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THE LAUTERSTEIN-CONWAY
MASSAGE SCHOOL & CLINIC

500-hour Massage Therapy Program Internship Handbook

Texas Massage School Number: MS0016

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Note: This handbook and associated forms may be updated or revised at any time.

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Program Information

Welcome to the internship portion of the Lauterstein-Conway Massage School & Clinic's 500-hour massage therapy program. This 50-hour program is designed in compliance with regulations set by the Texas Department of Licensing and Regulation. This is your opportunity to hone the skills necessary to be a successful massage therapist. You will practice your technical and therapeutic skills in a supportive community while learning how to operate a professional practice.

The student experience in internship is similar to that of an employee in a spa or clinic. As a therapist, the student is expected to work an assigned schedule, maintain professional appearance and demeanor, work on a wide range of clients, establish and maintain appropriate professional, therapeutic and personal boundaries, respond to client requests, process client feedback, and keep accurate and thorough records. The faculty and staff closely monitor student conduct and technical performance in accordance with policies and procedures detailed in the Student Handbook.

Location

The Lauterstein-Conway Massage School's student clinic is located at 4701-B Burnet Road, Austin, TX 78756. All internship hours are completed at the above location.

Phone

All calls to the internship clinic should be directed to 512.374.9222, ext. 30. If there is no answer **leave a message**. The MTI-on-duty will respond at their earliest convenience.

Parking

There are a limited number of parking spaces available immediately surrounding the school. Clinic clients and visitor parking are located along the front and north side of the building. Students, faculty, and staff share the rest of the lot. Students with a parking permit may use the additional unpaved parking located at the Unitarian Church next to the school. This lot is not available on Sundays. On Sundays only, parking is permitted at Phoenicia Bakery. **Do not park in spaces reserved for clients, visitors, or instructors or surrounding businesses.**

Lost and Found

The student lost and found including client items, electronics, jewelry, and other small items are kept at the front desk. Please see the office manager or receptionist to deposit or retrieve those items.

Internship Objectives

1. To identify the steps of clinic operation and management
2. To practice client observation, interaction, and assessment
3. To conduct client interviews with ease
4. To customize a massage session
5. To practice applying appropriate judgment with regard to contraindications
6. To request and process client feedback
7. To give an effective, enjoyable massage
8. To complete the session within the assigned time frame
9. To offer appropriate client education
10. To make clear and comprehensive notes and comments on the client record
11. To gain confidence through experience and feedback

Eligibility

To be eligible to begin internship, students must achieve the following:

- Certified in CPR and First-aid
- A passing grade (70 or above) on the Swedish Touch Assessment (22b)
- A passing grade (70 or above) on the Swedish Practical Exam (23b)
- A passing grade (70 or above) on the Integration Practical Exam (44b)
- Overall passing average (70 or above) in all subjects
- Completed the first 250 classroom hours

*Note: Students who do not meet the above requirements by class #56 forfeit any reserved internship shifts and will be unable to schedule clinic hours until they are eligible and the Student Administrator clears them. Ineligible students should email the Student Administrator after meeting the above requirements for reevaluation of eligibility. Please allow 3 business days for review.

Internship Policies

Dress Code – *Requires Black Pants and White Shirts*

- Clothing should be neat, unwrinkled, clean, and in good repair.
- Clothing should be loose enough to allow freedom of movement while adequately covering the body.
- Clothing should be free of emblems, images, or text (other than official school shirts).
- Workout clothing is not acceptable, including sweat pants and running shorts.
- Undergarments should not be visible through clothing.
- See-through clothing is not permitted.
- Rings, bracelets and watches should not be worn during massage.
- Long necklaces should be removed or tucked into the shirt.

Dress Code (continued) -

- Hair should be neat, clean and pulled back (or up) if long. A sweatband may be worn only during the session, not when greeting or interviewing clients.
- Breath and body odor should be pleasant or absent.
- Because many people are allergic or sensitive to strong scents, interns are asked to use only lightly scented bath and body products and to avoid perfume or aftershave on massage days.
- Interns must wear closed-toe shoes at all times. No flip-flops, sandals, high heels, or bedroom slippers.

