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Mission Statement

Through a challenging and progressive curriculum, we will advance the art, science and compassion of Massage Therapy. In a supportive atmosphere of partnership we will lead by example and encourage all students, graduates, faculty and administration to realize their potential.

Educational Objectives

- To be recognized globally as an innovative leader in education and professional standards.
- To offer a creative course flow that progressively develops student skills while recognizing and encouraging uniqueness.
- To foster an atmosphere within the college conducive to both academic excellence and personal growth.
- To provide for our community, affordable, quality Massage Therapy through our student clinic and outreach programs.
- To provide continuing education opportunities for our faculty, administration and graduates.
- To above all else, encourage respect, humour, and passion and all that we do.

ECMT –Evolve College of Massage Therapy.

Welcome to the college. ECMT was founded in the fall of 1994, as The Massage Therapy College of Manitoba and we commenced teaching a two-year diploma program in January 1995. Our reputation and our commitment to the development of competent, professional and compassionate massage therapists have seen our student body grow each year. ECMT students are a diverse group who come to us from all across Canada, the USA and Europe. We pride ourselves in offering you a comfortable and supportive atmosphere conducive to learning and the pursuit of excellence. As you will see, we offer you a comprehensive curriculum, which integrates the applied art and science of massage therapy.

OUR PROGRAM

Year One

Please note: Students at ECMT may not charge a fee for massage services. Upon completion of first year training, a student is qualified to administer relaxation massage on healthy individuals only. All recipients of relaxation massage must be advised of your student status. It is unethical to represent, either positively or by omission, that you possess a remedial massage therapist diploma or similar standing. In order to safely, effectively and ethically perform injury assessment and advanced therapy techniques, students must complete the full diploma program.

Admission to Year two is not automatic even upon successful completion of Year one. Admission into Year two will be considered by the Director and the admission team prior to acceptance. In addition to academic considerations, the Director may consider the student's conduct, professionalism, and relationship with other students and faculty.

YEAR TWO - Diploma Level - Advanced Remedial Massage Therapy Diploma

On completion of our full program, students will receive the ECMT - Remedial Massage Therapist Diploma. To receive our diploma and be on stage for graduation, a student must have completed and received a passing grade in all required courses including clinic, outreach and 2 special events. A minimum 200 hours of on site, documented, hands on practice must also be obtained in order to receive this diploma. All outstanding tuition and unpaid accounts must be paid in full **prior** to final exams as outlined in our student enrolment contract. In addition, the Senior Business Practicum requirement must be completed.

The full time program is completed in a period of two years (80 weeks). Students will attend classes Monday - Friday 9:00 a.m. 4:00 p.m. with some evening classes or clinic rotations.

Instructor / Student Ratio

Theory	1-26		
Practical	1-6 (supervision)	1-8 (clinic)	1-8 (outreach)

PREREQUISITES

As mentioned in our info package and on our website, specific science classes are recommended but not required prior to attending ECMT, once class work begins, however, our curriculum follows a prerequisite flow that best facilitates your learning. The following is our list of 2nd, 3rd, and 4th semester courses that require prerequisites:

Year I	<u>Course</u>	<u>Prerequisite</u>
	Sports Injury	Anatomy I
	Pathology	Public Health, Physiology
	Sophomore Foundations of Massage	Freshman Foundations of Massage
	Anatomy II	Anatomy I

Specific first year courses must be completed before beginning 2nd year courses

Year II	<u>Course</u>	<u>Prerequisite</u>
	Outreach	Prep for Outreach
	Advanced Treatments	Assessment, Applied Kinesiology, Joint Mobility, Sports Massage & Muscle Energy Techniques, Myofascial
	Remedial Exercise	Muscle Energy Techniques
	Structural Therapy	All junior semester courses and enrollment in Advanced Treatments

POLICY RE: CHALLENGE EXAMS

If a student has taken a similar course that is part of the ECMT curriculum at another recognized institution, he/she may be eligible to take a challenge examination, which is subject to a \$50.00 fee. If the examination is passed successfully, the student will be reimbursed the course fee and given a credit for that course. Please note: once a student has attended more than two classes at ECMT in any course, he/she cannot then challenge that course.

GRADUATION REQUIREMENTS

Prior to receiving a Certificate and or Diploma from ECMT, students must have:

- a) received a passing grade in all required courses;
- b) completed all required clinic / outreach and practice hours;
- c) fulfilled all financial obligations to the College;
- d) participated in two special events and
- e) completed the Business Practicum requirement.

Prior to receiving their diploma or shortly after, students are encouraged to participate in an exit interview either in person or in written form. Information gathered through this process is used to improve our program for future students.

Please note: Once you have attained your ECMT diploma you may join an association which offers you affordable insurance, continuing education options and professional support. While your training at ECMT is recognized both nationally and internationally, standards for practice do vary from province to province and state to state. If you are interested in starting your career elsewhere, contact our director for the latest requirements across North America.

Graduation

As students enter their second year of studies a grad committee is often formed to work in conjunction with the administration. The date and location of grad along with the presentation of awards is pre-determined by the administration. Many other details including: additional awards, fundraising activities or dinner plans may be organized by the elected grad committee

*** Please note: As a Private Vocational School, ECMT is not allowed to guarantee employment for our graduates. We do, however, post job opportunities on our bulletin board and website regularly, provide a job fair through our business class and ask each graduate to submit a business card so that we can refer prospective clients in their area.**

FEE INFORMATION

Payment of Tuition Policy

Upon acceptance to ECMT, students are required to send a \$400.00 tuition deposit to reserve his/her place for the next class admission. On registration day the student must submit a tuition payment along with three post-dated cheques to cover the balance for the year. The amounts of each post-dated cheque and specific dates can be found on the enrolment contract. If a student is attending part time, registration payments and subsequent post dated cheques will reflect the course tuitions in that semester.

