. An FBI fingerprint may be required on students who cannot verify residency in a single state for 12 consecutive months. Failure to report may result in withdrawal from the program of study.

5. Student Information forms will be collected by Division faculty and forwarded to the agency designated to perform the criminal background check.

6. Convictions of, pleas of guilty, pleas of nolo contendere (no contest), or any pending criminal charges during the past seven years will prevent the student from meeting the requirements. However, crimes involving violence against a person including but not limited to: murder, manslaughter, use of deadly force, assault and battery (other than simple), sex crimes, abuse of children or the elderly, abduction, or robbery and/or any crimes involving cruelty against animals including but not limited to: neglect, mistreatment, abandonment, fighting or baiting, stealing animals, or malicious injury at any time will prohibit a student from a Health and Wellness program of study.

7. The Assistant Dean of the Health and Wellness Division will inform any disqualified student and the student will not be allowed to continue in any Division program.

8. Students who are not disqualified should not assume that their criminal background check shows no criminal activity. The student should report any convictions to the appropriate licensing or registry boards at least three months prior to the examination date.

9. Each student must report within 3 business days to the Department Head and the Assistant Dean of Health and Wellness any arrests and/or criminal charges or convictions filed subsequent to the completion of the criminal background check. Failure to report will make the student subject to administrative withdrawal from the program.

10. Any student who changes programs or stays out of a Health and Wellness Division program for 12 months will be required to submit a new criminal background check upon re-entry to the Division.

11. All background results on Greenville Technical College students will be made available to Clinical agencies upon request. Some agencies require submission of the criminal background reports prior to the student’s start of clinical rotation.
AUTHORIZATION FOR RELEASE OF INFORMATION FOR INVESTIGATIVE CONSUMER REPORT

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, the following information is provided: Basic authority for collecting the requested information is contained in E.O. 12450: 5 USC 1303-1305; 42 USC 2165 and 2455: 22 USC 2585 and 2519: and 5 USC 3301. This form will be furnished to individuals and organizations for the purpose of obtaining information from them about you and your activities in connection with an official background investigation concerning: (1) fitness for employment, (2) clearance to academic program, (3) security clearance or access to sensitive materials, or (4) any other legitimate purpose within the scope of employment responsibilities. Furnishing the requested information is voluntary, but failure to provide all or part of the information may result in a lack of further consideration for enrollment, clearance or access, or in the termination of your academic enrollment.

Name of College: Greenville Technical College  Program/Department:  _______MAS/ H/ W

In relation to my academic enrollment/participation, I authorize Surveillance, Resources and Investigations, LLC (SR&I, LLC) to construct an investigative consumer report with information pertaining to my background, reputation or disposition, including, but certainly not limited to, facts involving my employment, education, social security number authentication, driving record, consumer credit history, criminal record history and/or additional public records history. I authorize all parties to release all information applicable to this investigation. I release from liability all persons, governmental agencies, as well as other companies and agencies disclosing any and all information. In addition, I authorize that photocopies of this form may be considered as an original.

I have read, comprehended and authorize, any person, company or other entity contacted by Surveillance, Resources and Investigations, LLC (SR&I, LLC), to provide the information stated above.

THIS FORM WILL NOT BE ACCEPTED IF ILLEGIBLE, ALTERED OR INCOMPLETE.

______________________________  _______________________________  ________________________________
Name  Social Security # (xxx-xx-xxxx)  Date of Birth (MM/ DD/ YYYY)

______________________________  ________________________________  ________________________________
Print Last Name  First Name  Middle Name

Maiden Name / Other names  Driver’s License #  DL State  Gender

Current Street Address  From Date  To Date

City  State  Zip  County of Residence

HAVE YOU RESIDED WITHIN SOUTH CAROLINA FOR 12 MONTHS?  YES / NO

HAVE YOU RESIDED WITHIN TWO DIFFERENT STATES WITHIN THE LAST 12 MONTHS?  YES / NO

HAVE YOU WORKED WITHIN TWO DIFFERENT STATES WITHIN THE LAST 12 MONTHS?
IF YES, LIST STATES: ______________________________________________________

YES / NO

PRIOR ADDRESSES FOR PAST TEN YEARS (ATTACH ADDITIONAL PAGES IF NEEDED)

