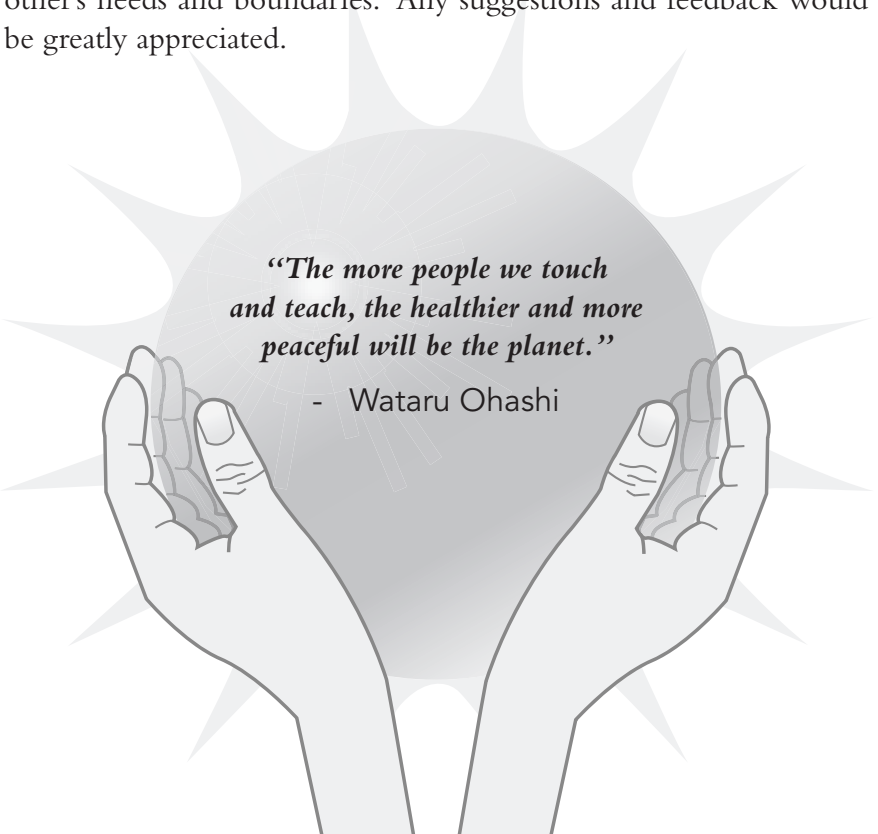


# Healing Hands School of Holistic Health

WELCOMES YOU !

Although we are strangers to each other now, we can grow to support each other through touch, learning, and mutual consideration in the safe and professional environment provided here.

The following procedures should help us become aware of each other's needs and boundaries. Any suggestions and feedback would be greatly appreciated.

An illustration of two hands, one on the left and one on the right, holding a large, dark grey globe. The globe is set against a background of a sunburst with multiple sharp, light grey rays. The hands are drawn in a simple, clean style with grey outlines and some shading on the palms and fingers.

***“The more people we touch  
and teach, the healthier and more  
peaceful will be the planet.”***

- Wataru Ohashi

## Table of Contents

Basic Rules . . . . .	3
Clinical Protocol. . . . .	3
Student Responsibilities . . . . .	4
What you can expect from Healing Hands . . . . .	6
Use of the facilities. . . . .	7
School Policies. . . . .	7
Attendance, Tardiness, Absences, Makeup Policy, Rules and Regulations, Grievance/Student Complaint Procedure. . . . .	7
Obstacles to Academic Success . . . . .	8
Improving your Study Skills . . . . .	9
Preparing for Exams . . . . .	9
Exam Anxiety . . . . .	10
Several Traps of Studying. . . . .	11,12
Time Management & Making a Schedule. . . . .	13
Come to Class Ready . . . . .	14
How to Receive a Massage. . . . .	15
Student Acknowledgment of Receipt of Information . . . . .	18

## Basic Rules

1. Please, no smoking in the building. Smoking is only permitted outside the school. Also, please put the extinguished cigarette butts in the appropriate receptacle.
2. Since you may be parking for 8 hours at a time, be considerate of other businesses by parking in the far parking spaces.

**Please refer to the School Catalog for a complete description of the School Rules and Regulations.**

## Massage Clinic Protocol

The Massage Clinic is a separate working business, and students must conduct themselves in a professional manner.

- Students will not socialize in the Clinic.
- Students are not to be in the Clinic unless scheduled.
- If it is necessary for a student to enter the Clinic, noise must be kept to a minimum.
- Student will not remove or move anything in the Clinic, with the exception, that you are allowed to adjust tables to your preference.
- Students may bring in their own items to add to the massage rooms (clocks, blankets, music, etc.) during clinic.