In year two of study, ECMT will require a \$200.00 tuition deposit due one month prior to the completion of year one. A tuition payment will then be due on registration day, as well as post-dated cheques to cover the balance for the year. The amounts and specific dates can be found in the enrolment contract (please see pages 27-30). ***If a student is receiving financial assistance in the form of a loan, we will adhere to that payment schedule.***

If a student defaults on payment, the registrar shall arrange a meeting with said student to discuss payment options and time frames. If the student defaults a second time, said student shall meet with the director to discuss a final resolution. The student will not be able to participate in written, practical and/or oral examinations as administered by the college until payment is received in full. If not resolved, ECMT will pursue a course of action deemed necessary to collect the delinquent monies.

Supplies Provided

Included in the fees are: books, note packages, two practice t-shirts, one polo shirt, one set of sheets, liability insurance fees and one bottle of massage lotion. Two practice t-shirts, and one set of sheets will be issued during registration, the polo shirt is to be issued prior to your first clinic rotation. If there is not a text book for a course, class notes (if applicable) will be included.

NSF Fee Policy

There will be a \$20.00 charge for all NSF cheques returned to us.

Tax Receipts

An income tax receipt for tuition paid will be issued to the student by the end of February of each year. Please retain this receipt, as no duplicates or copies will be issued.

ENVIRONMENT

Classrooms

ECMT has three classrooms, two on the fifth floor and one on the 2nd floor all located at 691 Wolseley Avenue. There are washrooms on all floors and we have a fully equipped student lounge, locker facility and access to a research library. Our spacious classrooms include: anatomy cabinets, skeletons, reference charts, aromatic plants and floor to ceiling windows which provide plenty of natural light. Our private clinic rooms are also tastefully decorated with plants, warm earth tones and stereo sound systems. A schedule of classes and their locations will be provided to each student at orientation.

Student Library

We have expanded our College to include a library on the 5th floor where reference books, magazines, articles and videos are available to our students. In addition, students have access to the Misericordia Health Centre-Sister St. Odilon Library located on the first floor of the MERC building. Library hours are **MONDAY TO FRIDAY, 8:30 A.M. - 4:30 P.M.**

Lockers

The college has a locker space on the sixth floor available to students for books and supplies. The cost of your locker will be \$20.00 (lock not included) and will be added to your account. Lockers will be assigned during your orientation week but locks must be provided by the student. The college is not responsible for lost or stolen articles so we do encourage you to leave valuables at home and secure your locker when not attended.

Student Lounge

Our student lounge is equipped with three microwaves, a fridge, coffee maker, blender and toaster. In addition, we have a drink and snack food machine for your convenience. This is **your** lounge so we ask that you clean your dishes, put them away and refrain from taking utensils home.

Music in Therapy Rooms

Students are welcome to bring in personal CD's which are conducive to creating a therapeutic atmosphere, however, the college cannot assume any responsibility for lost, stolen or damaged goods. Remember, the stereos are for the use and benefit of all students so please operate with care (avoid touching with oily hands) and ensure music levels are appropriate.

Cleanliness of our College

The lounge, classrooms and clinic rooms must be kept clean at all times. ECMT is your college and we appreciate your cooperation in keeping the facilities tidy. When using the student lounge, please ensure that you have picked up all garbage. Our college is a health care environment so it is crucial that sanitation & cleanliness be maintained. *Please refrain from eating during lectures or practical work, this is not only disruptive but also disrespectful to your instructors and fellow students who are trying to hear. We realize due to the size of our student lounge, that eating in class rooms during lunch is sometimes necessary. If this is the case please ensure all crumbs, spills and garbage are removed before you leave.*

PROFESSIONALISM

Cell Phone Policy:

The use of cell phones during class time is not allowed. If you absolutely must see or send a text during instruction, please inform your instructor of the reason why. The use of your phone during practical instruction and this includes while you are on the table, is again, unacceptable.

Cell phone usage during breaks is absolutely acceptable.

Exam Protocol

Students should arrive 5 minutes prior to all quizzes and exams. Arriving late is disruptive to classmates and often results in insufficient time for completion. Please try to keep noise to a minimum prior to and during the exam and respect each individual's right to prepare as they see fit.

Dividers should be used between each student for all exams and all **cell phones, as in class, should be turned off and away from your desk.** Only one student may use the washroom at a time and these visits should be as brief as possible. Questions with regards to your exam may be addressed through raising your hand or quietly approaching your instructor. For questions or concerns regarding cheating or plagiarism, please see our policy re: discipline and professional conduct.

Please verify with your instructor regarding exam time durations.

Uniforms/Attire

It is important for students to maintain a professional appearance at all times, i.e. hair neat and tied back if necessary, nails short and clean. The student uniform for **clinic** and **outreach** consists of our college polo shirt, dark or beige pants and appropriate closed-toe footwear. For **supervision**, a college t-shirt is required. Some of our practical courses in second year such as Assessment and Joint Mobility require you to wear either shorts and a sports bra, or a swimsuit. During inter-student practice and lecture classes, students need not wear the school uniform, but clean, professional attire is expected. If you have concerns with regards to this policy, please arrange to meet with the Director.

Linens

Students are required to launder their own linens and supply their own towels. Clean linens are to be used for inter-student practice, clinic and outreach. Extra sets of linens specific to Massage Therapy may be purchased through the office. We suggest that you mark your initials on the labels of your towels, linens and uniforms with an indelible pen to avoid confusion with other classmates.

GENERAL INFORMATION

Parking / Bus Passes

There are many locations around the College where a student may park his/her vehicle. Parking on the street is usually free all day west of Walnut Street on or nearby Wolseley Avenue (however, signs may change). There is also two-hour parking available on Sherbrook and Maryland in the immediate vicinity of the college but **remember there are tow-away zones after 3:30 p.m. on Maryland. For all day parking or monthly pass options at the Health Centre parkade, please call security at 788-8301 for more details.** For those students who travel by bus, monthly passes may be purchased from the office at a reduced rate.

Student Council

Each new semester students may elect two (2) representatives from their class for ECMT student council. This election is to take place within the first two weeks of classes. We encourage student representation to help us identify areas of concern and to ensure that the College is meeting or exceeding our students' expectations. Student council is also an excellent opportunity to discuss fundraising options for grad or class purchases such as jackets or vests.

