



## STUDENT SUCCESS

### Student Learning

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#### Massage Weekend Workshop

Students who wish to register for the massage therapy program are required to take a massage weekend workshop. This workshop is conducted every few months and is a great opportunity for prospective students to get an idea of what it is like to give and receive massages, and what “a day in the life” of a student would be like. The workshops typically start on Friday evenings between 6:00 and 9:00 pm and then continue with 2 full days on Saturday and Sunday from 9:00 – 5:00 pm.

#### Student Participation

Students are expected to fully participate in all aspects of the program, including actively engaging in all classroom activities. Successful completion of the program will require periods of collaboration with classmates, recognizing that supporting other learners is of mutual benefit. Students are encouraged to ask course-related questions, seek additional help and engage in class discussions under the direction of the instructor who reserves the right to ask students to hold their questions and comments until a time that the instructor deems appropriate.

#### Student Support

In order to help set students up for success, VCMT makes a number of staff available for student consultation and support.

All members of faculty are available by appointment to discuss school-related items. Questions regarding tuition, attendance, the student contract and policies should be directed to VCMT administration. Concerns regarding the classroom, assignments, exams, duties and clinic need to be addressed with the particular instructor first. Please email the faculty to set up a convenient meeting time.

Students who have significant concerns related to their studies are encouraged to discuss the matter confidentially with the Dean or Senior Administrator. Providing advance notice of extenuating circumstances which may impact a student’s capacity to successfully complete a course or term are best addressed as early in the program as possible.

#### Clinic/Outreach Placements

Through the internship component of the program, students will receive placements at various off-site locations and provide massage to a variety of patients. This will allow students to integrate and apply the academic, professional and practical knowledge that prepares them for a varied, successful career.

#### Guest Speakers

Periodically, representatives from the industry are invited to speak at VCMT on a variety of topics related to business, finance, motivation, career planning, customer service etc. Guest speakers bring a wealth of knowledge and expertise and are often leaders in their respective areas. They do not directly represent VCMT, and their views and perspectives may not necessarily reflect those of VCMT, but it is important for learners to be introduced to the varying opinions that reflect the diversity of thought within registered massage and parallel/supporting industries.



## Academic Support

Students who are struggling academically will meet with the Dean, Senior Administrator or other member of the management team to discuss their progress in the program. The purpose of the meeting will be to clarify the reasons behind the student's performance and to collaboratively fashion a strategy for improvement. Ultimately, if no effective means of accountability and support can be implemented, a student may be dismissed from the program.

VCMT's primary objective is to ensure the overall success of our students. As part of this goal, VCMT is structured to allow students to progress as one consistent cohort throughout the program. To support student success, VCMT provides access to a student mentoring and tutoring program, encouraging students to take advantage of those initiatives as the need arises.

## Tutors

As students move through the program, they may decide that in addition to their scheduled classes, they may benefit from additional tutorial sessions. These sessions are scheduled on the student's own time and will incur an additional cost, born by the student. VCMT has partnered with several alumni who are willing to provide tutorials for current students. If you decide that you would like to get a tutor, please let the Dean know which subject is involved and they will connect you with the appropriate alumni.

## Evaluations

VCMT's [Examinations and Assignments Policy](#) is structured to give students every opportunity to be successful in the classroom. For additional information, also review the [Late/Missing Assignments](#) section found in this student manual.

## Meeting with Instructors

From time to time students may want to schedule a meeting with an instructor to discuss their performance in the classroom or perhaps review an evaluation. While students are encouraged to do so, they should recognize that the vast majority of VCMT Instructors are professionals with a private practice who may have limited opportunity to meet outside of their scheduled instructional days. Instructors will respond to emailed requests, but students should maintain reasonable expectations regarding response times and should also ensure that such conversations are respectful in tone and expectation.

## Student Facilities

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### COVID-19 Modifications

Use of student facilities will be limited by the current COVID-19 protocols. Students entering any public campus space are encouraged to maintain physical distance of 2 metres and are required to wear a mask whenever physical distancing is not possible. Signage around the facilities will provide additional guidance.

### Campus Hours

Students receive a key card which provides them with access to VCMT facilities starting at 7:30 a.m. and closing at various times during the week, depending upon the student clinic schedule. Students should check the clinic/classroom schedules for each semester to determine those school closing times. The VCMT Reception desk is staffed from 8:00 a.m. until the Clinic closes each day. The school is closed on Sundays.

#### *Library*

Students have access to additional curriculum-related reference materials and resources through the VCMT Library. Books can be checked out through Reception during school hours.



## Student Lounge

***Due to COVID-19, student access to lounges is limited, and the lunch room is currently closed.***

A lunch room with fridges, microwaves and tables is provided for attending students – the area is not meant for clients or guests. *This is your room, so please ensure that the eating area and dishes are cleaned after use and that food isn't left in the fridge beyond the expiry date.* Containers holding spoiled food will be discarded.