Black Pants

- Yoga pants, slacks, and scrubs are permitted
- Knee length shorts are permitted
- “Cut offs” are not permitted

White Shirts

- Collared Polo shirts are preferred – *Official school shirt available for purchase at the school store*
- White tee shirts and scrub tops are also acceptable
- Shirts should be short sleeved (above the elbow) or rolled above the elbow.
- No halters tops or bare midriffs

Dress Code Golden Rule: If in doubt, don't wear it.

Scheduling Policy

During class 56 you will be instructed on how to sign up for your sessions. If you are clinic eligible at class 56, the Student Administrator will send you an email that contains the link for you to schedule your clinic sessions. You cannot schedule sessions sooner than class #60 in order to make sure that you are eligible to begin clinic by the end of the second quarter (class #55). **If, by class 56b you do not meet the above requirements, all scheduled hours are forfeited and you will be unable to schedule clinic hours until the Student Administrator clears you.** If you were not eligible by class 56b, you must email the Student Administrator and ask to have your eligibility reevaluated once you have met the eligibility requirements. Please allow 3 business days for a response.

In an effort to assess all phases of your training, students are only permitted to perform 30 sessions prior to class 89b – Deep Massage Introduction. Once that class is attended, students can perform their last 20 sessions. Students are permitted to schedule beyond their 30th session provided those sessions occur after 89b.

Schedule Changes

If you wish to cancel a scheduled clinic session... If an intern needs to cancel a booked slot and clinic staff has no suitable replacement therapist, the intern is responsible for

Schedule Changes (continued)

finding the replacement or completing the session. Failure to do so may result in an internship no-show fee and a 10-point reduction from their final internship grade.

Intern Illness Policy

Ideally, sick interns will call a day or two in advance of a scheduled session, at the **first sign** of illness. Staff can then block off the appointments. The intern is then asked to check back with staff no less than 5 hours before the appointment with their final determination.

Interns are required to give the MTI-on-duty a minimum of 5 hours' notice of illness to allow staff time to cancel or reschedule clients. Interns should contact the MTI-on-duty at 512.374.9222, ext. 30. Failure to give 5 hours' notice may result in a 5-point deduction from the intern's final grade. If your session is scheduled for 10:30am or 12pm and you became ill during the night, **call immediately** to give the clinic staff an opportunity to cover the appointment.

Intern No-show

Failure to show up for a scheduled appointment is considered a "no-show." If a student does not show for a scheduled appointment, they will be charged \$55 for each missed session regardless of whether a client is present or another student covers the session. This will be billed to the student's account and must be paid before transcripts are released. The student will also receive a 10-point deduction from their internship final grade. The Internship Director may make an exception for emergency situations.

If an intern fails to show for a second scheduled day without proper notice, they may be dismissed from the program.

Dismissal

Interns may be dismissed from the program for any of the following reasons:

- Accumulating more than 7 U's in any one grading category, or more than 18 U's overall
- Failure to show up for a scheduled session for 2 days
- Any violation of the policies and procedures detailed in the Student Handbook

Grading

During internship, you will be graded in 5 categories: punctuality, professionalism, communication, therapeutic skills, and records management. The final grade depends on the intern's performance in each of these categories, which are based on MTI observation, client evaluations, and the paperwork submitted for each session.

Each clinic session is worth 5 points, 1 point for each category. The internship grade is

Grading, continued

determined by adding all session scores for a total of up to 250 points. The sum is then divided by 2.5. Finally, any applicable point deductions are subtracted to reach the final score. To pass internship, interns must earn a grade of 70% or above.

Below are the learning objectives for each category and policies/procedures specific to them.

Punctuality (PUN)

The Lauterstein-Conway Massage Clinic expects interns to demonstrate punctuality and professional time management skills in accordance with clinic policy.