Smoking Policy

There is absolutely NO SMOKING allowed in the college or on hospital premises. Please respect designated non-smoking areas, especially right in front of our building. We thank you in advance for your cooperation.

Holidays

The following holidays will be observed by the College:

- | | |
|-------------------------|---------------------|
| a) New Years Day | f) Labour Day |
| b) Louis Riel Day | g) Thanksgiving Day |
| c) Good Friday | h) Remembrance Day |
| d) Victoria Day | i) Christmas Day |
| e) August Civic Holiday | j) Boxing Day |

In addition, we have a summer break during July and most of August, a January semester break and a weeklong spring break that generally falls the last week of March (dates to be confirmed).

Workshops/Seminars

Each year the college hosts a variety of continuing education workshops and seminars. In the past these have included seminars from the Upledger Institute, St. John Neuromuscular Therapy and our own advanced instructors to name a few. The fees for these workshops are independent of the college and will be posted for your information on our website and our student information board.

Student Aid

The designation policy of Manitoba Student Aid is designed to strengthen consumer protection, encourage student choice and reduce default rates on student loans. Manitoba Student Aid is committed to providing personnel for consultation and support to post-secondary institutions in the development and evaluation of administrative processes that promote student success.

At ECMT, administration will provide financial counselling and support to all students throughout their training if necessary. Exit interviews will also be conducted with graduating students to offer support and remind them of their responsibilities to the Canada and Manitoba Student Loan Programs. Information such as the **Canada Student Loans Information Guide** and the **Apply Yourself** booklet of MSA will be made available to any student who feels they may need guidance in this area.

Misericordia Health Centre Privileges

We are required to wear an ID card for security reasons when we are in the Misericordia Health Centre building. Your student ID also provides you access to the Misericordia library, computer rooms and swimming pool. ECMT will make arrangements for you to obtain your ID card the day of your registration.

Note: The Misericordia swimming pool is open for use on scheduled days. There must be at least three adults in the pool at all times. Students are required to sign up at the security office and they will accommodate you. A schedule for pool use is posted on Misericordia's bulletin board, beside the cafeteria.

Weather Warnings

In situations where inclement weather restricts the safe travel to and from the school, classes may be cancelled. Ideally when these conditions occur, we will follow the public school closures based on the local news announcements through the radio. If cancellations are necessary, you will be notified through our internal ECMT e-mail system.

Fire Drill Protocol

In the event of a fire alarm (that is specific to the MERC building), it is imperative that students evacuate to the sidewalk. Front entrance stairs must remain clear as to provide easy access for firemen and paramedics.

Scents

ECMT is a scent sensitive environment. Please refrain from using personal scented products.

POLICY RE: ADMISSIONS

1. Information packages are sent to all prospective applicants who do not have access to the internet.
2. Prospective applicant is asked (if in the city) to attend a tour/information session at the college. These are held each week.

Once the application is received:

1. Once application and required documents are received, the office administration will organize a student file and arrange for an interview.
2. Interviews will be conducted by the Director and will include a set protocol of questions.
3. Interviews can be conducted at any time but will generally occur during the months of October and November for our January intake, and during the months of May and June for our August intake.
4. At the end of each applicant's interview, they will be informed of approximate notification time.
5. All applicants will receive written notification of either acceptance or rejection. If accepted, applicants will also receive information related to registration and fee schedules. If rejected, applicants will be given a brief explanation and if applicable, steps that can be taken to improve chances for future acceptance.
6. Prior to registration, accepted students will be notified in regards to textbook pick up, exact registration time and any other information deemed necessary.
7. On registration day students will receive supplies, additional books, class schedules, a Policy & Procedure Manual with enrolment contract and instructions for student card photos.
8. Admission to Year two is not automatic even upon successful completion of Year one. Admission into Year two will be considered by the Director and the admission team prior to acceptance. In addition to academic considerations, the Director may consider the student's conduct, attendance, professionalism, and relationship with other students and faculty.

NOTE: ECMT evaluates all applicants equally, regardless of race, creed, religion, ancestry, place or origin, color, ethnic origin, citizenship, gender, sexual orientation, age, marital status, or handicap.

No guarantees of employment are to be given to prospective students.

Policy of Reporting and Managing Infectious and Other Health Related Conditions

Evolve College of Massage Therapists believes in the importance of preventing and managing the transmission of infectious diseases and other conditions that can be transmitted within the College from person to person or from the environment (e.g. scabies, head lice, bed bugs).

Students and faculty must inform the school if they know or suspect that they have a contagious condition. The information you share will be treated confidentially. You should remain home until you are no longer contagious. This period of time will depend on the specific condition. A family physician, public health provider or Health Links can provide specific information on the time periods.

The following situations typically warrant staying home:

- An oral temperature which is over 38.5°C (101°F);
- You know or suspect you have a contagious disease;
- If you have head lice - cannot attend until the hair has been treated with a medicated shampoo and combed with a lice comb;
- If you have scabies – remain at home for at least 24 hours after using the medicated lotion;
- If you have bed bugs in your home – must ensure anything brought to the College is free of bedbugs.

Note: Rashes - Mild rashes, which are not accompanied by a fever, are not reasons to be excluded.

What happens once you notify the College?

After notifying the College that you have or suspect you have a contagious illness or other condition that may have been transmitted to the College (e.g scabies, head lice, bedbugs), the College may need to ask you some questions to help determine if others at the College may have been exposed to the illness and if further steps need to be taken to help prevent or reduce further spread of the illness.

The questions that may be asked include:

- When and how did you find out you have the illness/condition? (This information is needed to determine the potential for exposure to and/or transmission of the microorganism to other students, clients and faculty).
- Were you following the routine preventative practices at all time?

Routine Preventative Practices for Massage Therapy:

These 7 routine practices must be followed at all times.

