

The Palms School of Massage

Catalog



341 S. Main, Carthage MO 64836

417-310-6159

thepalmscarthage@gmail.com

MISSION STATEMENT

The mission of The Palms School of Massage is to provide a high quality, comprehensive, flexible course of study in massage therapy which prepares students for careers and business ownership as a Licensed Massage Therapist.

ADMISSION REQUIREMENTS

- Must be at least 18 years of age
- Must have a high school diploma or high school equivalency
- Must pass a background check
- If you have a disability requiring an accommodation, please speak with the instructor before beginning classes to make sure arrangements can be made available to you.

APPLICATION PROCESS

Please call or email The Palms School of Massage with your name and interest in the program. A school representative will contact you to arrange an interview, answer any questions, and begin the enrollment process.

PROGRAM INFORMATION

Course Objectives:

Students who successfully complete this 600 hour course will:

- Be able to assess client needs while safely and skillfully performing a variety of massage modalities which meet therapeutic goals
- Qualify to sit for the Massage and Bodyworks Licensing Exam (MBLEx) and earn a passing score on the MBLEx which will allow them to apply for state licensure
- Understand how to operate a successful business as a licensed massage therapist
- Student will earn a Certificate of Completion

Course Description

Massage Therapy training for state licensure is a comprehensive learning program designed to teach all aspects of Massage Therapy. Methods of instruction include, but are not limited to, lecture, discussion, demonstration, textbook readings, study guides, and practice. A variety of massage modalities and techniques will be taught such as hot stone, effleurage, petrissage, Swedish, and deep tissue. Other classes in the program include Anatomy and Physiology, business practices, professional ethics, hygiene, and law. The curriculum also incorporates ancillary therapies such as reflexology, hydrotherapy, and Asian bodywork.

Course Design

- Classes are continuous and rolling, allowing students to begin at any time. There is no defined semester period.
- Classes will be held on Mondays from 8-5, and one Saturday per month from 8-5. One hour will be allotted for lunch.
- Clinical massages with clients will be scheduled at the client's and student's convenience.
- Additional one-on-one class time with the instructor may be scheduled as needed.
- Students will advance at an individual pace. Approximate completion time for the course is 6-12 months.
- Classwork: The instructor will introduce and lecture over each chapter utilizing the textbook and trail guide. Students will have the opportunity to take notes and ask questions during the lecture. After the chapter is concluded, students will complete an open-book study guide. The instructor will then review the study guide with the student. The student will be allowed as much additional study time as needed to feel prepared to take the chapter exam. The exam will then be given in a closed-book, proctored methodology. A grade of 70% or better will be considered passing. Students will be given unlimited opportunities to study for and pass chapter exams. After all chapter tests have been passed, a final comprehensive exam will be administered. The final exam must be passed with a score of 70% or better for classwork to be considered complete.
- Clinical: Clinical work will be divided between observation and lecture during instructor-led demonstrations, and hands-on practice with instructor guidance. Students will be expected to practice with each other and may be asked to act as models for instructor demonstrations. After each technique or region of the body has been practiced, the student will demonstrate proficiency for the instructor to evaluate on a pass/fail basis. If the student fails the evaluation, additional instruction and practice time will be given and the student will be re-evaluated. When all techniques and body regions have been passed, the instructor will book clients for student clinical massages.
- Throughout the course, opportunities for students to attend lectures conducted by other instructors will be available as electives.
- Examples schedule of hours for completion within 6 months or 12 months of beginning:

6 Month Schedule Example

1. Classroom Instruction 40 hours per month
2. Independent Study at school location 40 hours per month
3. Clinical Instruction 20 hours per month

12 Month Schedule Example

1. Classroom Instruction 20 hours per month

2. Independent Study at school location 20 hours per month
3. Clinical Instruction 10 hours per month

Required texts, Materials and Equipment

- Massage Therapy Principles and Practice, 6th edition (provided by instructor)
- Trail Guide to the Body bundle, 6th edition (provided by instructor)
- Table sheets and towels
- Massage oils and creams
- Appropriate clothing for clinical instruction to be purchased separately by student from 3rd party vendors. These items are not procured by or through the school.