______________________________  ________________________________  ________________________________
City  State  County  Dates: From  To

______________________________  ________________________________  ________________________________
City  State  County  Dates: From  To

______________________________  ________________________________  ________________________________
City  State  County  Dates: From  To

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATION?  YES / NO
PROGRAM COMPLIANCE PROCEDURES

Effective Date: June 2015

POLICY:

Admission into a program within the Health and Wellness Division (H&W) does not guarantee acceptance into a clinical rotation at an affiliate health care facility or externship, which is required for graduation. Affiliate sites supporting the H&W programs require that students have background checks, drug screens, and a completed Greenville Technical College health form prior to placement in clinical/externship rotations. Random and discretionary background checks and drug screens may also be conducted at the request of the clinical/externship site. These checks will be done at the expense of the student. The College may also conduct random screenings.

Results of background checks, drug screens, physical exams, immunization records, titers, and 2-step PPDs will also be shared with designated personnel at the affiliate clinical/externship site as requested. To be accepted for clinical/externship placement, all findings must be satisfactory to all participating clinical/externship sites and the H&W Divisional requirements. Students must be eligible for clinical/externship placement at all affiliate sites associated his/her program of interest. Students not accepted for clinical/externship rotations will not be able to successfully complete the program of study.

PROCEDURE:

In signing below, I understand that it is my responsibility to read and comprehend the information pertaining to the requirements of the H&W Division and my program of interest. Information can be obtained by visiting the following webpage: https://www.gvtec.edu/health-sciences/. Information regarding specific program requirements can be obtained by the appropriate link located on the above webpage.

I also understand that it is my responsibility to contact the Program Director of my program of interest for assistance should I have any questions regarding the information contained with the webpage(s).

Print Student’s First Name  Middle Name  Last Name

Student’s Signature: ____________________________________________________________

Date: ________________  Student ID#  ________________  Program of Interest: ________________
DIVISIONAL DISMISAL/READMITTANCE POLICY

PURPOSE:

Students enrolled in programs within the Health Science/Nursing (HSN) Division are expected to exemplify professional behavior at all times. The professional attributes minimally include attentiveness, maturity, cooperation, responsibility, professional personal appearance, respect for authority, peers, patients/clients, and other members of the healthcare team, communication, judgment, ethics, honesty, and morality.

POLICY:

Any student dismissed from any GTC Health Science/Nursing (HSN) program for behavioral/disciplinary reason(s) will not be eligible to re-apply to that program or any program within the division for a period of one academic year.

PROCEDURE:

1. Notification of dismissal for behavioral/disciplinary reason(s) must be made to the divisional dean within one week by the Department Head. The Department Head must notify the Divisional Dean within one week of any student dismissal for behavioral/disciplinary reasons.

2. If a student re-applies to the program in which he/she was dismissed, or applies to another HSN program and is in the grievance process, he/she must be considered for acceptance. If the student qualifies for acceptance, he/she will be accepted contingent upon the outcome of the grievance procedure. If the dismissal is upheld by the grievance committee, the student will not be able to progress in the program and will not be eligible to apply to any HSN program for a period of one year. If the student is contingently accepted into a HSN program and is in the midst of a grievance procedure, the grievance procedure must be resolved no later than two weeks prior to the start of the program.

3. If, when the student was dismissed from a program, a remediation plan was developed, the student must have met and completed all requirements within the remediation plan in order to be eligible to apply to any HSN program.

4. If the student was denied access to a clinical site while enrolled in any HSN program, this may prevent admittance into a program indefinitely as clinical sites and therefore clinical space for student experiences are limited.
STUDENT FEES FOR CERTIFICATION EXAMS

Effective Date: June 2015

PURPOSE:

The following defines the financial responsibility of the College and students as it relates to fees collected from students enrolled in a program within the Health and Wellness Division for professional certification examinations.

POLICY:

Greenville Technical College will pay the fee for the professional certification examination for a student's/graduate's first attempt. Subsequent financial responsibilities for such exams will be the responsibility of the student/graduate.