- Proper handwashing before and after each massage.
- Wear gloves if significant cuts/breaks on hands.
- Use clean linens with each client.
- Clean/disinfect table/equipment between clients.
- Wash linens/clothes with detergent/bleach.
- Reschedule appointment if client or massage therapists are ill.
- Use universal precautions for blood/body fluid spill.

Will the College Notify Students, Clients and Faculty?

Depending on the severity of the illness or condition and what has happened, the College may decide it needs to notify students, clients and faculty that they may have been exposed to an illness or health condition. Should this be necessary, it will be done without sharing your name or any information about you personally. Appropriate information regarding care for the condition can be obtained from the College.

Confidentiality of Health Information

When dealing with health information, everyone has the right to privacy. Personal health information can only be gathered and used in a restricted way should there be the need to discuss and address health issues within the College setting. Under no circumstances would the College disclose a student or faculty member's personal health information to anyone else unless they had the permission of that individual.

POLICY RE: TUITION

Once an applicant has been accepted as a student at ECMT the following tuition procedures will begin.

1. A \$400.00 deposit will be made by June (for August admission) or by December (for January admission) to secure a spot for their chosen start date. A receipt will be given.
2. A cheque for \$ _____ will be paid on registration day. A receipt will be given.
3. Three post-dated cheques of \$ _____ each dated approximately 3 months apart will be submitted on registration day for the remainder owing for the first year.
4. If a student is receiving financial assistance in the form of a Manitoba or Canada student loan, ECMT will adhere to that payment schedule.
5. If a student defaults on payment, the registrar shall arrange a meeting with said student to discuss payment options and time frames. If the student defaults a second time, said student shall meet with the director to discuss a final resolution.
6. A student who has successfully completed all academic and practical courses at ECMT will not be eligible to graduate if any fees owing to ECMT are outstanding.
7. If a student decides to withdraw from the program for whatever reason, an official letter of withdrawal is required. The letter should include a brief explanation and whether the student plans to return in the future. **Refunds, if required, will be based on the last day of attendance.** Students may request a leave of absence for up to 1 full year without the need for re-examination upon their return. If a student is asked to leave the program, refunds, if necessary, will be calculated based on the date of notification.

POLICY RE: TRANSFER OF CREDITS

If a student or applicant wishes to transfer credits from another recognized massage therapy program or university, he/she must contact ECMT in order to arrange a meeting with the Director.

Currently ECMT references its program in terms of courses as opposed to credits. The maximum number of courses that may be transferred from another recognized institution is 12. Recognized institutions must be a university, community college or private vocational school in good standing. These institutions must offer a similar curriculum and number of course hours to ECMT. The qualifications of previous instructors are also expected to meet current ECMT standards, which include appropriate degrees and/or life experience in their respective area of instruction. Finally, a passing grade of 70% must have been achieved in their transfer courses in order for them to be considered.

If students are hoping to transfer courses from institutions whose language of expression is not English, then all transcripts and pertinent information must be translated into English prior to review.

1. Requests for transfers should be in writing.
2. Prospective students should bring transcripts and other pertinent documents for review.
3. The request for transfer will be evaluated based on:
 - Number of transfer courses requested.
 - Quality of instruction at previous institution.
 - Hours of each transfer course requested.
 - Comparison of transfer courses with ECMT curriculum and competencies.
4. Once transfer credits are accepted or declined the student must follow admission procedures and receive all relevant information related to ECMT policies.
5. Class schedules in conjunction with ECMT curriculum flow will be determined and agreed upon including any additional supervision sessions required.
6. A fee schedule with appropriate deposit and post-dated cheques must also be determined prior to beginning classes.

POLICY RE: DISCIPLINE AND PROFESSIONAL CONDUCT

It is expected that students will act in a professional manner at all times. ECMT will not tolerate any disrespect towards clients, instructors, administration or fellow students. Excessive or loud talking during lectures or practical work is disruptive for both your instructors and classmates and a supportive atmosphere of partnership cannot exist if individual students put their needs ahead of those in their class. We encourage this professionalism from the onset of training and throughout the program. In the Ethics Class, students will have an opportunity to discuss boundary issues, draping protocol and other pertinent issues relating to the massage therapy profession and professional conduct.

Integrity is a fundamental quality of any person who seeks to practice as a massage therapist. Trustworthiness is an essential element in the massage therapist-client relationship. If personal integrity is lacking, the benefit to the client and the reputation of the individual within the profession will be destroyed regardless of how competent the person may be. Dishonorable or questionable conduct on the part of a student in respect of academic performance or personal conduct will adversely reflect on the student, the integrity of the school and the profession. If the student's conduct is such that knowledge of it would be likely to impair trust in the school or the profession, the College will be justified in taking disciplinary action. The student must be honest in all of their dealings with the College and any act of fraud or dishonesty is subject to discipline.

All cases of suspected misconduct are treated confidentially. Students coming forward to report suspected misconduct are advised not to discuss the matter with other students. Moreover, the Director also preserves the confidentiality of the process and only discloses the circumstances of the suspected misconduct as necessary for the determination of the issue.

All allegations of misconduct are investigated thoroughly and taken very seriously. The College is committed to investigating these allegations in a manner that preserves the dignity and integrity of all of its students. The student's duty to maintain ethical standards continues throughout the investigation process. It is in breach of the College's ethical standards to intimidate or harass any student who brings forward allegations of suspected misconduct. Any conduct which may be construed as retribution for bringing forward an allegation of misconduct will be subject to disciplinary action.

In cases where the conduct of a student is suspected to bring the reputation of the College or the profession into disrepute, the Director will advise the student that an allegation has been raised. In accordance with the Director's responsibility, the Director will make any necessary inquiries to determine any facts necessary for the disposition of the allegation. The student will be given an opportunity to present his or her case to the Director before any decision is rendered.

When, in the sole discretion of the Director, the allegation is considered to be severe, the Director may convene an Advisory Committee to review the allegation and all other information gathered by the Director or provided by the student before a decision is rendered. The Advisory Committee will be comprised of three persons: the Director, one instructor nominated by the Director, and one instructor nominated by the student. The student will be advised of the material facts that will be considered by the Advisory Committee and will have an opportunity to respond to all of these facts. There will be no hearing before the Advisory Committee, however, the student is entitled to attend before the Advisory Committee and make submissions. After fully considering all of the facts, the Director will notify the student, in writing, of the disposition of the allegation.