## Student Responsibilities

- Understanding and acceptance of the work load.
- Enrolling in this program is a commitment to complete the requirements, including practice hours and study/homework assignments, weekend training, external clinical hours, etc.
- Personal and academic integrity – Students are expected to uphold high standards of personal and academic integrity. Any form of cheating or academic dishonesty is unacceptable. Students are expected to be honest in their communications with others, to maintain confidentiality of personal information, and to respect the personal property of other individuals and of the School.
- Full participation in the learning process – Becoming a massage practitioner involves more than book learning. Students are expected to participate in the while program with the true spirit of wanting to learn. Regular attendance and active participation in class are essential. Learning activities include listening and note-taking, discussion, role-playing, hands-on practice, reading and written assignments, and written and hands-on tests.
- Willingness to explore different points of view – Our curriculum is comprehensive and is designed to help students explore different points if view. Sometimes, this requires extra effort from the student. It is necessary that you come with an open mind and a willingness to listen.
- Willingness to learn a variety of techniques – Different forms of massage and bodywork are presented in most of our programs. It is natural that a student will prefer one technique over another, or possibly even dislike a particular form. Students are expected to learn and practice all forms of bodywork taught in the Massage Therapy Program.

## Student Responsibilities (cont'd)

- High standards of personal hygiene – High standards of personal hygiene are essential in the profession of massage. Students are expected to take extra care to maintain personal hygiene, including hand washing, clean hair and body, short fingernails, clean and appropriate clothing, and avoidance of odors such as cigarette smoke or bad breath. Students are also asked not to wear strong perfumes, or nail polish for sanitary purposes.
- Willingness to accept and respond to helpful feedback – Students frequently receive feedback from instructors, assistants, and classmates, regarding actions while in class, knowledge and skills, personal hygiene, and interpersonal relationships. Sometimes these things are difficult to hear and to accept, and may require change on the part of the student.



## What you can expect from Healing Hands School of Holistic Health

- A high quality, comprehensive education in massage therapy.
- A faculty of qualified, well-educated, credentialed teachers and bodyworkers.
- An administrative staff that is committed to continually improving the quality of the program.
- Value for your investment – both in time and money.
- The knowledge and skills needed to become a successful massage therapist and holistic health practitioner
- Fair and consistent testing and grading.
- Openness to comments, suggestions, and criticisms from students.
- Respect for you as an individual.
- Confidentiality regarding personal information.
- An environment in which to grow personally and professionally.
- Opportunity to learn and practice a variety of massage techniques.
- Opportunity to volunteer in community outreach programs.
- Opportunity to participate in the School's Clinical Public Day Practica to refine interpersonal and bodywork skills with a diverse population.

## Use of Facilities

1. **At the end of each class, clean up your area. Put the pillows and chairs away. Dispose of any trash.**
2. The bulletin boards are for Staff-to Student messages, announcements and information. It is your responsibility to check each day for the latest information.
3. The school library materials are for student use. Books and videos must be used on the school premises, unless written permission is given to the student by a School Representative.

## School Policies

1. Attendance
2. Tardiness
3. Absences
4. Makeup Policy
5. School Rules and Regulations
6. Grievance Policy and Procedure (Student Complaint Procedure)

PLEASE BE SURE TO REVIEW THE SCHOOL CATALOG ON A REGULAR BASIS REGARDING THE ABOVE POLICIES. PLEASE CONTACT THE STAFF IF YOU SHOULD HAVE ANY QUESTIONS

## Obstacles to Academic Success

1. Lack of study schedule.
2. Failure to use short blocks of time effectively.
3. Getting behind in one course, because of demands of another.
4. Distracted or frustrated by cluttered study area.
5. Waiting until the last minute before starting to study or begin project.
6. Disorganized or lack of study materials.
7. Interruptions by TV, Phone, Window, etc.
8. Daydreaming.
9. Can't refocus after taking a break.
10. Unable to say "no" to social invitations that conflict with study schedule.
11. Studying in an environment that is too relaxing. i.e., on bed, lounge, etc.
12. Not accomplishing enough in relation to amount of time spent.
13. Making unrealistic time estimates.
14. Priorities are unclear.....don't know where to start.
15. Too tired to study; have not gotten reasonable rest.

# Improving your Study Skills

## Study Habits

1. Decide what to study, chapters, pages, problems, etc. Set and stick to deadlines.
2. Do difficult tasks first. Head off procrastination by starting with something easy and fun.
3. Have a special study place. An area that has a comfortable chair and table or desk, with study materials close by.
4. Study 50 minutes, take a 10 minute break. Stand up, walk around, have an energy snack.
5. If you get tired or bored, switch the task/activity, subject or environment. Stop studying when you are no longer being productive.
6. Use longer study periods for writing papers, reports, outlining study notes, etc. Use shorter periods for note memorization, review and self-testing.
7. Study with a friend. Quiz each other.