COURSE CONTENT

Students wishing to transfer hours from another program or institution will be required to take the exams corresponding to each chapter, pass with a grade of 70% or higher, and be approved by the State Board of Massage Therapy. A maximum of 100 clock hours will be credited.

Anatomy and Physiology

150 clock hours

An introduction to the systems of the human body and pathologies common to each system. One chapter will be devoted to the mechanics of body movement (kinesiology).

- I. Ch. 18 Introduction to the Human Body
 1. Study Guide
 2. Test
- II. Ch. 19 Skeletal System and Pathologies
 1. Study Guide
 2. Test
- III. Ch. 20 Muscular System and Pathologies
 1. Study Guide
 2. Test
- IV. Ch. 21 Kinesiology
 1. Study Guide
 2. Test
- V. Ch. 22 Integumentary System and Pathologies
 1. Study Guide
 2. Test
- VI. Ch. 23 Nervous System and Pathologies
 1. Study Guide
 2. Test

- VII. Ch. 24 Endocrine System and Pathologies
 - 1. Study Guide
 - 2. Test
- VIII. Ch. 25 Reproductive System and Pathologies
 - 1. Study Guide
 - 2. Test
- IX. Ch. 26 Cardiovascular System and Pathologies
 - 1. Study Guide
 - 2. Test
- X. Ch. 27 Lymphatic System and Pathologies
 - 1. Study Guide
 - 2. Test
- XI. Ch. 28 Respiratory System and Pathologies
 - 1. Study Guide
 - 2. Test
- XII. Ch. 29 Digestive System and Pathologies
 - 1. Study Guide
 - 2. Test
- XIII. Ch. 30 Urinary System and Pathologies
 - 1. Study Guide
 - 2. Test

Massage Theory and Practice Techniques

300 clock hours

Techniques and best practices of multiple massage modalities will be presented and practiced. After classwork is mastered, the student will demonstrate competency for the instructor which will allow them to begin accepting appointments for clinical massages to fulfill this requirement for graduation. A minimum of 25 clinical massages must be performed to graduate.

- I. Ch. 3 Tools of the Trade
 - 1. Trail Guide Introduction
 - 2. Workbook Introduction
 - 3. Test
- II. Ch. 7 Body Mechanics, Client Positioning, and Draping
 - 1. Trail Guide Ch. 1 Navigating the Body
 - 2. Workbook Navigating the Body
 - 3. Test
- III. Ch. 8 Massage Techniques, Mobilizations, and Stretches

1. Shoulder and Arm-text, workbook, test
 2. Forearm and Hand- text, workbook, test
 3. Spine and Thorax- text, workbook, test
 4. Head, Neck and Face- text, workbook, test
 5. Pelvis and Thigh- text, workbook, test
 6. Leg and Foot- text, workbook, test
- IV. Ch. 14 Clinical Massage
1. Study Guide
 2. Test
 3. Competency demonstration approval by Instructor
- V. Ch. 15 Seated Massage
1. Study Guide
 2. Test
 3. Competency demonstration approval by Instructor

Ethics, Hygiene, Law and Business Practices

100 clock hours

This section includes frank discussions about ethics and therapist/client relationships. Emphasis will be given to applicable legal issues and HIPAA regulations. Best practices concerning hygiene will be addressed, including requirements by state regulatory boards. Aspects of running a successful business are covered such as marketing, client retention, bookkeeping, taxes, and staffing.

- I. Ch. 1 History of Massage
 1. Study Guide
 2. Test
- II. Ch. 2 The Therapeutic Relationship
 1. Study Guide
 2. Test
- III. Ch. 4 Career Longevity
 1. Study Guide
 2. Test
- IV. Ch. 5 Evidence-Informed Practice and Research Literacy
 1. Study Guide
 2. Test
- V. Ch. 6 Massage Therapy and Research
 1. Study Guide
 2. Test
- VI. Ch. 10 Professional Standards
 1. Study Guide

- 2. Test
- VII. Ch. 17 Business Practices
 - 1. Study Guide
 - 2. Test

Ancillary Therapies

50 clock hours

This unit will explore other non-traditional therapies such as reflexology, hydrotherapy and Asian bodywork techniques. When all class requirements have been met, the student will take a comprehensive final exam to assess mastery of the subjects.

