

# **Sierra Massage School**

## **2009-2010 Catalog**

This catalog is applicable from January 1, 2009 - December 31, 2010

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### **Mission Statement**

Sierra Massage School is dedicated to the promotion of massage as a vital part of a healthy lifestyle. Our goal is to provide the educational foundation for a lifelong journey into bodywork and its relationship to health. Graduates will receive a quality education, at an affordable price. Through the Basic Massage Therapy course, students will be given a strong foundation of knowledge and practical massage experience that will fully equip them to enter the job market as a Certified Massage Therapist.

## Courses Offered

### **Basic Massage Therapy - 250 hours**

This course is intended to give students a strong foundation of knowledge and practical massage experience that will fully equip them to enter the job market as a Certified Massage Therapist.

### **Advanced Massage Therapy - 250 hours**

This course is intended to augment the knowledge previously gained from a basic massage course. This course will allow the student to add variety to their basic routine, and deal appropriately with a greater variety of situations they may encounter as a massage therapist.

### **Deep Tissue Massage - 100 hours**

This is an advanced course designed for students who have already completed a basic massage course.

The student will learn the fundamentals of deep tissue massage, stretching, and related anatomy topics.

### **Hot Stone Massage - 36 hours**

This is an advanced course designed for students who have already completed a basic massage course.

This course explores different ideas for incorporating the use of hot stones into almost any preexisting massage routine. The use of hot stones has become quite popular recently in spas and at resorts.

## Instructors

### **Steven R. Mathews, D.C., CMT - Owner/Director/Instructor**

Dr. Steve graduated from Life Chiropractic College West (Hayward, CA) in 2001. He has worked as a chiropractor in Clovis since then. He has also worked as a certified massage therapist since 1995. Prior to leaving the Fresno area to attend chiropractic school, he worked as a Fresno County paramedic for eight years.

### **Jennifer M. Mathews, D.C. - Instructor**

Dr. Jen graduated from Fresno State with a bachelor's degree in biology-physiology in 1999. She then went on to chiropractic school and graduated from Life Chiropractic College West in 2002, and is now practicing in Clovis.

## School Location

1629 Pollasky, Suite 102  
Clovis, CA 93612  
(559) 325-7600

Located on the Northeast corner of Pollasky & Scott

Directions from Hwy. 168:

Exit at Shaw and go East.

Turn left on Pollasky (Last left before Clovis Ave.).

Go 3 blocks to Pollasky & Scott.

The school will be on the right in a small office complex called "Western Plaza".

## 2009 Schedule of Courses

### **Basic Massage Therapy:**

Hours: M,W,F 8-12 noon, or 6-10pm

2009 start dates: 3/30 & 6/15, 9/14

2010 start dates: 2/15, 6/14 & 9/6

### **Advanced Massage Therapy:**

Hours: Tues: 6-10pm

2009 start date: 9/1

2010 start dates: 1/12, 4/20, 6/22, 9/21

**Deep Tissue Massage:**

Hours: Tues: 6pm - 10pm

Next class: 9/1

2010 start date: 9/21

**Hot Stone Massage:**

Hours: Tues: 6pm - 10pm

Next class: 4/20/10

Note: Minor schedule changes may be necessary to accommodate holidays and instructor vacation time. These hours will be discussed on the first day of class.

**Content of Courses**

**Basic Massage Therapy:**

Basic Medical Terminology.....	4 Hours
Basic Anatomy/Physiology.....	48 Hours
Basic Swedish Massage Technique.....	32 Hours
Kinesiology.....	4 Hours
History of Massage.....	1 Hour
Business Practices/Marketing.....	2 Hours
Ethics.....	3 Hours
Therapeutic & Professional Skills.....	2 Hours
Health & Hygiene.....	27 Hours
Intro. to Other Types of Bodywork.....	10 Hours
Hands-on Lab Time.....	97 Hours
Practical Experience.....	20 Hours

**Total Hours = 250**

**Advanced Massage Therapy:**

Deep Tissue Theory & Practice.....	100 Hours
Hot Stone Massage Theory & Practice.....	30 Hours
Reflexology Theory & Practice.....	20 Hours
Pregnancy/Prenatal Massage Theory & Practice.....	40 Hours
Aromatherapy.....	10 Hours
Personal Fitness.....	20 Hours
Nutrition.....	20 Hours

Practical Experience.....10 Hours

**Total Hours = 250**

**Deep Tissue Massage:**

Terminology..... 2 Hours  
Anatomy/Physiology.....20 Hours  
Deep Tissue Massage Technique.....27 Hours  
Kinesiology/Stretching..... 8 Hours  
Ethics..... 1 Hour  
Therapeutic & Professional Skills.....1 Hour  
Hygiene & Sanitation.....1 Hour  
Hands-on Lab Time.....30 Hours  
Practical Experience.....10 Hours

**Total Hours = 100**

**Hot Stone Massage:**

Terminology..... 1 Hour  
Anatomy/Physiology..... 4 Hours  
Hot Stone Massage Technique..... 8 Hours  
Kinesiology/Stretching.....1 Hours  
Ethics..... 1 Hour  
Therapeutic & Professional Skills.....1 Hour  
Hygiene & Sanitation.....2 Hours  
Hands-on Lab Time.....14 Hours  
Practical Experience..... 4 Hours

