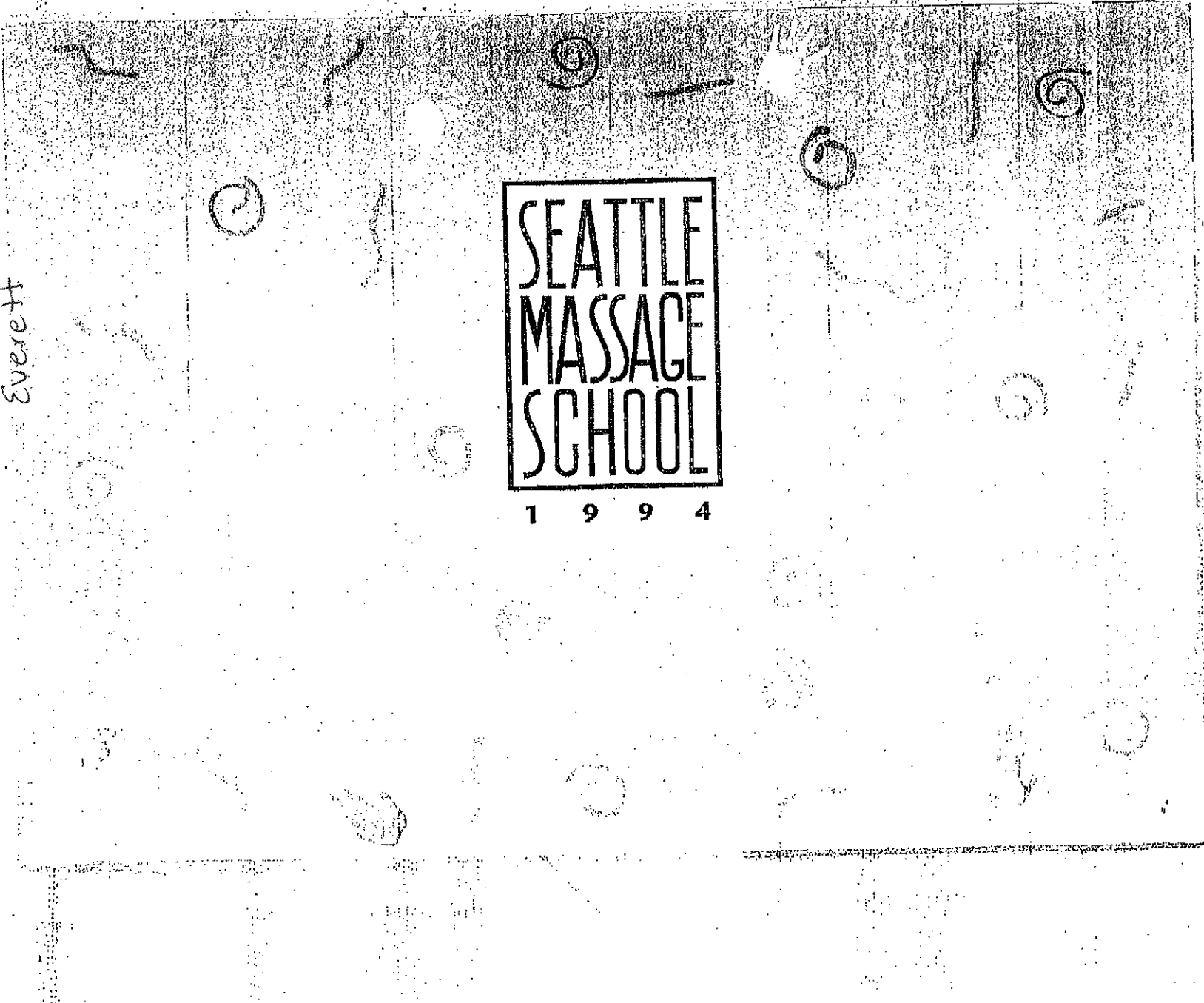


Seattle
Fife
Everett

1994

SEATTLE
MASSAGE
SCHOOL

1 9 9 4



ABOUT SEATTLE MASSAGE SCHOOL
CREDENTIALS / AWARDS

Philosophy

Seattle Massage School believes Massage Therapy is a valuable and positive career choice that promotes health, supports personal growth and provides professional fulfillment.