PROCEDURE:

1. Student fees must be applied to a course by the program and paid by the student (to the Business Office) to cover the expense of a professional certification exam.
2. Once the student meets the eligibility requirements to attempt the certification exam, the College will pay the expense of the certification exam ONE time only.
3. The College will pay only the cost of the exam and will NOT cover other expenses such as travel.
4. The student's first attempt at the certification exam must be made within four (3) months of graduation. Students who do not test within the four (4) month time-frame will be responsible for all fees associated with the exam.
5. If the student is required to repeat a certification exam or if the window period for eligibility expires, the student is responsible for all expenses incurred to take the certification exam.
6. The student must be in good standing with the business office of the College. If a student has outstanding debt, the cost of the certification exam will NOT be paid by the College.
7. Student fees are NOT refundable. Therefore, if a student does not complete a program of study and/or is not eligible to attempt a certification exam, the student forfeits any fees paid to the College.
CELL PHONE AND OTHER PERSONAL ELECTRONIC DEVICES POLICY

Effective Date: June 2015

POLICY:

The use of cell phones, pagers, and other personal electronic devices is allowed on all Greenville Technical College campuses; however, users of these devices must be attentive to the needs, sensibilities, and rights of other members of the college community.

To avoid any unnecessary disruption of College function, the ringers on these devices must be turned off and, in consideration of Greenville Technical College’s Emergency Communication Plan, vibrate mode is acceptable in all academic settings, including classrooms, laboratories, clinical / externship settings, study spaces, and computer labs. At no time may these devices be used near classroom doors or hallways while classes are in session. Students participating in off-campus, course-related activities must follow the electronic devices’ policies of the agency or organization where they are visiting or working.

Beyond the basic college policy stated herein, departments or faculty members, at their discretion, may formulate more restrictive policies related to personal electronic devices as long as these policies do not conflict with Greenville Technical College’s Emergency Communication Plan. This provision is intended to provide and maintain a classroom environment that is conducive to learning and respectful of others. Any additional policies must be stated in the course syllabi and may include penalties for student violations.

Disruption of class by any electronic device may result in an instructor’s dismissal of the student for the remainder of class period. Other specified procedures for disruptive classroom behavior may apply as well. If any personal electronic device is used inappropriately for the purpose of academic dishonesty, the student will be penalized appropriately under the Academic Honesty Policy of Greenville Technical College.
PROFESSIONAL BEHAVIOR

The expectations for every student.
STUDENT ETHICS AND CONDUCT

Purpose
The term “ethics” refers to a system of moral principles or standards that govern conduct. To introduce the Massage Therapy student to ethical concepts employed by health professionals, the faculty of the Massage Therapy program has formulated the following guidelines. These guidelines are by no means considered inclusive for all aspects of the student’s environment nor are they necessarily applicable to every situation. Students will be evaluated by the faculty on their professional behavior in the classroom and during clinics.

Classroom
The faculty demonstrates respect of student’s confidentiality by returning test scores and scheduling faculty/student conferences in as discreet a manner as possible. Students demonstrate respect of each other’s right to privacy by not discussing grades and not looking at other student’s test papers or grades. See information on developing professional behavior.

Conduct & Confidentiality
Students enrolled in this program are considered to be mature adults and professionals. High standards of conduct are expected at all times. The student’s conduct is representative not only of him/herself but also represents the Massage Therapy Program, the Massage Therapy profession, and Greenville Technical College. During the clinical education phase of this program, students are required to review and discuss medical records. All information obtained from these records is considered confidential and should not be discussed outside the learning environment. At no time should the student discuss in public any information contained in a client’s medical record. In addition, the student should remember that a massage therapist should never try to diagnose or handle a problem that is beyond their scope of practice. Questions of this nature should be directed to the client’s physician. Failure to adhere to the policy on confidentiality may result in expulsion from the clinic and dismissal from the program. Students may not be compensated for massage—this includes tips.

Sexual Harassment
Greenville Technical College and the Massage Therapy Program and faculty members do not tolerate sexual harassment. This is defined as conduct with a sexual undertone where the harassing conduct creates a hostile environment. Please advise your instructor immediately if you have concerns regarding any form of sexual harassment. Please read the Greenville Technical College student handbook for more information about sexual harassment.