**Total Hours = 36**

**Fees**

**Basic Massage Therapy:**

Tuition.....\$2950.00  
Registration Fee (Non-Refundable).....\$100.00  
Study Guide/Workbook (Non-Refundable).....\$50.00  
Materials Fee (Linens, Oils, Etc.) (Non-Refundable)\$10.00

**Total Cost = \$3110**

**Advanced Massage Therapy:**

Tuition.....\$2950.00

Registration Fee (Non-Refundable).....\$100.00  
 Study Guide/Workbook (Non-Refundable).....\$50.00  
 Materials Fee (Linens, Oils, Etc.) (Non-Refundable)\$10.00

**Total Cost = \$3110**

**Deep Tissue Massage:**

Tuition.....\$1500.00  
 Registration Fee (Non-Refundable).....\$100.00  
 Study Guide (Non-Refundable).....\$25.00  
 Materials Fee (Linens, Oils, Etc.) (Non-Refundable)\$10.00

**Total Cost = \$1635.00**

**Hot Stone Massage:**

Tuition.....\$600.00  
 Registration Fee (Non-Refundable).....\$100.00  
 Study Guide (Non-Refundable).....\$15.00  
 Materials Fee (Linens, Oils, Etc.) (Non-Refundable)\$20.00

**Total Cost = \$735.00**

Visa & MasterCard are accepted.

**Payment Schedule:**

- **Option 1:** Pay all fees on or before the first day of class.
- **Option 2:** All fees other than tuition will be due on or before the first day of class. Tuition may be paid in equal monthly payments beginning with the first day of class (due on the same day that classes began, on each following month, until the full tuition is paid). The number of payments depends on the number of months that the course lasts. This plan has a processing fee of \$10 per payment after the first payment.
- **Option 3:** Financial aid is available through the school. Call for more details.
- **Note:** A late fee of \$30 will be assessed for late payments under both payment options. There is no penalty for pre-payment.

**Cancellation and Refund Rights**

Students have the right to cancel the enrollment agreement at any time during the course. If less than 60% of the course has been completed, a refund

will be granted based on (a) the percentage of the course that has been completed, and (b) the amount of tuition that has been paid to date.

Prior to the first day of instruction, a full refund will be granted, less the \$100 registration fee. After classes have begun, the textbook(s), study guide, materials fee, and malpractice insurance fee are non-refundable. If a student cancels the enrollment agreement prior to completing 60% of the course, a refund will be granted based on the percentage of class time completed (see "Refund Policy Example" on pg. 8). Students who have completed 60% of the course, or more, are not entitled to a refund.

The enrollment agreement must be canceled in writing. You must complete the Cancellation/Withdrawal form, provided when your enrollment agreement is signed, and mail it or hand it in to the school director. The refund will be calculated based on the postmark date, or the date the form is handed in. Your refund will be made within 30 days of this date. Any outstanding materials must be returned within 7 days of this date, or the full cost of new replacement equipment will be subtracted from the remaining balance.

Only tuition is refundable.

If mailed, the Cancellation/Withdrawal form must be mailed to:

Sierra Massage School  
Attn: Steven R. Mathews  
1629 Pollasky, Suite 102  
Clovis, CA 93612

### **Refund Policy Example**

Cost of tuition = \$2950. Divide by 250 hours to get the hourly rate of \$11.80. If you withdraw after having spent 10 hours in class and have already paid the full tuition, your refund would be: \$2950 (tuition) - \$118.00 (10 hours at \$11.80 per hour) = \$2832.00. If you withdraw after 89 hours in class, your refund would be: \$2950 - \$1050.20 = \$1899.80. After you spend 150 hours in class, you have reached 60% of the total class hours and are no longer entitled to a refund.

## **Tutoring**

Tutoring services are available at a fee of \$35 per hour (individual or group) if academic progress is not satisfactory.

## **Admission Requirements**

Each applicant must be at least 18 years of age, have a high school diploma or GED, or show proficiency at reading and writing by writing a 300-word essay. Applicants without a high school diploma or GED may still be accepted at the discretion of the director if their essay displays a proficiency at reading and writing that will allow them to succeed in the workplace. Previous course work may be accepted for credit toward completion of this program at the discretion of the director. Each applicant must be in good health. You must tour the school and be interviewed by the director prior to admission. In addition, it is required that each applicant provides documentation of having received a full-body massage prior to acceptance.

## **Application checklist:**

- ❑ Copy of high school diploma or transcripts, GED, or proof of current enrollment in college. If you do not have this, you must write a 300-word essay on "Why I want to be a massage therapist."
- ❑ It is preferred that you have no criminal record. If you have a criminal record involving something minor, we will need an explanation of the nature of the charges and documentation to this effect.
- ❑ Provide signed documentation that you have received a 1-hour, full-body massage.  
(If you have not had a 1-hour, full-body massage, get one. You are welcome to schedule one at Sierra Chiropractic with Dr. Steve.)
- ❑ Fill out application (completely and legibly)
- ❑ Call school for an appointment to tour the school, and be interviewed.
- ❑ Pay the \$100 registration fee.
- ❑ Applicants for advanced courses must have documentation of having passed a basic massage course prior to enrollment.

