

# **SILOAM SCHOOL OF MASSAGE**

CATALOGUE 2018-2019

3110 Commercial Avenue Suite 103, Anacortes, WA 98221

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[SPASILOAM.COM](http://SPASILOAM.COM)

## MISSION STATEMENT

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### TRANSFERRING THE ART OF HEALING MASSAGE

Our goal is to educate an exceptional and caring Licensed Massage Therapist and our coursework is designed to provide a solid foundation in massage techniques, applied psychology, human anatomy, physiology, ethics, business skills, and hands-on experience.

### OUR GOALS AND VALUES

SPA SILOAM began as a vision to provide healing massage and a place of peace and comfort that deeply values the holistic approach to wellness as well as alternative medicine approaches including Traditional Chinese Medicine and East Asian philosophies.

SILOAM SCHOOL OF MASSAGE is an extension of that vision and goal to equip students with the highest quality of massage skill and knowledge to become successful massage therapists.

## ADMISSIONS

Applicants must be at least 18 years of age and have a high school diploma or general equivalency degree (G.E.D.). Physical handicaps will be evaluated individually. The massage program is a non-discriminating program. People of all races, creeds, colors, ages, religions, and genders are welcome.

Acceptance will be considered upon receipt of an application with a \$100.00 deposit and completion of an interview.

Admission is based upon the information provided in the application and through the interview process. Prospective students are asked questions regarding their goals, why they are choosing the massage field, and what type of future employment they envision for themselves. Questions regarding students' academic abilities, such as independent focus, study skills, and learning styles are addressed.

We may also discuss plans to take some courses at a junior college such as Study skills, Medical Terminology, Anatomy and Physiology, and Kinesiology. If it seems likely that the program will be too difficult for a student, we discuss plans to better prepare them for enrolling at a future date. This usually involves related courses at a junior college.

Siloam Massage School does accept some outside courses in these areas and will look at transfer students from other schools on an individual basis.

## Tuition & Fees

Application Fee	\$100
Tuition	\$8000*
Textbooks & Supplies	~\$500
Massage Table	~\$350
Student Insurance	\$45

\*Includes CPR & AIDS classes and EMBLEx test fee upon graduation.

### SILOAM SCHOOL OF MASSAGE CURRICULUM

Course	Hours	Anat, Phys. &Kines hrs	Pathology hr	Theory & Practice hrs	Clinic/ business hrs
Anatomy & Physiology	68	68			
Kinesiology	120	120			
Pathology	20		20		
Clinical Applications`	44		44		
Massage Theory & Practice	84			84	
Eastern Philosophy	32			32	
Deep Tissue Massage	20			20	
Chair Massage`	16			16	
Hydrotherapy/Aromatherapy/Spa	35			35	
Pregnancy Massage	8			8	
Student Clinic	50			50	
Internship	20			20	
Medical Terminology	8				8
Business Practices	12				12
Ethics & Professionalism	12				12
Chart Noting	20				20
Human Behavior	4				4
	573	188	64	265	56

## COURSE DESCRIPTIONS

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### ANATOMY & PHYSIOLOGY/ KINESIOLOGY (188 hours)

These courses will be combined and completed over a six month period. This is a comprehensive class of the human body covering the ten major body systems with their structure and function. Includes related topics of massage indications and contraindications. Kinesiology section will look at specifics of the musculoskeletal system with students learning about and gaining an understanding of various muscles, ligaments, joints and how they relate to each other.

### MASSAGE THEORY and PRACTICE (84 hours)

This course will be split into two different times over the program. Introduces students to basics of Swedish massage. Students will learn how to perform a full body massage as well as indications, contraindications and physiological effects of massage. Topics also cover history of massage, hygiene, safe draping, body mechanics and interview process. This class lays the foundation for future advanced classes.

### MEDICAL TERMINOLOGY (8 hours)

This class will take place for two weeks in the seventh month of the program. These hours will satisfy as part of Clinical/Business Practices 55 hour minimum required by Washington state DOL. Designed to help students understand and become comfortable with medical terminology used in anatomy, physiology and kinesiology classes. Students will learn Latin and Greek derivatives and how they combine with other prefixes and suffixes to make up medical terms today.

## EASTERN PHILOSOPHY ( 32 hours)

This class is part of the Massage Theory and Practice 265 hour minimum required by WA state DOL. Class will be offered in the third month of the program. Students will learn the Eastern philosophies of medicine, especially Traditional Chinese Medicine and principles that utilize Qi, or energy through meridians and pressure points on the body. Some styles of bodywork covered in the course are Acupressure, Shiatsu and Reflexology.