- Interns must arrive 15 minutes prior to their scheduled appointment time.
- Each session is 70 minutes long, from greeting the client at the appointment time to “hands-off”.

If an intern arrives later than 5 minutes after the session start time, they will be counted off for professionalism **and** punctuality and be charged the \$50 internship no-show fee.

Professionalism (PRO)

The Lauterstein-Conway Massage Clinic expects interns to practice professionalism. Interns should maintain order of the waiting room, therapy space, and self. This is achieved through adherence to school and clinic policies and procedures, including but not limited to dress code, scheduling, record-keeping, preparedness, and client interaction. Interns should practice maintaining proper personal boundaries with clients.

Therapeutically

Interns may only use techniques taught in the classroom at the Lauterstein-Conway Massage School & Clinic’s 500-hour program.

Physically

Interns are expected to follow recommendations found in classes 9a and 18a Therapeutic Relationships.

Emotionally

Interns should strive to be sensitive, non-invasive, non-judgmental, and clear.

Communication (COM)

The Lauterstein-Conway Massage Clinic expects interns to demonstrate professional communication skills and ethical behavior with clients, faculty, and staff. This includes, but is not limited to asking for help, accepting feedback, and offering feedback in a professional manner.

Therapeutic Skills (THE)

The Lauterstein-Conway Massage School and Clinic expects interns to determine and

Grading, continued

execute appropriate therapeutic strategies. Interns should demonstrate their knowledge of proper session design by creating a treatment plan and **only** using modalities and techniques taught in the Lauterstein-Conway Massage School's 500-hour curriculum.

Records Management (REC)

Interns learn proper records management during their first five clinic sessions. After that time, interns are expected demonstrate their ability to do timely, thorough, and professional paperwork. Interns are expected to complete all paperwork. All paperwork must be submitted to the MTI-on-duty no later than 1 ½ hours after the appointment start time (before the next session).

The Treatment Record/SOAP is the form used by the therapist to keep a record of what occurs during a session. This record must be legible, specific, and accurate. Please refer to your school packet to view the Treatment Record used in the clinic.

- Complete all 5 categories
- Common abbreviations may be used. Phrases may be used in lieu of sentences
- Do not use medical terminology that was not taught or used in our 500-hour program. Use only professional wording. Due to H.I.P.A.A. regulation, clients have complete access to their records.

The following are explanations of the 5 categories of information you will complete for each massage:

- S – Subjective – what the client reports to you about their status (obtained during the client interview)
 - Client goals, expectations, and preferences
 - Client functional limitations
 - Physician's diagnosis or clearance
- O – Objective – findings made by the therapist
 - Client posture
 - Client movement
 - Palpation of client during interview
 - Details of treatment on the area(s) of focus
 - Techniques used
 - Names of structures addressed
 - Duration of treatment in minutes
- A – Assessment – how the client rates the pain or discomfort of a focus area
 - Pain on a scale of 0-10 (0-none, 5-, 10-worst possible)
 - Record during initial interview for each area of focus
 - Record after treatment for each area of focus
- P – Plan – strategy for further care
 - Client education

Records Management (REC), continued

- Self-care, such as movement or stretches
- Future massage session ideas
- Referrals

- Personal Reflection – meaningful insights made by therapist about the therapist
 - List any learning, surprise, satisfaction, or dissatisfaction that you took away from the session.
 - Include meaningful insight and avoid vague phrases such as “session went well.”
 - Name something you enjoyed about the session or something that challenged you.

Warnings and Penalties

An accumulation of unsatisfactory grades (U's) will result in the following:

- 4 U's in any one category – Verbal Warning
- 6 U's in any one category – Written Warning and a 5-point deduction from final internship grade
- 8 U's in any one category – Intern may be dismissed from the program
- 12 U's overall – Verbal Warning
- 15 U's overall – Written Warning and a 5-point deduction from final internship grade
- 19 U's overall – Intern may be dismissed from the program

For assessment purposes, a grade of “U” (Unsatisfactory) is equivalent to a 0; an “S” (Satisfactory) is equivalent to 100.