POLICY RE: GRIEVANCE FOR STUDENT

Any student who has concerns or complaints regarding faculty/administration, a fellow student, a course, or any part of the program, may express his/her concerns in writing, or in person to the student council and/or the Administration. These concerns will be investigated as soon as possible and a response will be issued to the concerned student. If the student does not feel comfortable addressing the Administration, or if the Administration is perceived as part of the problem, the student may contact PVI, our governing body, in writing.

Private Vocational Institutions
Manitoba Advanced Education and Training
401-1181 Portage Avenue
Winnipeg, MB
R3G 0T3
www.gov.mb.ca./pvs/attending.html

POLICY RE: ATTENDANCE AND TARDINESS

If a student must miss a class, it will be his/her responsibility to notify the instructor or office as soon as possible. If a student misses 15% of their classes per course, or is consistently late or leaves early, he/she will be required to attend a consultation with the Instructor prior to attending any more classes.

If a student misses 20% of classes per course, the student will be required to meet with the Director and withdraw from that course. A refund for that course, if applicable, will be based on the formula expressed in your enrollment contract.

In the event that a student misses 20% or more classes per course on the basis of illness and the student is able to furnish appropriate documentation to support his/her absences, the student may apply to the Director for special dispensation to make up the missed work and continue in the course. It is in the Director's and Instructor's discretion as to whether the student will be permitted to continue.

If a student is on a Manitoba or Canada student loan and misses more than 10% of class hours per course, it is the responsibility of ECMT to notify student loans. According to ECMT's understanding of the Student Loan Program policy, the College is required to withdraw the student from the course and remit any refund to the Student Loan Program. If the student misses more than 10% of the total hours of instruction for the program, enrollment will be cancelled and any tuition refunded to the Student Loan Program. A student may be re-enrolled provided they are able to come up with alternate funding and meet the above attendance requirements.

Exams, clinic, outreach and supervision are of the utmost importance and attendance must be adhered to.

Absence from any examination must be discussed with the Instructor and Director prior to the exam to determine if a supplemental exam may be written. Instructors must prepare and/or proctor a new exam for students who do not take the exam in the allotted time. Accordingly, there will be a fee of \$100.00 to be paid by the student to the school prior to the rescheduling of any exam.

If the absence is for medical reasons, the exam fee may be waived if the student presents a doctor's note verifying the reason for your absence within 48 hours of the original exam date.

POLICY RE: ASSIGNMENT SUBMISSION & LATE ASSIGNMENTS

Students are required to submit their assignments on time in accordance with the instructions given by their instructor. If you are unable to complete your assignment in the time prescribed, you are required to provide advance notice to your instructor of your inability to meet the deadline. This notice may be provided by contacting your instructor directly. No other form of notice will be accepted. Where advance notice that you are unable to meet the deadline is provided, you will be permitted to hand in a late assignment, but your grade will be reduced by 2% per day late. All assignments, late or otherwise, must be handed in either directly to your instructor or to the office during regular business hours. All late assignments must be signed and dated by administration when they are submitted. **Assignments will not be accepted 5 school days past their due date**, unless prior arrangements have been made with your instructor.

Please note: If an agreement is made between an instructor and student(s) that an assignment may be submitted by email, it is the responsibility of the student to ensure that the instructor has received the assignment and that the assignment is submitted in a format approved by the instructor (ex. Word document; PDF, etc).

POLICY RE: GRADES AND RE-WRITES

In each class an overall average of **70%** must be attained in both practical and academic courses in order for a student to graduate or progress to the next term. While each course may have a slightly different breakdown of the percentage value for each assignment or exam, there is no specific letter grade assigned to the final percentage a student may receive at the end of the course. Each faculty member is responsible for submitting a percentage breakdown for each evaluation area of their course. If a student has any questions or concerns in regards to their final marks they may request a review of their marked exams or assignments. All reviews must be done under supervision and must occur within a month of the marks being posted.

Please do not call the school for your marks. Once your instructor is finished marking (7-10 days), he/she will post your marks. If after checking the grades section of the ECMT Tracking system your mark does not appear, just be patient, once your instructor is finished, your grade will be posted. If you do not have internet access, other arrangements will be made for you.

If a student's final grade is within 5% of a passing mark, they may qualify for a supplemental examination, if approved by the Instructor & Director. The decision to allow a supplemental exam will be based on the following factors: student final grade; attendance; in-class participation and professionalism.

In classes that have both a practical and written examination, the Instructor will determine which aspect(s) of the examination should be re-evaluated on a supplemental exam.

Re-writes for final exams are done during the scheduled 'Re-Write Week' and students are required to keep their schedules free for that week if they qualify to write a supplemental exam

Students may only repeat a course once in an effort to move forward or graduate. Should a student fail to pass a course after two attempts, he / she will be required to withdraw and complete said course elsewhere before reinstatement to ECMT could be considered.

POLICY RE: DRAPING PROCEDURES

At ECMT the importance of professional and respectful draping procedures cannot be overemphasized. Whether working with fellow students in class or clients in clinic and outreach, draping procedures need to be consistently followed.

Working in class:

- Students in unison will hold up sheets while their classmates get undressed and on to the table. When everyone is on the table, sheets will be lowered and draped before work can begin.
- As with our clients in clinic and outreach, all students will be required to wear underwear when working with each other in class or practice unless otherwise directed by their instructor.
- Only the areas to be worked on should be exposed. It is important to communicate with your classmate as to his/her comfort level with any of your draping procedures.
- Under no circumstances should female breast tissue be directly worked on or exposed.
- Draping around the pelvis should always be respectful, never excessively exposing the gluteals. In supine position, pubic region exposure is also never allowed.
- When your classmate is required to change positions on the table, the drape should be secured so as not to expose him/her while turning.
- When getting off the table, the sheet should be held up as a shelter from exposure until all your classmates have had time to change.
- In many practical classes, students will be required to wear clothing that allows access to specific body areas. Clothing may include: swimsuits, shorts, tank tops or sports bras. Please speak with your instructor if this is a concern for you.