## **Attendance Requirements**

Attendance is mandatory. If the student is absent for more than 16% of total class time (excused or unexcused), he or she will be dropped from the course. If

more than 8% of total class time is missed, it is required that the time be made up with an individual instructor for a fee of \$35 per hour.

- ◆ 16% of a 250 hour course is 40 hours
- ◆ 8% of a 250 hour course is 20 hours

**Tardiness** is disruptive to the entire class and is discouraged. Being more than 15 minutes late for class constitutes being officially tardy. 3 tardies = 1 hour of absence from the course.

**Absences** will be considered excused if the student notifies an instructor or the school prior to the start of class, and has a legitimate excuse (Example: car trouble, medical emergency, death in the family, etc.). Being more than 30 minutes late for class constitutes being officially absent for that hour of instruction.

The student will be placed on **academic probation** after 3 days of unexcused absence. This will remain in effect for 1 week. If, during that week, there is another day of unexcused absence, the student will be dropped from the course.

If the student wishes to take a **leave of absence**, a request must be made in writing. Requests will be considered on an individual basis, and may be granted at the discretion of the director.

## Student Conduct

Students may be dismissed for any of the following reasons:

- Being under the influence of drugs/alcohol during class time
- Possession of drugs/alcohol on school premises
- Disruptive or disrespectful behavior
- Unsafe behavior
- Excessive absences/tardiness
- Any behavior that does not conform to school policies
- Failure to pay fees on schedule

## Grading

Pass = 75% and above

Fail = below 75%

Students must receive a total combined score of 75% on all written quizzes and exams, and a total combined score of 75% on all lab quizzes and exams in order to pass the course.

There will be approximately 1 written quiz each week. Quizzes will account for 50% of the total written score.

There will be a final written exam which will account for 50% of the total written score.

There will be several lab quizzes throughout the course, which will account for 50% of the total lab score.

There will be 1 lab final exam which will account for 50% of the total lab score.

There will be a total of 20 practical hours in which students will perform massage on members of the public, at the school. These hours will be graded as pass/fail, and must be passed by the student.

If a student's cumulative grade in either their written or lab course work is below 75% for 1 week, the student will receive academic counseling and be offered tutoring (\$35 per hour) to bring their grades up to at least 75%.

If a student's cumulative grade in either their written or lab course work is below 75% for 3 consecutive weeks, the student will be placed on **academic probation**.

The student must receive at least a 75% for the next week's work to be removed from academic probation. If the student fails to meet this objective, the student will be dropped from the course.

Grades may be appealed by taking them to the director within 1 week of receiving the disputed grade. The director will resolve the issue in a timely manner

### **Record Retention**

Students are strongly advised to keep their own records of classes attended.

State law requires this school to maintain student records for only 5 years, and massage laws vary from state to state.

### **Unsatisfactory Progress**

Progress reports for attendance and grading will be issued periodically. If, during the previous week, academic progress has been unsatisfactory (less than 75%), the student will receive academic counseling and be offered tutoring (\$35 per hour) to

bring their grades up to at least 75%. If academic progress is unsatisfactory for 3 consecutive weeks, the student will be placed on academic probation. The student must receive at least a 75% for the next week's work to be removed from academic probation. If the student fails to meet this objective, the student will be dropped from the course.

### **Re-Enrollment after Dismissal**

Students who have been dismissed may only re-enroll at the discretion of the director, and only if the conditions that caused the dismissal have clearly been rectified.

### **English-As-A-Second-Language**

This institution does not provide English-as-a-second-language instruction.

### **Job Placement Assistance**

Students will be provided with information on how to find jobs on their own, but this institution does not promise any formal job placement assistance. We will happily give recommendations to any students who have demonstrated proficiency.

### **Student Complaints**

All complaints should be made to the director (Steven R. Mathews, D.C.) if possible. Complaints will be investigated in a timely manner.

### **Malpractice Insurance**

All students are required to carry malpractice insurance. The approximate cost is \$99/year for students. Contact the school for specific information.

### **Acceptance of Prior Education/Experience**

In some circumstances, the school will grant credit for prior education. This will always be at the discretion of the director.

If allowed to challenge quizzes and tests, the policy will be as follows:

The written final must be passed.

The lab final must be passed.

No more than 2 chances will be given to pass these tests.

The practical final must be passed on the first try.

One hour of class time will be credited for each test taken and passed successfully.

Credit (hours of class time) may be allowed for previous experience based on the following formula:

If the student has had previous massage training, credit will be granted equal to  $\frac{1}{2}$  the time of their previous, relevant course(s).

10 hours of credit will be granted for each year since graduating from an accredited basic massage course.

10 hours of credit will be granted for each full year of documented work experience.

No more than 75% of the total class hour requirement may be granted as credit for prior education/experience.

The full tuition will be charged, regardless of the actual number of hours spent in class.