Seattle Massage School is committed to excellence in massage education. Our client centered approach supports our graduates to be successful massage practitioners.

Mission Statement

Seattle Massage School's mission is to assist people in creating meaningful work. Our goal is to transform touch into a positive force in the world.

School Locations

Seattle Massage School, Administrative Support Offices
7109 Woodlawn Ave. N.E., Suite 5, Seattle, WA 98115 – 206 525-0101

Seattle Campus
7120 Woodlawn Ave. N.E., Seattle, WA 98115 – 206-527-0807

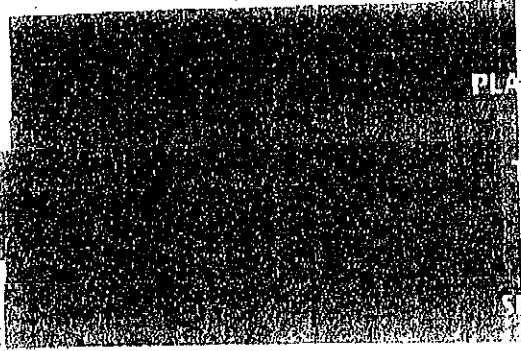
Fife Campus
5005 Pacific Hwy. E., Suite 20, Fife, WA 98424 – 206-926-1435

Everett Campus
2721 Wetmore Ave., Everett, WA 98201 – 206-339-2678

Hours

Administrative Support: Monday through Friday 9:00 am to 5:00 pm
Operational Hours: Monday through Friday 7:45 am to 10:15 pm
Weekends 9:00 am. to 5:00 pm
(when classes are scheduled)

© 1994 Copyright, High Tides, Incorporated • 1/94 - 3M



Seattle Massage School has thr
 - informatio

About Seattle Massage School

School History

Seattle Massage School, continues to set a national standard for massage education and service to students. The School was founded in September, 1974, to teach massage skills to people wishing to practice professional massage in Washington State. The first advanced course for continuing education was offered in 1977. SMS was the first massage school in Washington to be licensed by the predecessor to the Workforce Training and Education Coordinating Board, in 1982. The School, which was purchased by Paul Rerucha in August of 1986, has been at its current location since July, 1987. Since 1986, courses have been revised and the number of instructional hours increased to meet and exceed national education standards.

The school's curriculum was approved by the Commission on Massage Therapy Accreditation/Approval (COMTAA) of the American Massage Therapy Association in February, 1988, and by the Washington State Massage Board, under new curriculum guidelines, in September, 1988.

In August, 1988, the business was incorporated under the rules of the State of Washington as High Tide, Inc., and does business under the trade names Seattle Massage School, Seattle Massage Health Center, and Seattle Massage. The corporation is wholly owned by Paul and Nancy Rerucha.

The school applied for and received National Accreditation by the Accrediting Commission for Continuing Education and Training (ACCET) in July, 1989 (the second school of massage on the West Coast to achieve such status), and was approved to administer Title IV funds by the Department of Education in December, 1989. (ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Codes and subsequent legislation.)

SMS created an in-house Student Clinic in 1989, which has expanded every year to provide a diversity of massage service to the community. We now offer an elective 4th term Hospital Internship Program in local hospitals. In addition, SMS runs on-going volunteer clinic programs at various locations. (Check with the Student Services Coordinator for details.)

Commencing in 1991, the School has pursued a strategy of providing instruction in locations which have been underserved by massage therapy education. We now have campuses located in Seattle, the Tacoma area, and the Everett Area. Additional locations will be added in the coming years.