Working in Clinic/Outreach:

- ECMT draping procedures will be communicated with all clients at their first session.
- After you complete your assessment, make sure you inform your client what clothing and jewelry will need to be removed and where these can be placed. Instruct the client on how to get on the table and in what position you would like them to start.
- Leave the room or space before your client gets changed in order to allow for privacy and knock before you re-enter.
- All draping and turning procedures mentioned previously will also apply when working with clinic/outreach clients.
- When your treatment session is over, re-drape your client, remind her/him to take their jewelry, then leave the room so they can change.

POLICY RE: PRACTICE SESSIONS FOR STUDENTS

1. Fifty hours of on-site hands on practice is required by each full time student in each semester. Students who have not reached this objective will not be able to graduate or progress to the next semester. To ensure success in this area it is recommended that you adequately space out your practice hours between 2 and 3 hours per week. Part time students who are taking the program over three years must also accumulate two hundred (200) hours of practice before they can graduate. Practice hours for part time students should be evenly spaced throughout the three years at approximately sixty-seven (67) hours per year.
2. All practice hours must be done on site, documented through an official sign in sheet and verified by faculty or administration.
3. All first year practice hours should be documented in student practice logs and include information on: length of session, time and date, practice partner, focus of session and potential questions for supervisors or instructors.
4. Only ECMT students, graduates, faculty or administration may be used as practice partners unless authorized by the Director.
5. Only hands-on work related to ECMT courses may be counted as practice hours.
6. Unless authorized by an instructor, all practice sessions should involve only two people.
7. One hour of hands on supervision will be counted as 1 practice hour based on your attendance.
8. The massage therapy a student **receives** over the course of their training is not counted in this total but is considered elsewhere in the program.
9. Each group is allotted time in their schedule to practice. Priority of space is given to the group that is scheduled to practice, when all other options for practice space have been exhausted.

POLICY RE: INSTRUCTOR EVALUATIONS

Should a student have any questions or concerns regarding any part of the curriculum, he/she may make a written inquiry to the Administration and/or Student Council. A course evaluation from each student is appreciated at the completion of each course/semester. This feedback is used to make appropriate changes, if necessary, and ensure that the course content and delivery continues to meet our student's expectations.

Students will complete an evaluation form at the end of each course.

1. Evaluation forms will be available through the ECMT Tracker system.
*Students will be unable to access their final grades until evaluations are completed and submitted.
2. Students will be provided adequate time to complete evaluations.
3. The Administration will review all the evaluations in order to identify areas of concerns in either content or delivery.
4. Once evaluations are reviewed and summarized, the Director will arrange for a one-on-one meeting with the instructor to assess the data and discuss any changes that may be necessary.

Exit interview:

1. Exit interviews will be offered to every graduating student within the last month of completing his/her training at ECMT.
2. Data gathered from exit interviews will be used along with other evaluation tools to adjust curriculum, faculty, environment or policy and procedures if necessary.

POLICY RE: AUDIO & VIDEO RECORDINGS OF LECTURES

A lecture is considered the intellectual property of the instructor and copyright guidelines apply to the recording of lectures. Whether instructors wish to have their lectures recorded or not is entirely at the discretion of the individual instructor. Students should ask permission of instructors and classmates prior to recording, if allowed.

It is ECMT's policy that recorded lectures or labs may not be posted to a publicly-accessible website.

The modesty and privacy of any student featured in body or voice on the recording must be respected at all times.

POLICY RE: COUSELLING STUDENTS

Career counseling:

1. Students receive counseling re: marketing and promotion strategies, résumé and interview strategies and all aspects of successful business principals in our Fundamentals of Business course. This course also reviews the role of associations in their professional development.
2. A senior student who is ready to graduate will be asked to attend an exit interview with the Director. At that time, if a student is in need of assistance, ECMT will have job postings available for the graduate to review.

Personal counseling:

1. Tutoring services are available for those students requiring additional help. This service is usually provided by our senior students or supervisors and upon request a list of names can be made available. The fee for this service is independent of the College.
2. ECMT can recommend professional counselors not associated with the College for support of a personal nature. Male or female counselors are available and their fees are independent of the College. Information on how to contact these individuals may be obtained from the Administration.

Student confidentiality and access to their records:

1. All information regarding students is securely maintained at ECMT. As confidentiality is paramount, ECMT will not speak with any party outside our program on any matters that concern the student or student file information without written or verbal consent from that student.
2. Each student will use a student number when writing examinations. Exam and assignment results will be posted for each course under the grades section of the Tracker system.
3. At the beginning of each school session, students in a class are given a phone list of the students in their class. If a student does not wish his / her phone number to be given out in this way, the request will be honored and respected.
4. A student has a right to access his / her file. Requests to access a file must be done in writing. A form for this purpose is in the administrator's office. Once the student has received the information needed, the file will be returned to the locked file drawer.

EQUITY: DISCRIMINATION AND HARASSMENT

Our Commitment:

At ECMT, we are committed to providing a safe and respectful work environment for all staff, students and clients. No one, whether faculty, administration, student or members of the public, has to put up with harassment at ECMT for any reason, at any time. No one has the right to harass anyone else, at work or in any situation related to employment. This policy is one step toward ensuring that our workplace is free of any form of discrimination or harassment and is a comfortable place for all of us.

Harassment is Against the Law

The *Canadian Human Rights Act* and the *Canada Labour Code* protect us from harassment. The *Criminal Code* protects us from physical and sexual assault. You have a right to live and work without being harassed, and if you are harassed, you can do something about it.

Students' Responsibilities:

All students have the responsibility to treat each other with respect, and to speak up if they or someone else is being harassed. All students have a responsibility to report harassment to the appropriate person. All students are responsible for respecting the confidentiality of anyone involved in a harassment complaint.