Fraternization
All students have freedom of choice as adult learners. However, students should refrain from romantic and/or dating relationships with other massage therapy students while enrolled in the massage therapy program. Students will continuously be in the roles of massage therapist and client when going through the massage program. Because of need for professionalism required for these roles, any exemption to this policy must be reviewed by the department head prior to admission into the massage therapy program. Student fraternization which disrupts the harmony and or learning environment may result up to and include dismissal from the program.
**PROFESSIONAL BEHAVIOR**

Professional work ethics are the principles or standards governing the conduct of the members of a profession. When employers are asked what they look for in job applicants, they consistently ranked quality of work as the most important trait, followed by work attendance, consistency of performance, cooperation, and personal appearance. Their primary concern is to find employees with good work ethics and appropriate social behavior.

During the next year in this program, you will be preparing for a job and career as a Massage Therapist. It is also important for you to learn the professional work ethics and behaviors as that will help you to obtain and retain a job and to advance in your career.

The objective of the Massage Therapy program is to make you aware of the work-related values and attitudes expected of a Massage Therapist and to provide you with opportunities to develop and practice positive work behaviors.

‘Professionalism’ therefore is a critical piece of the education process in the Massage Therapy Program grading Process. To enhance and educate these behaviors all courses are interlaced with ‘Standards of Professional Behaviors’. Standards are outlined in the Professionalism Rubric (Next Page).

Students are graded as outlined in the professionalism rubric for class work as well as conduct in the overall Massage Therapy Department. Failure in the ‘Professionalism’ component of a Massage Therapy course or courses as well as personal conduct in the department carries varying levels of evaluation.

Severe levels of unprofessional behavior are not tolerated and can result in course failure and/or dismissal from the program for a single violation. Every attempt is made to outline these types of behaviors so students understand the gravity of behaviors that disrupt the learning environment.

- Violation of HSN polices.
- Unauthorized use, tampering, or destruction of college property and or material.
- Gross insubordination.
- Disruptive fraternization which impedes the harmony and or learning environment.
- Unethical behavior such as theft or dishonesty.
- Willful violation of Departmental Core Values and Attitudes.

Work-related values include: honesty, reliability, initiative, responsibility, enthusiasm for learning, adaptability, positive attitude, respect for self, others, and property, cooperation, tactfulness, respect for the role of authority, and commitment to quality work, commitment to teamwork, and commitment to one’s organization and the profession of massage therapy.

Adherence to these values is demonstrated by positive work behaviors. It is these behaviors that will be assessed by the faculty using the following format. A student who shows outstanding professionalism will have the added benefit and value of that notation on the graduating certificate. This notation is an exceptional honor with professionalism being a much sought after attribute in terms of finding employment.
PROFESSIONAL CODE OF ETHICS

This code of ethics draws from the Associated Bodywork Massage Practitioners (ABMP) and the American Massage Therapy Association (AMTA) professional models and codes of ethics, the professional and educational experience of the GTC Massage Therapy faculty, and the GTC Core Values. A code of ethics is a summary statement of the standards by which massage therapy students agree to conduct themselves and is a declaration of the general principles of acceptable, ethical, and professional behavior.

WHILE IN SCHOOL AS A MASSAGE THERAPY STUDENT I SHALL...

- endeavor to serve the best interest of myself, my classmates, and my clients at all times and to learn and provide the highest quality massage therapy/bodywork.

- maintain clear and honest communications with my instructors, classmates, and clients. I shall be respectful, truthful, and honest and maintain the highest standards of ethical and professional conduct.

- acknowledge the worth of my education. I shall value the time and energy of each person involved in and contributing to my education by adequately preparing for and respectfully participating in class, honoring deadlines, and devoting adequate time to my studies.

- suspend judgment of myself, my classmates, my instructors, and my clients. I shall not engage in spreading rumors, gossip, fear, or speculation.

- be mindful of the image I project and the manner in which I represent the massage program, the massage profession, and myself.

- acknowledge the limitations of my skills and will not represent myself as possessing more massage/bodywork knowledge than that for which I have been trained and falls within the accepted scope of practice for massage therapy students. As a student I shall not receive payment or other gratuities for massage services.

- respect and adhere to GTC, HSN Division, and Massage Department policies.

MASSAGE AND BODYWORK THERAPISTS SHALL...

- demonstrate commitment to provide the highest quality massage therapy/bodywork to those who seek their professional service and to represent the field of massage therapy with integrity and dignity.