Our Students

Seattle Massage School students are all ages and from varied backgrounds. Classes have included students ranging in age from 18 to 80 years (averaging 33 years), from all over North America. Students have educational backgrounds varying from grade 12 or a GED to postgraduate degrees. Most have been successful at occupations and are looking for a new career that allows an opportunity to work with people in a different way, as well as providing options for defining their own work habits and hours. What they all share is a deep commitment to themselves and to the professional growth necessary to operate a successful massage practice.

Class Sizes

Class sizes at Seattle Massage School vary, with the September program usually the largest. Practical sections may have up to 22 students and workshops around 30 students. Lecture classes may accommodate 25-35 students.

ABOUT SEATTLE MASSAGE SCHOOL

CREDENTIALS / AWARDS

CURRICULUM

COURSE DESCRIPTIONS

SCHOOL CALENDAR

STUDENT SERVICES

SCHOOL POLICIES

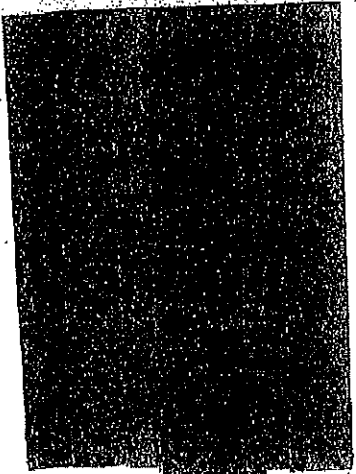
Our Credentials

Accreditations and Licenses

Seattle Massage School is licensed under laws of the State of Chapter 28C.10RCW. Inquiries regarding this or any other private school may be made to: Workforce Training and Education Coord Building 17, Airdustrial Park, MS P.O. Box 43105, Olympia, WA 9 206-753-5673.

To obtain further information about Seattle Massage School's accreditation, or certification, please contact the campus directly and phone numbers.

- Seattle Massage School is accredited, approved, licensed, or r
 - Nationally accredited by the Accrediting Council for C Education and Training (ACCET).
 - Curriculum-Approved by the Commission on Massage Accreditation/Approval (COMTAA) of the American Massage Therapy Association
 - Licensed by Washington State Workforce Training and Coordinating Board
 - Approved by Washington State Board of Massage
 - Participates in Veterans Montgomery G.I. Bill
 - Approved by United States Department of Education, Secondary Education, Washington, DC, to participate in following programs:
 - Federal Pell Grant
 - Federal Stafford Loan Program (GSL)
 - Federal PLUS/SLS Loan Program
 - Approved by Oregon Board of Massage Technicians
 - Member of Council of Schools of the American Massage Therapists
 - Member of Washington Federation of Private Vocation



Seattle Massage School h
Contact

- Member of National Association of Financial Aid Administrators
- Member of Better Business Bureau of Seattle and Tacoma
- Member of Seattle King County Chamber of Commerce
- Member of Tacoma Pierce County Chamber of Commerce
- Member of Everett Chamber of Commerce

Awards and Recognition

In honor of our commitment to excellence and our contribution to our community, Seattle Massage School has been the recipient of some prestigious local and national awards. These include:

• ***The City of Seattle Mayor's Small Business Award 1990 and 1992***

Seattle Massage School is the first organization to have won this award twice.