- I. Ch. 9 Standard Precautions, Contraindications, and Emergency Preparedness
 - 1. Study Guide
 - 2. Test
- II. Ch. 11 Special Populations
 - 1. Study Guide
 - 2. Test
- III. Ch. 12 Hydrotherapy
 - 1. Study Guide
 - 2. Test
- IV. Ch. 13 Foot Reflexology
 - 1. Study Guide
 - 2. Test
- V. Ch. 16 Asian Bodywork Therapy
 - 1. Study Guide
 - 2. Test
- VI. Comprehensive Final Exam

COURSE GRADING

Grade cutoffs:

90% A

80% B

70% C

Below 70% F

* Students must achieve a score of 70% or higher on each chapter test and the final exam to pass the course.

ATTENDANCE AND ABSENTEEISM POLICY

The program features a flexible attendance policy in which students are not required to be present at every class. However, after five classes are missed, the instructor will initiate a discussion concerning the student's desire to continue the program. If the student wishes to drop the program, a prorated refund of fees will be returned to the student based on the number of hours completed and minus the cost of materials.

ACADEMIC PROGRESS POLICY

Students must achieve a grade of 70% or higher on all chapter exams and the comprehensive final. After each technique or region of the body has been covered in class, students will demonstrate proficiency for the instructor to evaluate on a pass/fail basis. If the student fails the evaluation, additional instruction and practice time will be given and the student will be re-evaluated. If a student feels they would benefit from additional tutoring, this time can be scheduled on an individual basis by contacting the instructor.

All techniques and body regions must be passed, all exams passed with a score of 70% or higher, and all clinical massage and class clock hours documented before the program is considered completed.

Students will receive regular feedback on their progress. If the student has not completed at least 50% of the course after 12 months, the student will be expelled and a prorated refund of fees will be returned to the student based on the number of hours completed and minus the cost of books and background check.

PROGRAM COST

Tuition (includes books, approx. \$175): \$8000.

Background check:	\$50
	.
Two sets of sheets (estimate)	\$50
	.*
Four hand towels (estimate)	\$20
	.*
Oils and creams (estimate)	\$40.
	*
Appropriate clothing (estimate)	\$10
	0*

*Students will be responsible for providing two sets of sheets, four hand towels, appropriate clothes, oils, and creams. These items will be purchased separately by the students from 3rd party vendors and are not procured by or through the school.

Students must pay all tuition and fees before the end of the first week of the program.

CANCELLATION POLICY

Students must give written notice of cancellation including name, date, and reason for cancellation to: Program Director, The Palms School of Massage. Students may cancel enrollment within three days (excluding weekends and holidays) after both the student and the school sign. If cancellation is made within the 3 day cancellation window, all money paid will be refunded including any fees the student may have paid as part of the admission and enrollment agreement process.

REFUND POLICY

If the student chooses to withdraw or is expelled, a prorated refund of fees will be given based on the number of hours completed and minus the cost of books and background check. Students who pay through a third party funding source will have refunds returned to the third party.

Tuition will be refunded according to the following schedule:

10% complete - 90% refund

20% complete - 80% refund

30% complete - 70% refund

40% complete - 50% refund

50% complete - 40% refund

60% or more complete- no refund given

WITHDRAWAL

Students who choose to withdraw from the program must give a written notice of withdrawal including the last day the student plans to attend. If a student withdraws without notification, administration will utilize the last date of attendance for calculating refunds of tuition.

CONDUCT POLICY

The Palms School of Massage is committed to creating an inclusive environment, in which all people can feel safe and respected. Any type of discrimination will not be tolerated and may result in expulsion from the program. Every effort will be made to accommodate those with learning or physical disabilities. If a student feels that they have been discriminated against, they are encouraged to discuss the situation with the instructor in order to reach an acceptable outcome.

Students are expected to refrain from creating disturbances in class which may interfere with teaching or the learning process of others. This includes unnecessary cell phone use, loud or

excessive talking not related to class discussion, creating distractions, and frequently leaving class.

The Palms Massage and Day Spa is a working business, and students are expected to behave in a manner that will not interfere with business activities. They must remain courteous and respectful at all times. Violations of the conduct policy will result in a verbal warning with coaching for the first offense, a written warning for the second offense and dismissal from the program thereafter.