Grades are given according to the following scale:

- 90 - 100% = A
- 80 - 89% = B
- 70 - 79% = C
- Below 70% = F, not passing

Supplies

Interns are expected to come bring the supplies listed below and to have adequate amounts to accommodate their clinic shift. The Lauterstein-Conway Massage School and Clinic supplies massage tables, pillows and bolsters, clipboards, and all forms. The intern is responsible for bringing the following:

- 1 clean twin blanket per massage
- 2 clean twin sheets per massage
- 2 pillow cases per massage (4 pillow cases for side-lying massage)
- Tote bag or basket to hold supplies. This must fit beneath the massage table

Supplies, continued

- Face Cleanser, cotton balls, and face lotion.
- Lubricant – Interns are expected to have at least two choices of lubricant. Both should be hypoallergenic and unscented.

Additional supplies are available for purchase from the School Store. Please check your supplies and be prepared to restock as needed. Supplies are available for purchase from the School Store. **Note:** Sheets are available for rent on an **emergency basis only**. The intern would be charged \$10 per set (2 sheets, 2 pillowcases) and will return the sheets to MTI on duty.

Care for your linens

Linens must only be used **once** by one client, before being laundered. Please do not share or reuse unclean linens. Linens that have come in contact with the ground should be considered contaminated and not used. All soiled linens should be immediately placed in your linen bag or covered receptacle and taken home for laundering at the end of your day.

Leaving your used linens unwashed for long periods or in hot temperatures (cars) could cause lubricants to stain your sheets permanently or smell rancid.

Laundering

Use warm water (71+ degrees) with hypoallergenic laundry detergent or vinegar and baking soda or borax or OxiClean. Use Dawn dish soap (blue only) to treat spots like make-up on pillowcases or lubricant spills (dust with baking soda first to absorb oils).

Dry on high temperatures and remove from dryer immediately to reduce wrinkling.

Atmosphere

Music

The MTIs have a variety of music that has been screened for use in the clinic. Interns may bring music, but it must be approved by the MTI-on-duty before played in the clinic.

Room Temperature

The MTI-on-duty is responsible for maintaining the temperature in the clinic. The room is kept at a temperature deemed comfortable for most clients. **Interns are not permitted to adjust the room temperature.** Interns should be prepared to offer clients extra blankets. While remaining in compliance with the dress code, interns should dress to accommodate their needs (use sweat bands and towels as needed).

Clinical Session Procedure

1. Preparation

- a. **Sign-in** – Interns are required to initial the sign-in sheet no later than 15 minutes before the appointment time.
- b. **Set up** – Interns may enter the clinic room during the transition between appointments (15 minutes before the appointment start time) to find an available table and set up. Please do not attempt to reserve a table in advance.

After signing into the clinic room, you will choose your bay and thoroughly disinfect with the cleaner provided (gloves available). Include table legs and knobs, chairs, & plastic bucket under the table.

Dress your table and stow your belongings underneath.

- c. **Client Arrival** – Clients are asked to arrive a few minutes before their scheduled appointment time. A client can be as much as 15 minutes late before they lose the appointment. Interns must work a minimum of 40 minutes to receive credit for the massage. Any session that starts late will end at the scheduled time. In the event that a client fails to show, the MTI-on-duty or other clinic staff will determine whether or not the therapist will get a substitute client, assist with clinic management, or participate in a clinical round.
- d. **Begin Paperwork** – Once the workspace is set up, the intern may check the daily appointment listings on the tablet by the clinic entrance door. The intern may begin to review the client record and prepare paperwork once the client has arrived.

2. The Massage Session

- a. **Greet and Interview Client** – Interns should be ready to greet their client promptly at the appointment time, not before. **Do not be late.** The interview is done in the interview bay. Once the interview is complete, the intern should give the client a brief description of how the session will proceed and lead the client to the work bay. Explain to the client about filling out their evaluation form after the session in the interview bay.
- b. **Session Plan** – While the client prepares for their session, the intern should write their session plan. This is the time to check with an MTI with any questions resulting from the interview (contraindications or other challenges).