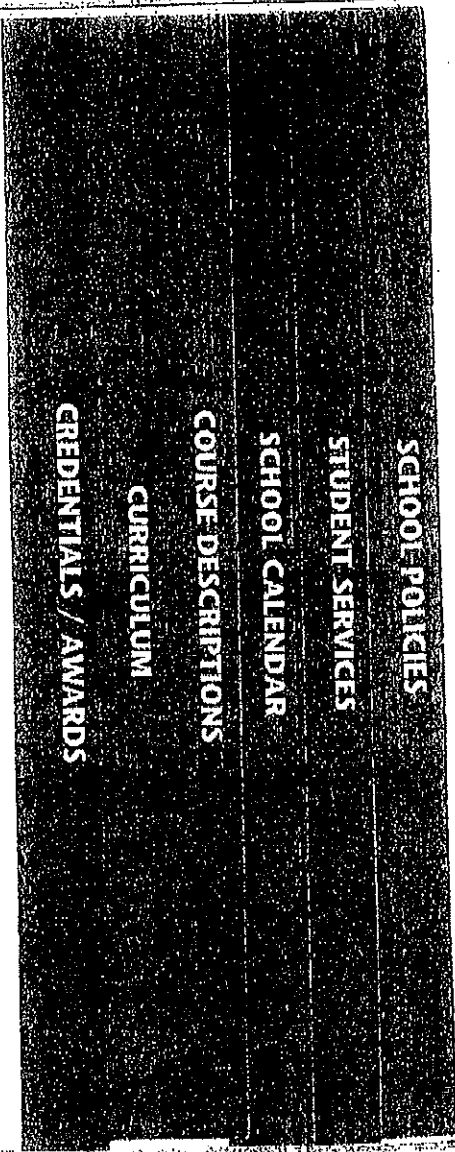
• ***The Blue Chip Enterprises Award 1993***

This prestigious national award given by the National Chamber of Commerce recognizes excellence in business.

• ***INC. 500 1993***

Each year INC. Magazine recognizes the nation's 500 fastest growing small businesses. Seattle Massage School is ranked #222 in the country.

We are proud of the recognition we have received. We believe this reflects not only Seattle Massage School's commitment to quality and service, but also recognizes the massage profession as a whole.



Curriculum

COMTAA and Washington State Board of Massage curriculum-approved program. Nationally accredited by ACCEI.

Professional Licensing Program

- Anatomy and Physiology and Pathology 1, 2, 3, & 4
- Applied Techniques
- Professional Development and Business Skills
- Chronic Pain
- Clinical Practice and Treatment
- First Aid, CPR, AIDS Training
- Hospital Internship Program*
- Hydrotherapy
- Professional Integrated Practicum 1&2 and MANIKEN®*
- Integrated Seminars 1 & 2
- Kinesiology 1, 2, 3 & 4
- Sports Massage
- Student Clinic*
- Student Development, Communication and Learning Skills
- Student Volunteer Project
- Massage Theory and Practice 1 & 2

Additional Credits:

- Teaching Assistant Program

66-Credit Program

The 66 Credit Program includes all of the above courses. The Hospital Internship Program may be taken during Term 4 in place of Student Clinic 4. In addition, students may receive additional credits by registering for the Teaching Assistant Program.

51-Credit Program Option

The 51 Credit Program Option is offered in the evenings only. It includes the full program minus the three courses denoted by a star (*) in the curriculum list above. Additional credit options include Student Clinic IV, Hospital Internship Program (during Term 4), and Teaching Assistant Program.

Drug and Alcohol Awareness Policy

SMS is committed to providing an environment for teaching and learning that is not impeded by the presence of illicit drugs or alcohol. Therefore, possession, distribution or use of illicit drugs or alcohol is illegal. For more detailed information on SMS Drug and Alcohol Awareness policies please refer to the Student Handbook.

Complaint Procedure

If problems arise, students should make every effort to resolve them through the procedures described in the Student Handbook. If the problem is not resolved, the student has the right and is encouraged to submit a written complaint to either the Washington Workforce Training & Education Board or the Accrediting Council for Continuing Education and Training. The address and procedures for this are contained in the Student Handbook.

Graduation Requirements

Students must have a GPA of 2.0 or greater, complete all course work, and discharge all financial obligation to the school to receive their graduation certificate, and for the school to release transcripts. For more detailed information on SMS Graduation Requirements please refer to the Student Handbook.

Licensing Requirements

In order to legally practice massage in the State of Washington, a person must be licensed by the State of Washington, Department of Health. This involves both a written and practical exam. To sit for the exam one needs to have completed a course of study approved by the Washington State Board of Massage, or be 18 years of age or older. Those planning to practice massage in another state should contact the agency responsible for administering the massage practice law in that state, or in the particular municipality, for requirements.

