



## INSTRUCTIONAL PACKAGE

COS 156

Fundamentals of Massage

2018-2019

# INSTRUCTIONAL PACKAGE

## PART I: COURSE INFORMATION

Effective Term: 2018-10 and 2018-20

COURSE PREFIX: COS 156

COURSE TITLE: Fundamentals of Massage

CONTACT HOURS: 0 Lecture 6 Lab

CREDIT HOURS: 2

### RATIONALE FOR THE COURSE:

The student will learn the techniques necessary for giving massages that meet the client's individual needs and are an essential part of a facial treatment.

### COURSE DESCRIPTION:

This is an introductory course in the theory, preparation, manipulations, and safety measures of massage.

### PREREQUISITES/CO-REQUISITES:

(Credit level ENG 032 Minimum Grade of C\* or Credit level ENG 100 Minimum Grade of C\* or Credit level ENG 101 Minimum Grade of C or Credit level ENG 101 Minimum Grade of TC or Credit level ENG 155 Minimum Grade of C or Credit level ENG 155 Minimum Grade of TC or COMPASS Reading 65 or ACCUPLACER Reading Comp 056 or New ACCUPLACER Reading Comp 235 or COMPANION Reading 056 or Multiple Measures English 1 or SAT Critical Reading 380 or ACT Reading 14) and (Credit level COS 151 Minimum Grade of C and Credit level COS 152 Minimum Grade of C and Credit level COS 158 Minimum Grade of C and Credit level COS 157 Minimum Grade of C and Credit level COS 221 Minimum Grade of C and Credit level COS 164 Minimum Grade of C) and ( Background Check Form 1) \*

**Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

### REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE.](#)

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### ADDITIONAL REQUIREMENTS:

Student will have State Board Fees for Written and Practical Exams.

New Uniforms

New Esthetic Kit

New Makeup Kit

### TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L email access.

### STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

### CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit: [Online Netiquette](#).

## Part II: Student Learning Outcomes

### COURSE LEARNING OUTCOMES and ASSESSMENTS\*:

1. Identify industry trends and statistics.
2. Explain the importance of the first impression and professionalism
3. Explain the concept of the Fitzpatrick Scale.
4. Define the five skin types
5. Explain the information an esthetician must know about product line.
6. Describe the benefits and types of facial massage.
7. Explain the different types of massage movements.
8. Perform a basic facial.
9. Discuss different holistic therapies.
10. Explain chemical peels.
11. Describe spa body treatments and services.

COS 156	Topic to be Reviewed	Assignments/Reading
Week 1	Syllabus and Course Review Unit One Lecture: History and Career Opportunities Life Skills Video: History of skin care Lecture: Career paths Video: Opportunity for Estheticians	Do: Pre-assessment quiz Read: Why study the history and career in Esthetics Read: brief history of skin care Do: Drag and drop part 1 Do: Drag and drop part 2 Do: Test your knowledge Do: putting yourself in the situation Do: Connect Yard Do: Pathbrite –digital portfolio Do: Pathbrite Ancient cultures Read: style skincare and grooming Do: Match the time periods