- acknowledge the inherent worth and individuality of each person by not discriminating or behaving in any prejudicial manner with clients and/or colleagues.

- exhibit professional excellence through regular self-assessment of strengths, limitations, and effectiveness by continued education and training and by responsibly attending to my own wellbeing.

- acknowledge the confidential nature of the professional relationship with clients and respect each client’s right to privacy within the constraints of the law.

- project a professional image and uphold the highest standards of professionalism.
• ...accept responsibility to do no harm to the physical, mental, and emotional well-being of self, clients, and associates.

• ...conduct all business and professional activities within the massage scope of practice and all applicable legal and regulatory requirements and shall not perform manipulations or adjustments of the human skeletal structure, diagnose, prescribe, or provide any other service, procedure, or therapy which requires a license to practice chiropractic, osteopathy, physical therapy, podiatry, orthopedics, psychotherapy, acupuncture, dermatology, cosmetology, or any other profession or branch of medicine unless specifically licensed to do so.

• ...refrain from engaging in any sexual conduct or sexual activities involving clients in the course of a massage therapy session.

• ...be truthful in advertising and marketing and refrain from misrepresenting services, charges for services, credentials, training, experience, ability, or results.

The Core Values of Greenville Technical College

• LEARNING—We are committed to providing quality learning opportunities that enable individual and community achievement and that are affordable and accessible for all members of our community.

• INTEGRITY—We believe trust is an essential element in a safe and effective learning environment, so we promote and foster openness, honesty, respect, and fairness.

• DIVERSITY—We recognize and celebrate diversity, so we value and support considerate, meaningful communication and inclusiveness in the collaborative decision-making process.

• COOPERATION—We value collaboration and teamwork, so we foster caring, professional relationships among students, employees, and our community in an effort to expand partnerships.

• EXCELLENCE—We value continuous improvement, so we encourage innovation, creative problem-solving, and responsible risk-taking as we act courageously, deliberately, and systematically to enhance and enrich our learning environment.

• ACCOUNTABILITY—We value students, faculty, and staff, so we recognize their contributions, encourage their professional development, and regularly evaluate performance to improve learning outcomes, programs, processes, and services.
**DEVELOPING PROFESSIONAL BEHAVIOR**

The faculty will monitor the student’s adherence to professionalism. Examples are shown in the model below.

<table>
<thead>
<tr>
<th>Negative Work Behaviors</th>
<th>Positive Work Behaviors</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Shows disrespect or intolerance.</td>
<td>- Demonstrates respect for others.</td>
</tr>
<tr>
<td>- Lack of tolerance for others’ learning style abilities; makes inappropriate comments.</td>
<td>- Listens to peers in class, labs, respects confidence of classmates and clients.</td>
</tr>
<tr>
<td>- Careless, destructive, wasteful, or reckless.</td>
<td>- Shows respect for property and equipment.</td>
</tr>
<tr>
<td>- Leaves cups, glasses, clothing around.</td>
<td>- Helps maintain department by straightening areas after lab, taking care of desk, books, linens, oils, supplies etc.</td>
</tr>
<tr>
<td>- Is rude and demanding; consistently says “I”; Interrupts; is argumentative, pushy, or unwilling to compromise.</td>
<td>- Is tactful in asking questions, clarifying instructions, making valid points; says things like “It was my understanding…” shows tact and diplomacy with clients, faculty, and classmates.</td>
</tr>
<tr>
<td>- Interacts inappropriately with peers.</td>
<td>- Interacts appropriately with peers.</td>
</tr>
<tr>
<td>- Interacts inappropriately with authority.</td>
<td>- Shows respect for the role of authority.</td>
</tr>
<tr>
<td>- Demands his/her own way.</td>
<td>- Calmly and rationally discusses issues and adheres to policy.</td>
</tr>
<tr>
<td>- Is dishonest.</td>
<td>- Is honest.</td>
</tr>
<tr>
<td>- Is always late; leaves early.</td>
<td>- Does not plagiarize written reports or tests; returns borrowed materials; gives complete and truthful information.</td>
</tr>
<tr>
<td>- Is unreliable.</td>
<td>- Is punctual for class, labs, any scheduled event.</td>
</tr>
<tr>
<td>- Fails to follow directions correctly.</td>
<td>- Is reliable and dependable, follows directions.</td>
</tr>
<tr>
<td>- Is passive.</td>
<td>- Written and verbal (asks instructor for clarification).</td>
</tr>
<tr>
<td>- Procrastinates; waits to be told before beginning activity; repeatedly refuses or is reluctant to receive or give massage.</td>
<td>- Shows initiative; asks questions.</td>
</tr>
<tr>
<td>- Displays inappropriate appearance and hygiene.</td>
<td>- Seeks help if having difficulty; cleans up department without prompting; seeks additional work when appropriate.</td>
</tr>
<tr>
<td>- Offensive T-shirts.</td>
<td>- Maintains good personal appearance and hygiene.</td>
</tr>
<tr>
<td></td>
<td>- In clinic or when representing GTC, ensures clothing is not offensive to other classmates.</td>
</tr>
</tbody>
</table>