Standards of Academic Progress

Please see the Standards of Progress policy in the Student Handbook or the Course Workbook. The program is taught in a sequential manner and requires each student to meet performance criteria for each course before moving to the next level of course work. The progress of students encountering difficulty in maintaining standards will be reviewed. Those who need help can utilize a variety of options, including individual or group tutoring, study groups, or our Learning Specialist or Counselor. All assigned work must be completed before the end of each quarter.

Progress is measured in the following ways:

- a) Progress in learning theoretical material is measured through quizzes and examinations.
- b) Progress in learning practical material is measured through demonstration, student feedback, instructor feedback, and practical exams.
- c) In addition to class time, documented messages outside of class, study, and completion of assigned homework are required. All students are also required to complete a student project by Term 4.
- d) Minimum grades considered satisfactory are 75% on written tests and message exams.

Attendance

Regular, punctual attendance is expected of all students. If you are more than 30 minutes late for a class, you will be marked absent. Satisfactory attendance is a minimum of 80% for each course. For more detailed information on SMS attendance policies please refer to the Student Handbook.

Leave Of Absence

SMS discourages Leaves of Absence (LOA), but acknowledges the need for one in certain emergency situations. No more than one LOA is allowed per program and the student must submit a request in writing to the Student Services Coordinator for approval. For more detailed information on SMS LOA policies please refer to the Student Handbook.

Behavior and Conduct Standards

Inappropriate behavior, including, but not limited to, excessive talking in class, failure to abide by SMS policies, and other behavior that disrupts class or could be interpreted as harassment, can result in probation or dismissal. For more detailed information on SMS Behavior and Conduct Standards please refer to the Student Handbook.

School Policies

The following policies and standards are guidelines to ensure the quality of our program and your education. Please refer to the Student Handbook for further explanation.

Application and Entrance Requirements

All applicants to Seattle Massage School are screened and interviewed by our admissions staff. Applicants are evaluated on the basis of their motivation and academic ability to benefit from our professional program. Applicants are evaluated without discrimination on the basis of age, sex, racial national or ethnic origin, religion, creed, sexual preference, or general disability.

Applicants must be a minimum of 18 years of age upon graduation from Seattle Massage School. They must provide proof that they are a high school graduate or have a GED. All applicants are required to complete an admission interview, a registration packet, and any financial agreements. Previous experience in massage is not a requirement but may be helpful.

Applicants may be denied admission on the basis of academics, health problems, hygiene, lack of fitness capability, lack of physical capability or insufficient motivation. Applicants may also be denied if in the judgement of the School Director, they do not exhibit the ability to benefit from Seattle Massage School's Professional Licensing Program. Denial of admission to the program is final and may not be appealed.

Application information is confidential. Students are guaranteed the right of access to their student file, by written request. Student information will not be released to unauthorized persons or agencies without the written consent of the student.

Applications are accepted and interviews conducted throughout the year. Introductory courses are offered at each campus. Please contact the Admissions Department to schedule an interview or to inquire about workshops.

Academic Standards

Grading is numerical, ranging from 0 to 4.0. Students must score 75% (2.0) or better on an exam to have a cumulative Grade Point Average of 2.0 to graduate. Honors are awarded to students who average 90% (3.5 GPA) or better in all courses, and who meet all standards of progress for graduation. Statements of academic progress will be provided at the end of each term. Additional copies are available upon request, for a small fee. Please refer to the Standards of Academic Progress in the school's Student Handbook. The grade of 4.0 is given for scores of 95 to 100%; 3.5 for scores of 90 to 94%; 3.0 for scores of 85 to 89%; 2.5 for scores of 80 to 84%; 2.0 for scores of 75 - 79%; 1.5 for scores of 70 to 74%; scores of 65 - 69%; 0 for scores below 65%.

Financial Aid

Title IV Federal Financial Aid is available to students who qualify. Federal Financial Aid applications are available from the Admissions Representatives at each campus. Each Campus has a Financial Aid Office to assist students on an individual basis to determine their eligibility. Seattle Massage School currently participates in the Pell Grant, Stafford Loan, and Parent/Plus Loan programs. For more information see the Tuition and Program Expenses insert or contact the School directly.