		<p>Do: Test your knowledge</p> <p>Read: Career paths</p> <p>Do: Match the job descriptions</p> <p>Read: Meet Dr. Mark Lees</p> <p>Do: Putting yourself in the situation</p> <p>Do: Connect Yard activity</p> <p>Do: Pathbrite – A Bright Future</p> <p>Do: True/False</p> <p>Do: Connect Yard activity #ch1 share</p> <p>Do: Final Chapter Exam</p>
Week 2	<p>Unit Two</p> <p>Lecture: Life skills</p> <p>Lecture: The Psychology of Success</p> <p>Lecture: Study skills</p> <p>Video: Study Skills</p> <p>Lecture: Managing your career</p> <p>Video: Managing your career</p> <p>Lecture: Goal setting</p> <p>Video: Goal setting webinar</p>	<p>Read: Why study life skills</p> <p>Do: Pre-assessment quiz</p> <p>Read: Life skills</p> <p>Do: Connect yard #ch2mentor</p> <p>Do: Test your knowledge</p> <p>Read: The Psychology of Success</p> <p>Do: Putting yourself in the situation</p> <p>Do: Pathbrite Define Success</p> <p>Read: Study skills</p> <p>Do: Connect Yard #ch2studytips</p> <p>Do: True/False</p> <p>Read Managing your career</p> <p>Do: Pathbrite – Mission statement</p> <p>Do: Drag and Drop</p> <p>Do: Test your knowledge</p> <p>Do: Pathbrite – set goals</p>
Week 3	<p>Unit Two Continued</p> <p>Lecture Time Management</p> <p>Video: Time management</p> <p>Lecture maintaining professional standards</p> <p>Video: Personality development and attitude</p> <p>Video: Positive thinking</p> <p>Unit Three</p> <p>Lecture: Your professional image</p> <p>Video: Daily personal Hygiene</p> <p>Lecture: Appearance counts</p> <p>Lecture: Your Physical Appearance</p> <p>Video: You Physical Appearance</p> <p>Lecture: Professional conduct</p>	<p>Read: Time Management</p> <p>Do: Time management activity</p> <p>Do: Connect Yard #ch2time</p> <p>Do: Putting yourself in the situation</p> <p>Read: Maintaining professional standards</p> <p>Read: Personality development and attitude</p> <p>Do: Connect Yard #chreflection</p> <p>Do: True/False</p> <p>Do: Putting yourself in the situation</p> <p>MindTap: Final Chapter review</p> <p>Do: Connect Yard #chshare</p> <p>Do: Pre-assessment quiz</p> <p>Read: Why study professional image</p>

		<p>Read: Beauty and image</p> <p>Do: Putting yourself in the situation</p> <p>Do: Test your knowledge</p> <p>Do: True/False</p> <p>Do: Connect Yard #chbalance</p> <p>Read: Your physical appearance</p> <p>Do: Drag and Drop 1 and 2</p> <p>Do: Test your knowledge</p> <p>Do: Putting yourself in the situation</p> <p>Final exam</p> <p>Connect yard activity #chshare</p>
Week 4	<p>Unit Four</p> <p>Lecture: Communication</p> <p>Lecture: Human Relations</p> <p>Lecture: Communication basics</p> <p>Video: Basics of communication</p> <p>Video: Greeting new clients</p> <p>Lecture: Special issues in communication</p> <p>Video: Handling late clients</p> <p>Video: Handling tough conversations</p> <p>Bringing it home scenario</p> <p>Video: Communicating with co-workers</p> <p>Video: Manager and evaluation meetings</p>	<p>Do: Pre-assessment quiz</p> <p>Read: Why study communicating for success</p> <p>Do: Putting yourself in the situation</p> <p>Read: Human Relations</p> <p>Do: Quiz Relating to clients and co-workers</p> <p>Do: True/False</p> <p>Do: Practice a strong handshake</p> <p>Do: Pathbrite – client consultation</p> <p>Do: Putting yourself in the situation</p> <p>Do: Role Play</p> <p>Do: Personality check</p> <p>Read: In Salon Communication</p> <p>Do: Quiz – communication</p> <p>Read: communicating effectively</p> <p>Do: Putting yourself in the situation</p> <p>Do: Class activity</p> <p>Do: Final chapter exam</p> <p>Do: Connect yard #ch4share</p> <p>Test Unit One and Two</p>
Week 5	<p>Unit Five</p> <p>Lecture: Benefits of massage</p> <p>Lecture: Incorporating Massage in the facial treatment</p> <p>Lecture: Massage contraindications</p>	<p>Do: Pre-assessment exam</p> <p>Read: Why study facial massage</p> <p>Do: Putting yourself in the situation</p> <p>Do: MC quiz</p>