## PATHOLOGY (20 hours)

This course in addition to Clinical Applications covers the minimum of 50 hours required by WA DOL. Course will be offered in the fourth month. Material will cover various conditions and diseases found in each body system. The class will integrate with other hands-on clinical massage class.

## DEEP TISSUE MASSAGE (20 hours)

Taking place the fourth month and first week of fifth month. This course goes deeper into the concepts and applications of bodywork and is an extension of Massage Theory and Practice. It looks at several applications of deeper structural work and the deeper postural muscles and fascia. Trigger point work, myofascial release and postural release will be included. Students will learn to focus their attention to create an overall experience as well as effective treatment.

## BUSINESS PRACTICE (12 hours)

Starting the second week of the fifth month of the program for three weeks. Students will learn tools such as marketing strategies, basic accounting, resume writing, insurance billing, presentation and interview process and building clientele.

## CHAIR MASSAGE (16 hours)

Offered in the fifth month. As an extension of Massage Theory and Practice, this course will teach students how to give a 15-minute, on-site, seated massage. Class will also cover how to create a successful on-site business and have opportunities to use their skills while working in public.

## HYDROTHERAPY/AROMATHERAPY/SPA (35 hours)

Class offered during the sixth month and first week of seventh month. As part of Massage Theory and Practice this course will teach students the modality of hydrotherapy using hot and cold applications. Students learn basic theory and practice as well as indications and contraindications of the modality. Several techniques will be covered including local and contrasting applications.

## ETHICS and PROFESSIONALISM (12 Hours)

This class will take place the first three weeks in the seventh month of the program with no evening classes scheduled currently. Students will learn theories of ethical standards and principles that apply to massage therapy. The course also covers Washington State law for massage therapy and its licensing.

## CHART NOTING (20 hours)

Taking place the seventh month of the program. This course follows the Clinical/Business section of the program teaching basics of massage documentation for insurance billing. It provides a foundation for understanding proper procedure of documenting treatment sessions and maintaining clear, professional communication.

## HUMAN BEHAVIOR (4 hours)

Offered the last week of the eight month. A component of Clinical/Business Practices, the emphasis of this course will be on relationship between client and therapist as well as psychology of pain and emotional aspect of bodywork.

## CLINICAL APPLICATIONS (44 Hours)

This class will take place the first three weeks of the eight month and first week of the last month of the program with no current schedule for evening classes. Theories and applications of several pathologies and applications as well as specific conditions are covered. The instructor will include hydrotherapy applications, range of motion testing and demonstrate other assessments and treatments such as Cyriax cross-fiber friction, Muscle Energy Technique and passive positional release methods.

## PREGNANCY MASSAGE (8 hours)

Offered the last two weeks of the seventh month. As part of Massage Theory and Practice, this class covers the basics in giving safe, comfortable, relaxing massage to pregnant mothers. Benefits,



contraindications and specific considerations for each trimester will be discussed.

## ADDITIONAL LEARNING

Other classes required for program completion are a 4-hour HIV/AIDS course and First Aid/CPR certification course.

The Student Clinic (50 hours) provides students with supervised hands-on experience working with volunteer patients in a clinical setting. Each session is done in private treatment rooms. Student Clinic Policies:

Student Review of Patient Information: Students participating in practicing massage in the on-site clinic will review and evaluate intake forms under the direct supervision of the instructor.

Supervision of Students: Instructor(s) will be present in clinic at all times.

Treatment Decision Making: Students will make decisions in conjunction with the instructor during the massage therapy on-site clinic.

Student Internships (20 hours) are an extension of the student clinic. Last three weeks of course, on students own time, outside of school hours. Students will use this time to build their massage skills on actual clients outside the school in an established business. This is required off campus in other areas such as chiropractic offices and day spas. The skills acquired during these internships are very beneficial for students to build their resume and to prepare for their careers. Students should be able to understand and assess situations of individual clients using their knowledge of their combined courses and provide treatment accordingly. The skills acquired during these internships are very beneficial for students to build their resume and prepare their careers.

## ACADEMIC STANDARDS

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### MINIMUM STANDARDS FOR MEASURING STUDENT PROGRESS

Adhering to school rules and outlined policies, maintaining grade requirements, attendance, and meeting financial responsibilities.

### STUDENT PROGRESSION

Throughout the program there will be numerous quizzes and tests to help students evaluate their understanding of material being covered.