Revised 10/1/16
<table>
<thead>
<tr>
<th>Negative Behavior</th>
<th>Positive Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is unable or unwilling to adapt to change.</td>
<td>Is willing to adapt to change.</td>
</tr>
<tr>
<td>Complains about change in schedules, in testing dates, in assignments.</td>
<td>Facilitates process for change; identifies ways to improve needed change; identifies ways for others to adapt more easily.</td>
</tr>
<tr>
<td>Appears bored or unwilling to learn.</td>
<td>Displays willingness to learn.</td>
</tr>
<tr>
<td></td>
<td>Asks questions for clarification and additional information; demonstrates initiative; makes good use of lab time; completes all assignments neatly and on time; accommodates other’s methods and techniques and learns from them.</td>
</tr>
</tbody>
</table>
MASSAGE THERAPY PROGRAM CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement governs the undersigned student access to and use of confidential information including all hardware, software, data, and client information accessed by students during their clinical education. Student access to confidential information is contingent upon continuous observance of the confidentiality obligations described below.

1. For purpose of this Agreement, “Confidential Information” means any and all information, knowledge or data relating to the GTC public massage clinic or clinical education site, its business operations, computing facilities including hardware and software either licensed or developed by the facility, client care activities including all parts of the client’s medical record, finances including pricing schedules and client accounts, and other activities as may be determined for “Official Use Only”, which the student may acquire or obtain by virtue of work performed at the GTC public massage clinic or clinical education site.

2. Student agrees not to use the Confidential Information for or divulge Confidential Information to himself/herself or others, or to the detriment of the GTC public massage clinic or clinical education site, its clients, employees or agents, as required under the following policies or any other applicable policy of the GTC public massage clinic or clinical education site unless disclosure or use is authorized by the Massage Therapy Department Head of the Administration of the clinical site.

3. Students shall at all times observe the requirements of the GTC public massage clinic or clinical education sites’ policy regarding “Confidentiality of Information”, keeping all Confidential Information concerning the business and client care activities strictly confidential as outlined in the policy.

4. Students shall at all times observe the requirements of the GTC public massage clinic or clinical education sites’ policy regarding “Release of Information from the Client’s Medical Record”, respecting all clients’ rights to privacy by keeping all Confidential Information pertaining to clients strictly confidential and referring all requests for disclosure of Confidential Information to the Massage Therapy Department Head or the supervising authority at the clinical site.

5. Students shall at all times observe the requirements of the GTC public massage clinic or clinical education sites’ policy regarding “Computer Security and Data Access”, protecting the corporate data and equipment on which Confidential Information is processed.

6. Student understands and agrees that any actual or threatened unauthorized use or disclosure of Confidential Information will result in the immediate revocation of the students’ access to information as described in this agreement. Additionally, the student may be subjected to legal action and the costs of any such action, including attorney fees, barring the student from the actual and continued use of disclosure of Confidential Information, and/or seeking monetary damages against student for the breach or anticipated breach of this Confidential Agreement.

7. Student understands the HIPAA standards and agrees to abide by them pertaining to any information or situation while engaged in any activity during his/her clinical education.

_________________________________________  ________________________
Student’s Signature including middle initial    Student’s SS#

_________________________________________
Print Name as signed above

__________________________
Date
Congratulations on being accepted into Greenville Technical College’s Massage Therapy Program.