## Exam Anxiety

Some anxiety or tension before an exam is helpful: but exam anxiety is when tension or nervousness around test time is so high that it has a negative effect on your performance.

- Several causes of exam anxiety
  1. Fear of failure or success
  2. Self esteem too dependent on grades
  3. Effects of procrastination
- Possible ways of coping with exam anxiety
  1. Adequate advance preparation
  2. Practice in the exam setting
  3. Answer items you know first
  4. Practice a relaxation technique at home before the exam.  
Take a breath; its only a test.
- What can be done if these coping skills don't work?  
If excessive anxiety persists, seek assistance and referral to counseling.

## Several Traps of Studying

### 1. “I don’t know where to begin”

Take control. Make a list of all the things you have to do. Break your workload down into manageable chunks. Prioritize. Begin studying early, with an hour or two each day, and slowly build as the exam approaches.

### 2. “I’ve got so much to study.....and so little time”

Preview. Survey your syllabus, reading material, and notes. Identify the most important topics emphasized, and areas still not understood.

### 3. “I read it. I understand it. But, I just can’t get it to sink in”

Elaborate. We remember best the things that are most meaningful to us. Elaborate on new information with your own examples. Integrate what you are studying with what you already know. Some techniques include:

- **Chunking:** An effective way to simplify and make information more meaningful. For example: suppose you wanted to remember to remember three colors: Red, Orange, and Yellow; you would have to memorize three “chunks” of information in order. But if you take the first letter of each color, you can spell the name “ROY”, and reduce the information in one “chunk”.

### 4. “I guess I understand it”

Don’t take any chances.....test yourself. Make up questions about key sections in your notes or reading. Keep in mind what the instructor has stressed.

**PRACTICE! PRACTICE! PRACTICE!** Practice your written work, your massage techniques, and your support work, (T’ai Chi, Yoga, Breathing, Chi Gong, etc.)

## Several Traps of Studying (cont'd)

### 5. “There is too much to remember”

Organize!!!! Information is better recalled when represented in an organized framework. There are many techniques that can help you organize new information, including:

- Write chapter outlines or summaries; emphasize relationships between sections.
- Group information into categories or hierarchies, where possible.
- Information Mapping. Draw up a matrix to organize and interrelate material.

### 6. “But I like to study in bed”

Context. Recall is better when study context (physical location, as well as mental, emotional, and physical state) is similar to the test context. The greater the similarity between the study setting and the test setting, the greater the likelihood that material will be recalled during the test.

### 7. “Cramming before a test helps keep it fresh in my mind”

Spacing: start studying now. Keep studying as you go along. Recall increases as study time gets spread over time.

### 8. “I’m going to stay up all night until I get this”

Avoid mental exhaustion. Take short breaks often when studying. Before a test, be sure to have a rested mind and body. Eat well, sleep and get enough exercise, before taking a test.....just do it as a part of your life!

## Time Management and Making a Schedule

Managing your time effectively and efficiently can be a challenge. Here are some tips to help you:

1. Block out exam times and any other fixed time commitments, such as work or organizational meetings.
2. Block out time for the basics of daily living, i.e., eating, sleeping, personal maintenance, and travel.
3. Plan and block out study time for each final test or paper. Some tips”
  - Plan at least one hour blocks for study, and schedule large blocks of time for accomplishing major projects.
  - Know your high energy and “down” times during the day and use them wisely.



## Come to class ready!

Success in any endeavor is almost guaranteed if you are prepared. During your training here, we ask you to think of coming to class as if you are going to give a professional massage. Therefore, prepare yourself physically, mentally and emotionally.

### Physically

1. Wear clothing you can move freely in. If you have come to class directly from work, bring comfortable clothes.
2. Cut your fingernails before every class.
3. Personal hygiene is expected in the classroom. Be prepared to receive massage.
4. Practice body mechanic training (Tai Chi) everyday.

### Mentally

1. Do your homework. We count it here.
2. Study Anatomy and new terminology whenever you can. It's all about repetition. Practice the thought that every human being has a valid perspective.

### Emotionally

1. Practice Tai Chi or prayerful meditation techniques everyday to relax your mind and thinking process. Clients tend to gravitate toward massage therapists who have a relaxing demeanor.

### Come to Class Equipped

1. Massage Technician students are required to bring personal linens to each class. Massage Therapy and Holistic Health Practitioner are required to bring personal linens, and a professional massage table to each class.
2. Bring all class handouts to each class.
3. Bring all required materials to each class.
4. Bring all textbooks to each class.

Practice Massage Whenever You Can!

## How to Receive a Massage

Because massage is not a common part of our contemporary cultural experience, many people feel uneasy about receiving their first massage. Here are a few guidelines to help you feel at ease and to gain the greatest benefit from your massage therapy session.