Faculty/Administration's Responsibilities

Each faculty member or administrative employee is responsible for fostering a safe working environment, free of harassment. The Director must set an example for appropriate workplace behavior, and must deal with situations of harassment immediately upon becoming aware of them, whether or not there has been a complaint.

Courts may impose penalties on the employer and the Director, even if neither of them was actually involved in or aware of the harassment, but should have known about it. Any employee that does nothing to prevent harassment or to mitigate its effects may find her or himself facing financial and legal consequences.

ECMT's Responsibilities:

As an employer, ECMT also has a responsibility to be aware of what is happening in the workplace. As Director, I promise to treat all incidents of harassment seriously. I undertake to act on all complaints and to ensure that they are resolved quickly, confidentially, and fairly. I will discipline anyone who has harassed a person or group of people or who retaliates in any way against anyone who has complained of harassment, or been found guilty of harassment. I will discipline those who do not act properly to end harassment. At ECMT, we will not put up with harassment of any kind.

Sincerely,

Nikki Spence
Director

Information for Victims:

What Is Harassment?

Harassment is any behavior that demeans, humiliates, or embarrasses a person, and that a reasonable person would have known would be unwelcome. It includes actions, comments, or displays. It may be a single incident or continue over time.

Some examples of harassment include:

- unwelcome remarks, slurs, jokes, taunts, or suggestions about a person's body, clothing, race, national or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability, sexual orientation, pardoned conviction, or other personal characteristics;
- unwelcome sexual remarks, invitations, or requests (including persistent, unwanted contact after the end of a sexual relationship);
- displays of sexually explicit, sexist, racist, or other offensive or derogatory material;
- written or verbal abuse or threats;
- practical jokes that embarrass or insult someone;
- leering (suggestive staring) or other offensive gestures;
- unwelcome physical contact, such as patting, touching, pinching, hitting;
- patronizing or condescending behavior;
- humiliating an employee or student in front of co-workers or classmates;
- abuse of authority that undermines someone's performance or threatens her or his career;
- vandalism of personal property;
- physical or sexual assault.

The *Canadian Human Rights Act* protects employees, students and clients from harassment that is related to their race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation.

Disrespectful behavior, known as "personal" harassment, is also covered in this policy. While it also involves unwelcome behavior that demeans or embarrasses an employee or student, the behavior is not based on one of the protected grounds named above.

Harassment can take place between co-workers, between the director and employees or students, between people of the opposite sex or of the same sex, between an employee or student and a client, or between an employee and a student.

What Isn't Harassment?

Consensual banter or romantic relationships, where the people involved agree with what's happening, are not harassment. Appropriate performance reviews, counseling, or discipline by a supervisor, faculty member or director are not harassment.

Where Harassment Happens

Work related harassment can take place in the workplace itself, or outside of the workplace in a situation that is in some way connected to work. For example, employees (and clients) must be protected from harassment during delivery trips, off-site meetings, business trips, and any other event or place related to employment or when the employee is present in the course of employment.

Complaint Procedures:

Speak up

If you believe that you are being harassed, speak up right away. If possible, tell the person that you are not comfortable with their behavior, and want it to stop. Usually, that will be all you need to do. You can speak to them directly, or write them a letter (date and keep a copy). In addition, tell someone you trust what is going on.

Keep notes

Record all unwelcome or harassing behavior. Write down what has happened, when, where, how often, who else was present, and how you felt about it. Write down every instance of harassment.

Report it

If the harassing behavior occurs again, or if you are unable to deal directly with the person harassing you, report it to the person designated to receive complaints. At ECMT the designated anti-harassment person is **Nikki Spence**. If that person is involved in the complaint, please see the Owner, **Garth Beddome** personally.

If for some reason you are unable to report harassment to someone at ECMT, you may go to the Private Vocational Schools or you may go directly to the Canadian Human Rights Commission. In cases where sexual or physical assault is accused, you should go directly to the police.

Once a person reports harassment, the designated anti-harassment person will ask questions such as what happened, when, where, how often and who else was present. Notes of this conversation will be documented and kept confidential unless required by law.

Informal procedures:

You may want to proceed informally at first. This means you can ask the designated person to help you communicate with the other person, or to speak to them on your behalf, without going through actual mediation or a formal complaint. The informal approach may not always be possible or successful, but when it is, you may be able to resolve the situation quickly.

Mediation

It may be appropriate to attempt to resolve the complaint through mediation before going to a formal investigation. If a qualified person from outside the organization is available to act as mediator, and the complainant and alleged harasser agree, that person will attempt to help the parties settle the complaint. If no one is available, the designated person may help settle the complaint if the parties agree. The mediator should not be

involved in investigating the complaint, and should not be asked to represent ECMT at any stage of any proceedings related to the complaint.

However, either party has the right to refuse mediation. You are the only ones who can decide if mediation is appropriate for you. Do not agree to it if you feel pressured into it, or feel that you are at a disadvantage or are vulnerable because of your age, sex, race, colour, religion, sexual orientation economic position, or for any other reason. If someone suggests mediation but you are uncomfortable with it, you can say so, and it will not be part of the complaint process. If mediation does become part of the process, each person has the right to be accompanied and assisted during mediation sessions by someone they choose.

The Investigation

If you want to go ahead with a formal complaint it will be investigated, either by an advisory committee from within the organization or a consultant. This person or group of people will investigate the complaint thoroughly. They will interview the complainant, the alleged harasser, and any witnesses. All employees and students have a responsibility to cooperate in the investigation.

Both you and the alleged harasser have the right to be accompanied by someone with whom you feel comfortable during any interviews or meetings.

An investigation will involve:

- getting all pertinent information from the complainant;
- informing the alleged harasser of the details of the complaint, and getting her or his response;
- interviewing any witnesses;
- deciding whether, on a balance of probabilities, the harassment did take place; and
- recommending appropriate remedies, penalties, or other action

Substantiated Complaints

If the committee or consultant decides the complaint is valid, they will report in writing to the Director, ideally within a week of completing the investigation. The investigator will recommend appropriate remedies and disciplinary action, and any other necessary action. The Director will decide what action to take, and will inform both parties of the decision, in writing, ideally within a week of the report being submitted.