Instructors will regularly evaluate the quality of instruction and students' comprehension.

### GRADING STANDARDS

A minimum standard of student progress is a **C** average (2.0) as well as hours required for each class, mastery of and knowledge of skills presented will be required to advance to each successive phase.

GRADING CHART	GRADE	PERCENTAGE	
	A	90-100%	4.0GPA
	B	80-89%	3.0GPA
	C	70-79%	2.0GPA
	D	60-69%	
	F	BELOW 60%	

## INCOMPLETE GRADES

Incomplete grades will be given if a student is unable to complete a course because of illness or other serious problems, or when students don't participate in coursework/ take tests.

If students do not make arrangements with teachers to take tests they will receive a failure grade. Students who miss a test must contact the instructor within 24 hours.

## PROBATION PERIOD

Students who fail to maintain the minimum grade required for graduation will enter a probation period and must arrange for additional instructor assistance. If a student is unable to increase their grade average they may be dismissed from the program. Refunds will be given according to the school's policies.

## MAKE-UP WORK

Lessons and/or assignments missed due to being absent must be made up within five business days. Students should contact or meet with their instructor to get missed assignments and arrange for make-up work. Instructors may not allow students to progress without making up missed work.

## GRADUATION

A certification of completion is awarded to those maintaining a 2.0GPA or higher, completing 573 hours, which includes completing 20 hours of documented massage outside of school hours in an internship setting and receiving a 70% or higher on exams for all classes.

## WITHDRAWAL

The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

- 1) The school receives notice of the student's intent to discontinue the training program; or,
- 2) The student is terminated for a violation of a published school policy which provides for termination; or a student, without written notice to the institution, fails to attend class for thirty days of the program.

## REFUND AFTER ENTERING CLASSES

Cancellations made up to two weeks before a course will result in a full refund minus a \$25 processing fee. No full refunds are granted for cancellations made with less than two weeks notice. Students registered for the program will not be refunded for any missed sessions and will not receive certificates of completion for partial completion of a seminar. The school has a right to retain registration fee plus a percentage of tuition as shown below:

<b>Student Completion of this amount of training</b>	<b>Percentage of Tuition School May Keep</b>
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

## DISMISSAL / ATTENDANCE

Siloam School of Massage records daily attendance of students to monitor hours completed. Records are available for student review. Being absent for more than 30 calendar/class days will be cause for dismissal. The student will have his or her case reviewed by the school director prior to being dropped from the program.

## TARDINESS

Siloam School of Massage encourages punctuality and good work ethic. Students who arrive late are interrupting both instructors and other students. The following record will be used for tardiness:

- 5 - 15 minutes late will be counted as 15 minutes late
- 16-30 minutes late will be counted as half hour late
- 31-60 minutes late will be counted as an hour late

## TERMINATION BY THE SCHOOL

A student who fails to maintain satisfactory progress, violates safety regulations, interferes with other students' work, is boisterous, vulgar or obscene, under the influence of alcohol or drugs, or does not make timely tuition payments is subject to immediate termination. In addition students may be dismissed from school for:

- 1) Not adhering to school's rules and policies
- 2) Missing more than 30 days of instruction time
- 3) Not maintaining the minimum grade requirements
- 4) Not meeting financial responsibilities

## RE-ENTRY POLICY

Students who were dismissed due to excessive absences (greater than 30 calendar days), financial concerns, or failure to maintain required grade may request re-entry by putting the request in writing to the school director. It may be possible for students to re-enter the same term for the first two situations but tutoring is recommended first for students who struggle maintaining satisfactory academic progress. In cases where students were dismissed due to unacceptable conduct, the student is advised to meet with the school director first and will receive a final decision in writing within five business days.

## CANCELLATION OF CLASSES

The school reserves the right to cancel a starting class if the number of students is deemed insufficient. Such cancellation will be considered a rejection by the school and the student is entitled to a full refund of all money paid. The school reserves the rights to suspend, cancel, or postpone a class or classes after training has begun in the event of an occurrence that unavoidably limits the use of school facilities, such as fire, flood, storm, war, or civil disorder. In such case a pro-rata refund will be made of any fees or tuition prepaid by the student, unless the student elects to continue training in a later class.

## TRANSFER OF CREDIT

Transfer students from other school programs will be looked at on an individual basis.