The Massage Session (continued)

- c. **The Massage Session** – The massage begins when the client is ready to receive and will usually last 55-65 minutes. Regardless of what time the actual massage begins, the therapist should be “hands off” no later than 70 minutes after appointment time. 20 minutes before the next appointment time. Example: For a 1:30 appointment, the massage ends no earlier than 2:35 and no later than 2:40.
 - During the session, the intern is required to leave the session plan of the clipboard where the MTI can review it during the session.
 - Upon completion of the session, the therapist reminds the client to return to the interview bay for the exit interview and to complete the massage evaluation form.
 - d. **Client Education and Goodbye** – This is the time interns should offer education and confirm the evaluation form is completed.
 - e. **Paperwork** – When complete, all paperwork goes inside the client folder and is turned in to the clinic office **before the next session**. Each packet of paperwork includes Intake Form, Treatment Record, and Client Evaluation, **during COVID, waivers and COVID questionnaire must be signed and turned in as well.**
3. **Intern Completion for the Day** – The intern will complete the appropriate spaces on their page in the Student Logbook. It is important to keep an accurate record of client names and appointments. This is located in the internship hallway on the counter past the sink. Check your file folder for any corrections. Once corrections are made, turn them in where you turn your folders in.
 4. **Completion** – When all 50 clinical internship hours are complete, interns must submit the following items to the MTI-on-duty.
 - a. **Student Log Page** – complete with client names
 - b. **Client Evaluations** – pulled from student’s internship file folder in the clinic office
 - c. **Student Evaluation of Internship** – located behind the intern’s Student Log Page.



THE LAUTERSTEIN-CONWAY MASSAGE SCHOOL & CLINIC

Massage and Health

Massage is a holistic therapy. It can have an effect on both the body and the mind. The direct mechanical effect of rhythmically applied manual pressure and movement used in massage can increase the rate of blood and lymph flow. The stimulation of nerve receptors causes the blood vessels to dilate, which facilitates blood flow. This can have a profound effect on one's health.

The following are a few of the key effects of massage:

Reduced Muscle Tension- Massage affects the muscles and other soft tissues throughout the body. It loosens contracted, shortened, and hardened muscles. Massage can stimulate weak, flaccid muscles. Chronic muscle tension reduces the circulation of the blood and movement of lymph in an area.

Improved Blood Circulation- The oxygen capacity of the blood can increase 10-15% after massage. By directly or indirectly stimulating nerves that supply internal organs, blood vessels of these organs dilate and allow greater blood supply to them.

Better Lymph Movement- Lymph is a milky white fluid that drains impurities and waste away from the tissue cells. A component of these wastes are by-products of metabolism. Muscular contraction has a pumping effect that moves lymph. Massage and exercise both help to move lymph.

Increased Mobility and Range of Motion of Joints- Massage provides a gentle stretching action to both the muscles and connective tissues that surround and support the joints in the body. This helps keep these tissues more elastic.

Stimulated or Soothed Nervous System- Massage balances the nervous system by soothing or stimulating it, depending on which effect is needed by the individual at the time of the massage.

Enhanced Skin Condition- Massage enhances skin condition by improving the function of the sebaceous and sweat glands, which keep the skin lubricated, clean and cool.

Better Digestion and Intestinal Function- Massage increases the body's secretions and excretions. It increases the production of gastric juices, saliva and urine. There is also an increased excretion of nitrogen, inorganic phosphorus, and salt. As a result, the metabolic rate increases.



Tips for After Your Massage

It is important that your time here is always positive. Please review the following tips so that you are able to enjoy the time after your massage.

- Drink water. Water is good for your body and hydrates your cells.
- Plan to take it easy the first 20 minutes after your massage. Take a leisurely walk or sit quietly.
- If possible, schedule your appointment so that you can take a warm bath afterward. This does wonders to further enhance the relaxed state you are in.