Remedies For the Victim

Remedies for a person who has been harassed will include any of the following, depending on the nature and severity of the harassment:

- an oral or written apology from the harasser and ECMT
- a compensation for any suspension or probation that may have occurred
- specific reasonable restitution as deemed necessary

Corrective Action for Harassers

Disciplinary consequences will vary in accordance with the seriousness of the case which may include:

- official reprimand
- written apology
- suspension
- failed grade (if student)
- probationary period
- expulsion from the college or loss of job
- reasonable restitution for the victim(s)

Harassers may also be obligated to attend an anti-harassment training session

Unsubstantiated Complaints

If there is not enough evidence to support an allegation of harassment, the investigator will not recommend any penalties or remedies.

Complaints Made In Bad Faith

In the rare event that the complaint was made in bad faith, that is deliberately and maliciously filed knowing it had absolutely no basis, the complainant will be subject to the same penalties as a harasser. The person unjustly accused of harassment will have her or his reputation restored, and will be given the benefit of any necessary remedies that would be given in a case of harassment.

Retaliation

Anyone who retaliates in any way against a person, who has been involved in a harassment complaint, will be subject to the same penalties as a harasser.

Confidentiality

ECMT will not disclose any information about a complaint except as necessary to investigate the complaint or to take disciplinary action, or as required by law. It encourages employees and students to respect confidentiality in the same way.

Time Limits

All students and employees of ECMT have a responsibility to make sure harassment ends as soon as they become aware of it. Complaints will be resolved as quickly as possible, ideally within one month of being made.

Complainants should be aware that there is a one-year time limit for filing a complaint with the Canadian Human Rights Commission.

Other Options

A student or employee of ECMT who is not satisfied with the result of a harassment complaint can consult the Canadian Human Rights Commission. Information about filing a complaint can be obtained by phoning the Commission's toll-free number 1-800-214-1090.

If the harassment involves physical or sexual assault, which are criminal offences, the police are the appropriate avenue.

Policy Changes

If you have questions or comments about this policy or its application, please speak to the designated person or to the Director of ECMT. This policy, as are all aspects of the program will be reviewed annually and amended as necessary.

SOCIAL MEDIA POLICY

Inappropriate representation of ECMT using social media includes any of the following:

- Unapproved use of social media vehicles using the ECMT name.
- Posting as if on behalf of ECMT on any other social media space or website without approval.

Instagram

- Inappropriate or revealing photographs taken in the workplace (outreach/clinic). All of us are expected to behave professionally in keeping with the trust our patients have placed in us.
- Photographs of clinic areas and desks, or treatment areas and desks, even when part of the background. In each case, sensitive patient information may be exposed.

Facebook/Twitter

- Discussion of personal clinic issues, patient information or proprietary matters such as classroom or contract contents.
- Harassing or discriminatory posts regarding patients, peers, or staff.

If you have any doubts about a personal post you currently have, contact Patty Boge at 204-772-8999 or mymassagecollege@gmail.com for guidance.

PLEASE HAND THIS FORM IN TO THE OFFICE ONCE YOU HAVE READ AND UNDERSTOOD THE STUDENT HANDBOOK. IF YOU HAVE ANY QUESTIONS REGARDING THE STUDENT HANDBOOK, PLEASE DO NOT HESITATE TO ASK OUR ADMINISTRATIVE STAFF.

The college is always striving for excellence and therefore changes to the student handbook do occur throughout the year. Copies of the student handbook to review will be available throughout the college, if at anytime you are unable to locate a copy you can get one from the office.

Start Date: _____

I, _____ HEREBY HAVE RECEIVED, READ & UNDERSTOOD ALL TERMS AND POLICIES AS SET OUT IN THE ECMT - EVOLVE COLLEGE OF MASSAGE THERAPT STUDENT POLICY HAND BOOK.

I, WISH / DO NOT WISH TO HAVE MY PHONE NUMBER LISTED ON A CLASS PHONE LIST.
(please circle)

Student Signature

We hope that you enjoy your time at ECMT. We have an open-door policy and will always find time to meet with you. In order to accommodate all students and their concerns, it would be helpful if appointments were made directly with the appropriate department heads.

ONCE YOU HAVE SIGNED PLEASE TEAR THIS PAGE OUT AND HAND INTO THE OFFICE FOR YOUR FILE.

ECMT Faculty
Agust 2017 – January 2018

Advanced Anatomy: Alison Deneweth
Advanced Myofascial, Junior Supervision, Sports Outreach Supervision: Mark Klassen
Advanced Treatments: Angela Gauthier
Anatomy Lab: Calude Gauthier
Applied Kinesiology: Rob Pryce
Arthritis Outreach Supervision: Nikki Spence
Assessment: Glen Bergeron
Assessment Lab: Nikki Spence
Business: Jacqueline Syzek
Case Studies, Clinic Supervision: Teneille Sangster
Ethics: Trish Penner
Foundations of Massage: Trudy Reimer
Freshman Supervision: Bethany Swanson, Anessa Maise
Intro to Anatomy: Alison Deneweth
Joint Mobility: Trish Penner
Medical Terminology: Trudy Reimer
Myofascial, Clinic Supervision, Junior Supervision: Sue-Anne Hamilton
Nutrition: Chris Hyde
Pathology: Angela Gauthier
Physiology: Alison Deneweth
Physiology Lab: David Dorning
Prep For Clinic, Sophomore Supervision, Clinic Supervision: Laura Stott
Public Health: Brenda Dyck
Remedial Exercise: Al Couture
Research: Dan Bailey
Sophomore Supervision: Tyler Burns
Sport Injuries Lab: Pamela Ryczko
Sports Injury: Ben Trunzo
Sports Massage & MET: Garth Beddome
Structural Therapy: Garth Beddome
Thermotherapy: Larysa Resler
Wellness: Jacqueline Syzek