DRESS CODE

Students are expected to provide their own work clothes as there is no specific uniform required. Work clothes must be clean, free of stains, and considered modest by most standards. The student must be able to move freely and comfortably while bending, lifting, and stretching. Students should avoid wearing strongly scented perfumes or lotions that may be problematic for other students and clients. Fingernails must be trimmed short and kept clean. Artificial nails are allowed but not encouraged due to increased possibility of infections.

VIOLATIONS OF ETHICS OR ACADEMIC INTEGRITY

If the instructor deems that a violation of ethics has occurred, a one-on-one coaching session will be conducted and the student will be restricted to supervised massages only until the instructor decides to rescind the restrictions. Egregious ethics violations may result in immediate expulsion and no refund of fees. Academic violations will initiate a one-on-one coaching session for the first offense. If a second offense occurs, the student may be expelled and fees refunded according to the refund schedule.

GRIEVANCE POLICY

Students who believe there has been a violation of a published school policy must first attempt to resolve the issue with the persons involved directly. If this fails to resolve the problem, a written complaint may be filed with the school administrator who will review the issue, meet with the persons involved and suggest a resolution. If the student is not satisfied with the resolution, the student may contact the Missouri Department of Higher Education and Workforce Development to file a formal grievance against the school.

MO Dept. of Higher Ed & Workforce Dev.

301 W High St, PO Box 1469

Jefferson City, MO. 65101-1469

Phone: 573.751.2361

Fax: 573.751.6635

Email: info@dhewd.mo.gov

TRANSCRIPT POLICY

When all classroom, clinical, and exam requirements have been met, students will receive an official transcript and certificate of completion from The Palms School of Massage. Students who withdraw or have been expelled will receive a transcript detailing all clock hours earned up to the time of leaving.

PHYSICAL FACILITY AND EQUIPMENT

The Palms School of Massage is held inside the historic two story Wilbur building, which houses The Palms Massage and Day Spa. The spa consists of seven therapy rooms, a waiting room, office, handwashing sink, employee/student break area, two restrooms, laundry room, and two classrooms. One of two restrooms includes a large custom-built walk-in shower. The classrooms are located on the second floor of the spa. These rooms will be used for both classroom and clinical instruction.

The spa owns numerous massage tables and chairs which will be available for classes and practice. Bolsters, towel warmers, stones, paraffin warmers and wax, and miscellaneous accessories are available for student use. Instructional aids will include posters, models, reference books, and a full jointed skeleton. In order to maintain a low student-teacher ratio, the school will only be admitting up to two students at a time.

FACULTY QUALIFICATIONS

David (Doug) Osborn has been practicing as a licensed massage therapist since 2012. He has over 350 hours of Continuing Education including almost 100 hours of student teaching experience while attending a Teacher Certification Program at The Edge School of Massage in Fayetteville, AR. In 2022, he received a Massage Mentor License from the state of Missouri. He has owned and managed The Palms Massage and Day Spa in Carthage, MO since 2013.

Jalayne Osborn has been a licensed Radiologic Technologist since 1991. She currently holds the position of Lead Radiologic Technologist at Mercy Hospital in Joplin, MO. She has a Bachelor of Science in Healthcare from Missouri Southern State University, and a Master of Science in Learning and Development from Pittsburg State University. Her teaching experience includes three years conducting de-escalation classes for the hospital, two years as Clinical Instructor for MSSU Radiology students, and currently Clinical Instructor for Labette Community College Radiology students.

Equal Opportunity is the LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or,
- against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I - financially assisted program or activity;
- providing opportunities in, or treating any person with regard to, such a program or activity; or
- making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Danielle Smith, State Equal Opportunity Officer

Missouri Department of Higher Education and Workforce Development - Office of Workforce Development
301 W. High Street
PO Box 1087
Jefferson City, MO 65102
danielle.smith@dhewd.mo.gov
Phone: (573) 751-2428 | Fax: (573) 751-4088
Missouri Relay Services at 711

The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Sub-State Agency/Local Equal Opportunity Officer:

Name: _____

Address: _____

Telephone: _____

*To learn more about filing a claim, visit
jobs.mo.gov/equalopportunity*



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