Ergonomics for Your Neck and Shoulders

Try out these tips at your computer to help reduce discomfort you may be having with your neck and shoulders.

- Adjust your keyboard so that you do not have to stretch forward to reach the keys.
- Stand up or turn around and move close to things you may need. Avoid reaching far forward or twisting behind you for articles.
- Always keep your mouse close to your keyboard to avoid having to reach for it.
- Let your shoulders remain relaxed, not pulled toward your head. Keep your upper arms close to your sides, hanging straight down.
- Relax your neck and imagine your head is being held by a string attached the ceiling. Keep your head aligned with your spine.
- Stretch your neck and shoulders often.

If you need assistance with proper stretches, please ask.

Any discomfort you are feeling should be checked by your primary care physician for further evaluation.



**THE LAUTERSTEIN-CONWAY
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Why Is Water Important?

Water...

- makes up roughly 60% of your body,
- makes up 90% of your lungs,
- makes up 75% of your muscles,
- cushions your joints,
- makes up 22% of your bones,
- helps your body absorb nutrients,
- protects and cushions your vital organs,
- helps convert food you eat to energy,
- moistens oxygen allowing you to breathe easier,
- makes up 75% of your brain,
- makes up 83% your blood,
- helps rid your body of waste,
- regulates your body temperature,
- helps carry nutrients and oxygen to your cells.



Each time you allow your body to get dehydrated every bodily function suffers. The average adult should consume no less than 64 ounces of water per day. Ideally, your water intake should correspond to your body weight and physical activity levels. Check with your health care professional to be certain you are getting the water your body needs to function properly.



THE LAUTERSTEIN-CONWAY MASSAGE SCHOOL & CLINIC

Tips for Heat Therapy

Moist heat hydrotherapy is considered very effective for the discomforts of arthritis, as well as general soreness and stiffness.

You probably know that standing under a hot shower can reduce your back, neck, or arthritis pain, and that soaking in a tub can help ease menstrual and muscle cramps. In the shower, try rotating your neck and shoulders and stretching out your calf muscles.



You can add Epsom salts and drops of essential oil, such as lavender, ylang-ylang, or rose, to bath water to enhance relaxation and soothe joint or muscle stiffness.

Saunas or steam baths help relieve anxiety and tension, and have been used for centuries to promote health by sweating. Follow a bath or sauna with a quick cool shower to seal in the heat by closing the pores. It also pushes the blood back to the internal organs, and leaves you feeling strong, relaxed and balanced, rather than lethargic.

Use a hot footbath to relieve upper body congestion, for example a sore throat or headache, because the blood is drawn down from the head and internal organs toward the capillaries of the feet.

For upper body tension or congestion, soak a towel in hot water mixed with a few drops of essential oils for relaxation (try lavender) or relieving congestion (try eucalyptus). Have your friend or loved one place the wrung-out towel over your upper back, then cover it with a dry towel or fleece (which tends to hold in the heat better). Or use a commercial heat pack according to directions.

Important: If a joint or limb seems deformed or you can't bear weight or otherwise use it normally after 24 hours, contact your physician.

If you are pregnant, or have a heart condition, diabetes, or high blood pressure, consult with your physician before using hydrotherapy, especially heat. Use caution if you have sensitive skin.

Also be careful with heat applications to avoid burning. Remain very aware of the heat of an application and how it feels against your skin. If you use an electric heating pad, don't fall asleep!



THE LAUTERSTEIN-CONWAY MASSAGE SCHOOL & CLINIC

Tips for Cold Therapy

Use cold to reduce pain and swelling and to tone the body.

Brief applications of cold water to the face, hands, and head can increase mental activity and alertness. It can also help tone the skin of the face.

Use very cold applications, such as ice bags or bags of frozen peas, briefly on localized inflammation, swelling, or sprains. Use for 10-20 minutes on the injury followed by 15-20 minutes off. This therapy works best when used frequently within the first 24 hours of an injury. Always use a cloth between your skin and ice.