Library Privileges

Seattle Massage School students have access to excellent medical library facilities at Bastyr College.

Placement

Placement services are offered to our graduates. The Placement Office works with the graduate to establish her/his ideal work setting, matches the graduate's desires to available positions, and assists in creating plans for private practice. The office also sends graduates mailings of current placement opportunities. Although the securing of a position cannot be guaranteed, the graduate may be assured that efforts will be made to assist in finding suitable employment.

Drug Abuse Referrals

Seattle Massage School has established a referral relationship with community drug abuse agencies. Referrals are made to these agencies as needed.

Alumni Nights

Alumni Nights support graduates by providing on-going opportunities for professional development and networking. Alumni Nights include a workshop on a topic of interest for massage practitioners. These events are free of charge.

Other Services

Professional massage is available for Seattle Massage School students at a reduced rate during certain hours at the Seattle Massage Health Center.

Student Services

Seattle Massage School recognizes the importance of a strong system of support that student need when they return to school and transition into a new career. In an effort to assist our student in this process Seattle Massage School offers the following Student Services:

Counseling and Advisement

Faculty and administrative staff are available to discuss student progress or special needs. When required, students may be referred to our Counselor at no charge to the student. Students who have a more serious need for professional counseling will be referred to appropriate community resources.

Learning Specialist

Students who attend Seattle Massage School have access to the services of our professional Learning Specialist. These services include both individual consultation and workshops designed to support students in their learning process. Topics covered include time management, goal setting, learning style awareness, study skills; and test taking skills. In addition, our Learning Specialist is focused on creating a learner-centered environment and curriculum for our students.

Tutoring

Group or individual tutoring in Anatomy & Physiology, Kinesiology, and Massage Practical are generally available. Fees for tutoring are minimal.

Teaching Assistants

Seattle Massage School provides a training program for advanced students and graduates who desire to learn teaching techniques. Third Term students have the opportunity to apply to be a Teaching Assistant for Terms 1 and 2. Graduates may become Teaching Assistants for any level of the program.

Honors

Students are acknowledged for superior work. Generally those who average 90% (3.5 GPA) or better in all course work and who meet all SMS standards of progress qualify. Final honor student selections are made by an Honors Committee. This distinction is acknowledged on the Certificate of Graduation.

School Calendar

Program Schedules

Classes begin four times a year: March, May, September, and December. The programs are taught in 11-week terms. A one- to two-week break is provided between each term. Please contact the campus for a course schedule of the program you are considering.

Students enrolled in the 66 Credit Program have the option of enrolling in morning or evening sections. Some afternoons will also be required. Students in the 51 Credit Program Option attend school in the evenings only.

Classroom Hours

- Morning classes meet between 8:00 am and 12:15 pm.
- Afternoon classes meet between 1:00 pm and 5:30 pm.
- Evening classes meet between 6:00 pm and 10:15 pm.

Holidays

Holidays observed at Seattle Massage School:
New Year's Day, Martin Luther King Day, Memorial Day, July 4, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas.

Program Length

The Professional Licensing Program lasts 12 months. The maximum length of time allowed to complete the program is 18 months (six terms).

The school reserves the right to cancel or postpone any class with insufficient enrollment, or to modify the schedule for any particular class, or to modify the course work required for graduation based on legislative, professional or educational mandates or any other reason which the school may deem necessary.

SCHOOL POLICIES
 STUDENT SERVICES
 SCHOOL CALENDAR

ANATOMY, PHYSIOLOGY AND KINESIOLOGY - COURSE DESCRIPTIONS

Anatomy & Physiology 1 presents an overview of the concepts of Anatomy and Physiology as they relate to massage and begin in-depth study of the eleven basic systems of the human body, their various anatomical cellular structures and physiological functions. Students learn medical and anatomical terminology and the study of cytology, osteology, myology and the nervous system.