## Lockers

Due to COVID-19, students currently do not have access to student lockers. Stay tuned for changes to this practice.

Lockers are available to students in each classroom or in the student area hallway. Students are asked to bring in their own locks for use. *It is imperative that you keep all valuables in your lockers.*

VCMT is not responsible for lost or stolen articles/property.

## Washrooms

The washroom in the VCMT clinic is for clinic patients **ONLY**. Students are asked to use the washrooms by the elevators or near the student lounge area. As both the public and fellow students will be using these facilities, please ensure that they are kept tidy. Please report all problems concerning the washrooms promptly to the VCMT office.

## Classroom Tidiness and Personal Items

Classrooms are the students' educational home-away-from-home and need to be well cared for. At the end of each class - especially at the end of the day – please take a moment to tidy up your area. Coffee cups, plates, oil bottles, pillows, blankets, etc. should not be left on tables or on the floor. At the end of the day, please ensure that no food or dirty dishes are left in the sinks. Staff members often provide school facility tours which require clean and tidy classrooms.

Please secure your textbooks and personal items in your lockers and **DO NOT** leave them in the classroom. VCMT will not be responsible for missing textbooks or equipment. Please label all your books, equipment and belongings and be responsible for personal items and equipment.

## Personal Jewellery

Please do not bring expensive personal jewellery into the classroom – this is especially important if you are in practical classes. From time to time, students remove their jewellery and it 'goes missing', or rings are washed down the drain, necklaces are lost, etc. If you choose to continue wearing jewellery, please provide a specific container and a safe place for its removal during practical classes.

## Preparing for the Profession

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### Employment Preparation

VCMT intends to prepare students for employment and a successful career. We do this by providing a high-quality education within a professional working/learning environment. We set high standards and ask students to conduct themselves responsibly and to think and respond like professionals. We believe that this will enable our students to make a smoother transition into the workforce. Our intentions are reflected not only in the demanding curriculum and performance standards, but also in our high levels of accountability around organizational matters such as our dress code, conduct expectations and attendance policies.

## Providing and Maintaining a Hire Board

Current job leads are posted on our VCMT Facebook page and on our VCMT website. Students are reminded, however, that completing the program does not guarantee employment.

## Dress and Attire

### *Classroom/Daily Attire*

VCMT requires students to present themselves in a manner that is consistent with the profession. The RMT community has shifted public perception away from viewing registered massage therapy as a recreational enterprise, toward seeing it as a vital component of professional health care. VCMT commits itself to communicating that message consistently – including through the VCMT dress code. VCMT believes that patients and other members of the public who view our campus need to perceive the program as an entry point into the Health Care community and VCMT recognizes that every RMT practitioner will benefit as a result. For this reason, VCMT requires students to adopt the following practices:

- Upper body wear should provide adequate coverage. Low-cut tops and bare midriffs are not acceptable.
- Shorts and skirts should also provide adequate coverage and be no shorter than mid-thigh.
- For safety/health reasons, students are also advised to wear footwear.

*While differences always exist around the details of any dress code, VCMT expects students to recognize the professional intent behind these requirements, and to adopt practices that support VCMT's commitment to high standards of professional practice.*

### *Clinic Attire*

*Students are required to wear approved clinic attire during their clinical placement shifts. For more detailed information, refer to the Student Clinic Manual.*

## Program Resources

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During their training, students will need to purchase various textbooks, blood pressure cuffs, measuring instruments, practice linens and other items. The required student kit items are listed below and the required texts are itemized in the respective course outlines.

In addition to the student kit items, students must supply their own paper, binders, pens, computers, printers, ink for printers, etc. All students are required to have access to a computer and printer for research purposes, internet access, and use of the Canvas system. In order to complete the written aspects of the program, applications such as Word, Adobe and PowerPoint are also a necessity.

Students must budget appropriately for these resources.

## Student Kit Items

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All students are required to acquire the following items for use during their schooling. Students will need to purchase these items in addition to paying their tuition fees. As you proceed through your schooling, items will be added to further supplement your kit. We also welcome your input and suggestions for items that will enhance your training.

### **Student Kit Items**



Printer (or access to a printer)  
2 double or twin-size sheets  
2 or more pillow cases  
2 small cervical pillows  
Cotton face cradle covers  
Cotton blanket

Bath towel full size  
Hand towels  
Face towels  
Laptop/tablet/iPad  
Oil bottle holster with bottle  
12-inch goniometer  
Reflex hammer

60-inch cloth measuring tape  
Blood pressure unit  
Stethoscope  
Portable massage table  
Clinic attire

### **Equipment and Supplies**

VCMT is not responsible for student massage kit/equipment or personal property. It is the student's responsibility to have their own equipment at VCMT. It is expected that other student's equipment is treated with respect. Please label your items clearly.

Please note that student kits and lockers are subject to inspection at any time that Administration deems necessary.