## FACULTY REQUIREMENT POLICY

Siloam School of Massage is a non-discriminating program. People of all races, creeds, colors, ages, religions, and genders are welcome to apply as instructors. Instructors will be licensed in the state of Washington as LMPs with basic written, language and public speaking proficiency. Instructors should have experience and training to provide effective instruction in the subjects they teach. Teachers will conduct themselves professionally and be required to pass a background check prior to employment.

## FACULTY PARTICIPATION POLICY

Siloam School of Massage instructors are expected to be timely in their class schedule attendance, meeting course timelines, grading and responding to student or co-workers. Conduct between instructors and students/employees should be professional while on duty during school hours. Teachers are required to develop and evaluate curriculum; be responsible for student welfare and counseling; assist in the establishment of institution and educational policies; and provide for the students' scholarly and professional growth.

## NON-DISCRIMINATION POLICY

Siloam School of Massage as well as instructors shall not discriminate on the basis of sex, sexual orientation, race, age, color, religion, individuals with disabilities, veteran or military status or national or ethnic origin in the recruitment of students or in the hiring of faculty. Students with disability can submit a request for reasonable accommodation.

## STUDENT/FACULTY POLICY

Students and faculty shall maintain a professional relationship during school hours and on school premises. This includes no fraternization or dual relationships.

Students, faculty and staff have the right to be free from sex discrimination or any sexual harassment in the educational community. This behavior undermines the learning process and interferes with the instructor/ peer/ student relationship.

If students or faculty feel they have been harassed or mistreated in any way during school hours they are required to fill out an incident report that will be evaluated by the school director and followed up with correctional/ disciplinary actions if needed.

## RELEASE OF STUDENT RECORDS

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntary or involuntary, educational records or transcripts will be forwarded to the Workforce Training and Education Board. Upon graduation, each student will be given a copy of their transcript.

Students can request transcripts by filling out a Student Request Transcript form in addition to a fee of \$12 for mailed and \$15 for faxed documents.



Any documents informing students of policy, notifications or procedures directed toward a particular student will either be mailed to the student residence or hand-delivered to them.

Students have the right to review/inspect his/her education records at any time with 45 days of written request. The request must be submitted to the director or appropriate school official and must identify the record the student wishes to inspect. Siloam School of Massage will notify the student of time and place the student can review the records.

Students may request to amend a record they feel is inaccurate by submitting the request and any amendments in writing to the director. The written request must state what needs to be changed and what the student feels is inaccurate. If Siloam School of Massage decides not to amend the record, the student will be notified of further action that can be taken to remediate the situation.

## CATALOG, CONTENT, CHANGES and COURSE CANCELLATIONS

This catalog and its contents are subject to change without notice. Siloam School of Massage retains the right to change requirements, regulations and fees at anytime. Please refer to school Admissions for any catalog changes. In the event of a cancelled course, every effort will be made to ensure students are notified. All cancelled courses will be rescheduled to ensure program courses are provided entirely.

## PROGRAM ENROLLMENT DATES

Registration open now for March - November Program

Orientation Wednesday, February 21, 2018 10:00 am - 2:00 pm

Classes begin March 5, 2018

Last day of classes - November 30, 2018

## HOLIDAY SCHEDULE 2018

The following holidays will be observed:

5/28/2018 Memorial Day

7/4/2018 Independence Day

7/16 - 7/20/2018 School Holiday

9/3/2018 Labor Day

11/12/2018 Veterans Day

11/22/2018 Thanksgiving

**SILOAM SCHOOL OF MASSAGE**  
APPLICATION FOR ADMISSION

**Applicant Information**

Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Gender \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

SS# \_\_\_\_\_ Driver's License # \_\_\_\_\_

**Education**

High School \_\_\_\_\_ Grad/GED date \_\_\_\_\_

Professional/Vocational School \_\_\_\_\_

College \_\_\_\_\_ Degree \_\_\_\_\_

**Employment History**

Current Employer \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Previous Employer \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

## Medical History

Do you have any medical conditions that may influence your ability to complete your massage therapy training or that may affect you in the future as a massage practitioner? These conditions may include: injuries, chronic conditions, surgeries, diseases, psychological issues, etc. Are you taking medications?

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## References

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

## To Complete the Application

- \_\_\_ Order transcripts from schools previously attended.
- \_\_\_ Include a current 2"x 2" headshot photo.
- \_\_\_ Include a non-refundable application fee of \$100. Please make checks payable to SILOAM SCHOOL OF MASSAGE.

A Siloam School of Massage representative will contact you to schedule an interview when all completed application materials have been received.

The information in this application is true and complete to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_