Anatomy & Physiology 2* introduces terminology, structures and functions relating to dermatology, the integumentary, cardiovascular, lymphatic, digestive, and urinary systems of the body. *Prerequisite is completion of A & P 1.

Anatomy & Physiology 3* covers human senses, proprioception, sports physiology, endocrinology, the respiratory and lymphatic systems. This course includes review of information learned in Anatomy and Physiology 1 and 2, and relating the acquired information to such topics as the pathology, inflammation, tissue repair and how massage affects them. *Prerequisites are completion of A & P 1 & 2.

Anatomy & Physiology 4* includes immunology, rheumatology, arthritis, and abdominal organ palpation. This course includes review information learned in Anatomy and Physiology 1, 2 and 3. In addition, students learn more in depth information about pathology, contraindications and indications for massage. *Prerequisites are completion of A & P 1, 2 & 3.

Kinesiology 1 includes anatomical and kinesiological terminology, and the study of the major muscles of the body, their actions and location. Palpation, active and passive range of motion, and movement analysis will be included as students learn the muscles, bones and joint structures of the back, shoulder, chest, and arm regions. Students enhance their understanding of Kinesiology by using the MANIKEN® system to form muscles out of clay.

Kinesiology 2* includes anatomical terminology, and the study of the major muscles of the body, their actions and location. Palpation, active and passive range of motion, and movement analysis will be addressed as students learn the muscles, bones and joint structures of the pelvis, legs, abdomen, head and neck regions. Students enhance their understanding of Kinesiology by using the MANIKEN system to form muscles out of clay. *Prerequisites are completion of Kinesiology 1.

Kinesiology 3* provides in-depth study of the structure and function of the major synovial joints of the upper body. Isometric and isotonic resistive range of motions are added to the continued focus of palpation, range of motion assessments, and movement analysis. Students will palpate the joints, muscles and fascia, and assess range of motion to identify muscular and fascial resistance. *Prerequisites are completion of Kinesiology 1 & 2.

Kinesiology 4* covers the structure and function of the major synovial joints of the lower body. Isometric and isotonic resistive range of motions are added to the continued focus of palpation, range of motion assessments, and movement analysis. Students will palpate the joints, muscles and fascia and, assess range of motion to identify muscular and fascial resistance. *Prerequisites are completion of Kinesiology 1, 2 & 3.

Please Note: All aforementioned courses receive letter grades (A, B, C, D and E).

Professional Integrated Practicum

Professional Integrated Practicum (PIP) is part of the 66-Credit Program and an elective of the 51 Credit Program Option. It is designed to fully integrate all aspects of anatomy physiology, kinesiology, and massage theory and practice as the student progresses through the first half of their program. Students enhance their understanding of Kinesiology by the MANIKEN® system. This creative approach allows students to construct muscles and attach them to a skeleton. In addition, students learn basic pregnancy massage, techniques, and polarity while obtaining additional instructor supervision.

Sports Massage

The Sports Massage Workshop provides students with an overview of massage techniques for athletes.

Student Clinic

Student Clinic, which is a part of the 66-Credit Program and an elective of the 51 Credit Program Option, is designed to teach key aspects of clinical practice, operations and procedures of service with instructor supervision. Students will experience working with the public providing massage for clients on a weekly basis.

Student Development, Communication and Learning Skills

Student Development, Communication and Learning Skills class is provided to students as an integral part of completing the professional licensing program. In this class students have the opportunity to begin developing their personal learning goals and understanding about how they learn. General communication and learning skills are introduced along with an overview of the program as class preparation is also discussed during these sessions.

Student Project

Each student must complete a project or term paper by the completion of the Professional Licensing Program. A variety of projects are available, including performing massage for local sporting events, working with AIDS patients or completing a special case study. Refer to the Student Handbook for additional suggestions or opportunities as Student Projects.

Teaching Assistant Program

SMS's Teaching Assistant Program is a training program for advanced students to gain teaching experience and build teaching skills. TAs assist in Kinesiology and Massage Practicum classes in all Terms. The TA program is a first step in becoming a massage instructor at SMS. There is NO CHARGE for the TA program and credits are given on the student's transcript for all completed terms.