Tell the therapist about areas of your body which are injured, tense or sore. Also mention any medical conditions, such as high blood pressure, a heart problem, chronic headaches, varicose veins or recent surgery.

Close your eyes and allow yourself to relax as completely as possible. Focus your attention on your breathing, which should be slow, deep and even.

When the therapist's hands locate areas of pain or tension in the body, consciously try to relax those areas. As you inhale deeply, visualize the breath flowing to the tense area and relaxing it. As you fully exhale, visualize the tension leaving the body with the breath.

Conversation can be distracting to you and the therapist. Good massage requires concentration on the part of the therapist. Please confine your conversation to feedback about the massage.

Allow the therapist to move your limbs into various positions. Be limp, like a rag doll, and do not try to help move your arms, legs or head. The therapist is a trained professional who will not do anything to hurt you. However, feel free to speak up if anything the therapist does is too painful or ticklish, or uncomfortable in any way.

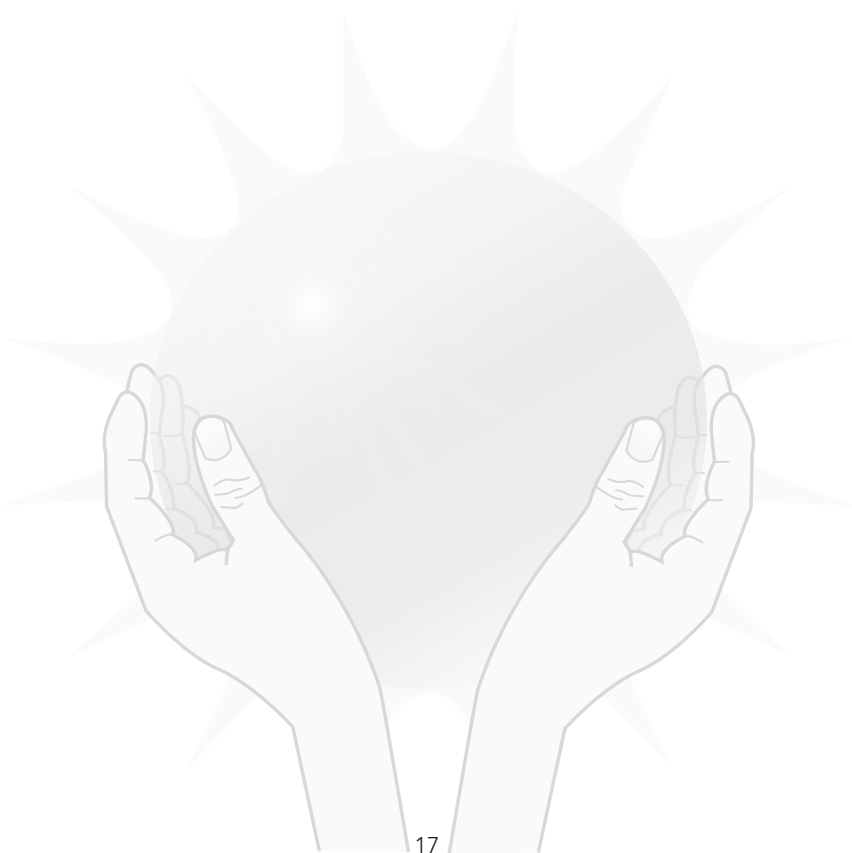
The best way to receive a massage is with the body completely unclothed. The therapist is sensitive to the need for privacy and will keep your body covered with a sheet or blanket, except for the area being massaged. If this arrangement is not comfortable for you, you may wear underwear or a swimsuit.

Contrary to a common notion in our society about massage, it is an ancient healing art and not a sexual service. The body might become aroused as you experience the pleasure of total relaxation. However, sexual behavior during the massage is inappropriate and will result in termination of the session.

Very often, as the body releases tension during a massage, the mind will release emotion. If you suddenly feel sad, angry or joyful, do not be alarmed. Allow yourself to express these feelings by crying or laughing. At the very least, feel free to sigh with relaxation or hum with pleasure.

Many people fall asleep during a massage, an indication that the body and mind are releasing stress and tension. The therapist will gently wake you when it is time to turn over or end the massage.

We hope that your massage is both enjoyable and beneficial, and that this experience will be the beginning of a lifelong practice to help you achieve the best possible health and relaxation.



## Student Acknowledgement of Receipt of Information

I \_\_\_\_\_ have attended Orientation, at Healing Hands School of Holistic Health.

I acknowledge that I have been provided with my own copy of the Orientation Manuel, for my future use.

I understand that it is my responsibility to keep my Orientation Manual and School Catalog, as I may be required to refer to them throughout my training.

Student Signature

Date

\_\_\_\_\_  
Student Name (Please print)

\_\_\_\_\_