	<p>Video: Acneic skin</p> <p>Video: Overview of massage contraindications</p>	<p>Do: Connect Yard activity</p> <p>Do: True/False</p> <p>Do: Matching</p> <p>Do: Putting yourself in the situation</p> <p>Do: Connect Yard activity</p>
Week 6	<p>Unit Six</p> <p>Lecture massage movements</p> <p>Video: overview of massage movements</p> <p>Lecture: Dr. Jacquet Movement</p> <p>Lecture: Alternate massage movements</p> <p>Video: Manual lymphatic drainage</p> <p>Video: Facial massage</p> <p>Do: Putting yourself in the situation</p> <p>Practice massage routine for practical</p>	<p>Read: Massage movements</p> <p>Massage practical</p> <p>Do: Matching exercise</p> <p>Do: Media quiz</p> <p>Do: Putting yourself in the situation</p> <p>Do: Fill in the blank quiz</p> <p>Do: Various massage movements</p> <p>Do: Putting yourself in the situation</p> <p>Do: Drag and Drop</p> <p>Read: 16.1</p> <p>Do: Putting yourself in the situation</p> <p>Do: Final Chapter exam</p> <p>Do: ConnectYard activity</p> <p>Test Unit Three and Four</p>
Week 7	<p>Unit Seven</p> <p>Lecture: advanced treatments</p> <p>Video: Mini procedure on exfoliation</p> <p>Video: Chemical exfoliation</p> <p>Video: AHA and BHA</p> <p>Video: Contraindications</p> <p>Topics:</p> <p>Chemical Exfoliation</p> <p>Peel History</p> <p>AHA's and BHA's</p> <p>Cell Renewal</p> <p>pH relationships</p> <p>Peel Procedures</p>	<p>Read Chapter 16 advanced treatments</p> <p>Give consultation</p> <p>Analyze skin</p> <p>Apply correct peel for skin type</p> <p>Do: Pre-assessment quiz</p> <p>Do: Putting yourself in the situation</p> <p>Do: True/False</p> <p>Do: Test your knowledge</p> <p>Practical assignment on exfoliation</p> <p>Test Unit Five and Six</p>
Week 8	<p>Unit Eight</p> <p>Lecture: Microdermabrasion</p> <p>Video: Microdermabrasion</p> <p>Benefits of microdermabrasion</p> <p>Demo of microdermabrasion</p>	<p>Read: Microdermabrasion</p> <p>Practical: microdermabrasion</p> <p>Do: True/False</p> <p>Do: Connect Yard Activity</p> <p>Perform facial exfoliation</p> <p>Perform product removal</p>

Week 9	Unit Nine Lecture: Laser technology and light therapy Video: Laser Technology Video: Light Therapy Lecture: Microcurrent, Ultrasound, Ultrasonic machines Video: Microcurrent Video: Ultrasonic and Ultrasound Ultrasound and Ultrasonic Microcurrent LED therapy	Read: Laser Technology and light Therapy Do: Test your knowledge Read: Microcurrent, Ultrasound, Ultrasonic machines Do: Putting yourself in the situation Do: True/False Test Unit Seven and Eight
Week 10	Unit Ten Lecture: Advanced topics and treatments Video: Stone massage Video: Shirodhara Treatment  Perform: Spa body treatments Body wraps and scrubs Hydrotherapy Body treatments demo Lecture: Cellulite Video: Cellulite Lecture: Manual Lymph drainage	Read: Advanced topics and treatments Do: Matching exercise Do: Connect Yard Activity  Perform body scrub Perform hydrotherapy Read: Cellulite Do: Drag and Drop Read: Manual Lymph drainage Do: Test your knowledge
Week 11	Unit Eleven Lecture: Medical Esthetics Video: Medical Esthetics Review chapter 19 Ear candling	Read: Medical Esthetics Do: True/False Do: Putting Yourself in the situation Perform ear candling Do: Final Chapter Exam Do: Connect Yard activity Test Unit Nine Ten and Eleven
Week 12	Unit Twelve Public clinic State Board Prep	Clinic
Week 13	Unit Twelve Public clinic State Board Prep	Clinic
Week 14	Unit Twelve Review State Board preparation	Clinic

Week 15	Unit Twelve Review and State Board prep	Clinic
Exam Week	Exams Written and practical	

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

### **Part III: Grading and Assessment**

#### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\***

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### **EVALUATION\***

Tests	20%
Assignments	20%
Projects/Portfolios	20%
Class Participation	20%
Final Exam	20%
	<hr/>
	100%

***\*Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

#### **GRADING SYSTEM:**

State the College’s or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.



## Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



### Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the **Online Resource Center (ORC)** for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

**Student Testing:** (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## **Disability Services**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## **Statement of Equal Opportunity/Non-Discrimination Statement**

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

### ***Title IX Requirements***

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

<b>Inquiries regarding the non-discrimination policies:</b>	
<p>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.</p>
<p><b>Dr. Melissa Batten, AVP Student Affairs</b> <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a></p>	<p><b>Jacquelyne Snyder, AVP Human Resources</b> <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a></p>