Hydrotherapy

Hydrotherapy is the theory and practice of using heat and cold in massage therapy. This course covers the history of hydrotherapy, physiological effects of heat and cold along with the practical applications of this specific treatment.

Integrated Massage Seminars

Integrated Massage Seminars occur during Terms 1 and 2 and provide an opportunity for the students to develop necessary communication skills to determine the client's needs. Emphasis is placed on the value of meeting the needs of the individual client and how to do so successfully.

Kinesiology

Kinesiology covers the anatomy of muscles, how they work and the biomechanical relationships of muscles with the joints they move. The ability of students to identify muscles and their location, joints and joint structure and palpation skills are requisite for understanding and treating clients, and is emphasized throughout the kinesiology courses.

Massage Theory and Practice I & II

Massage Theory and Practice I & II focus on the complete massage experience. Through in-class and out-of-class exchanges, students learn massage through the experience of receiving as well as giving massage. This course not only covers the practical application of massage strokes, but also explores the theoretical aspects of massage (e.g., physiological effects of the various strokes). Students also learn indications and contraindications of massage, as well as positioning and draping the client, practitioner body mechanics and endangerment sites.

Professional Development and Business Skills

The Professional Development and Business Skills portion of the program consists of 27 hours devoted to exploring the entrepreneurial and communication skills necessary to establish and operate a massage practice. Students create a business plan that incorporates personal goals and desires. The course also covers successful approaches to job search, resume preparation and career development.

COURSE DESCRIPTIONS

SCHOOL CALENDAR

STUDENT SERVICES

SCHOOL POLICIES

Course Descriptions

Anatomy & Physiology

This course offers an in-depth look at structures and functions of the human body. It explores the eleven basic body systems as well as the various anatomical cells. Additional study of advanced content (e.g., pathology) is also included.

Applied Techniques

The purpose of this course is to enhance the basic skills of all students and provide an understanding of how best to apply all techniques to support the health and well-being of clients. The course includes advanced techniques of Deep Tissue and Trigger Point Massage, Postural Balancing, Polarity techniques and Holistic Healing techniques.

Chronic Pain

Chronic Pain is a category of various musculoskeletal pathologies in which the client has a long history of pain. Approaches for understanding and appropriately treating clients with arthritis, fibromyalgia and chronic fatigue are provided/presented.

Clinical Treatments

The basics of maintaining a massage practice as an aspect of the health care profession are taught in this portion of the program. Clinical Practices include the exploration of pathology as it relates to treatment plans for clients with specific conditions, and treatment of several typical injuries (e.g., ankle sprains, rotator cuff tendinitis) covered in depth.

First Aid, CPR and AED Education for Massage Professionals

American Red Cross First Aid and American Heart Association CPR are taught with an emphasis on massage practice. The school also includes in its curriculum a clinical practice specifically to massage, which meets Washington State requirement for massage care professionals.

Hospital Internship Program

Hospital Internship Programs may be taken during Term 4 in place of Student Practicum, the 66 Credit Program and as an elective in the 51 Credit Program Option. This program allows students to provide massage in a hospital patient care setting. Massages performed under the supervision of hospital staff for patients in a variety of wards vary per program and currently include oncology and obstetrics.

Credit Conversion

Seattle Massage School uses the following conversion factors of the Accrediting Council for Continuing Education and Training (ACCET) for determining credits to contact hours:

Lecture: 1 credit per 10 contact hours
Labs: 1 credit per 20 contact hours
Externship: 1 credit per 30 contact hours

The conversion for the 66-Credit Professional Licensing Program is 891 clock hours. The Conversion for the 51-Credit Professional Licensing Program Option is 628 clock hours. A clock hour is defined as 50 minutes of classroom contact.

Educational Objectives

The Professional Licensing Program prepares the student to become a successful Massage Practitioner. The student will be eligible to sit for the Washington State Massage Licensing Exam upon completion of the program.