Homemade Ice Pack Slush:

- *Mix 2 Cups water and 1 Cup rubbing alcohol in a zip lock bag. Place in an additional zip lock bag.*
- *Put mixture in freezer for 24 hours*

This will get a reusable ice slush to put on painful area.

Important: *If a joint or limb seems deformed or you can't bear weight or otherwise use it normally after 24 hours, contact your physician.*

Do not use ice or any very cold hydrotherapy if you have Raynaud's disease, peripheral vascular disease, peripheral neuropathy, hypersensitivity to cold, or reduced skin sensations. If you have diabetes, use caution when applying ice to your skin.

If you are pregnant, or have a heart condition, diabetes, or high blood pressure, consult with your physician before using hydrotherapy, especially heat. Use caution if you have sensitive skin.



THE LAUTERSTEIN-CONWAY MASSAGE SCHOOL & CLINIC

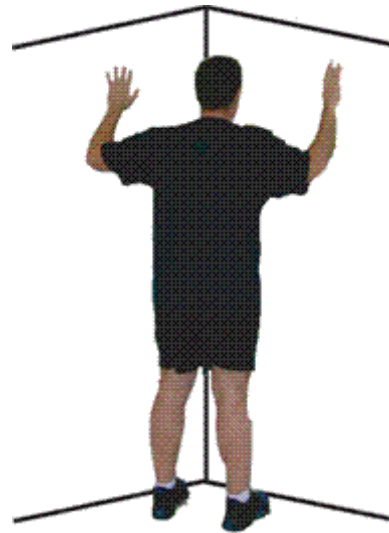
Chest Stretch

Guidelines:

- Before beginning any stretch, warm up with 5-10 minutes of aerobic exercise such as walking or biking to increase blood flow to muscles.
- Stretch to the point of feeling tension in the muscle, but not to the point of pain. Hold each stretch for 30 seconds. If this is too intense, back off a little.
- Never bounce. This may trigger a muscle reflex that actually tightens the muscle instead of relaxing it.
- Stretch daily as often as possible.
- Strive to do 5-10 repetitions.
- Always check with your physician before beginning this or any exercise program.

Corner

1. Stand in a corner with your arms out to sides and elbows bent 90 degrees.
2. Rest your forearms on the walls.
3. Slowly shift your weight forward over leg until you feel your chest muscles stretch.



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THE LAUTERSTEIN-CONWAY MASSAGE SCHOOL & CLINIC

Triceps Stretch

Guidelines:

- Before beginning any stretch, warm up with 5-10 minutes of aerobic exercise such as walking or biking to increase blood flow to muscles.
- Stretch to the point of feeling tension in the muscle, but not to the point of pain. Hold each stretch for 30 seconds. If this is too intense, back off a little.
- Never bounce. This may trigger a muscle reflex that actually tightens the muscle instead of relaxing it.
- Stretch daily as often as possible.
- Strive to do 5-10 repetitions.
- Always check with your physician before beginning this or any exercise program.

Back Reach

1. Sit or stand up straight.
2. Bend your elbow and reach back to your shoulder blade with your hand.
3. Use your other hand to pull the elbow back until you feel a stretch along the back of your upper arm.
4. Switch arms.





THE LAUTERSTEIN-CONWAY MASSAGE SCHOOL & CLINIC

Shoulder Stretch

Guidelines:

- Before beginning any stretch, warm up with 5-10 minutes of aerobic exercise such as walking or biking to increase blood flow to muscles.
- Stretch to the point of feeling tension in the muscle, but not to the point of pain. Hold each stretch for 30 seconds. If this is too intense, back off a little.
- Never bounce. This may trigger a muscle reflex that actually tightens the muscle instead of relaxing it.
- Stretch daily as often as possible.
- Strive to do 5-10 repetitions.
- Always check with your physician before beginning this or any exercise program.

Pull Across

1. Sit or stand up straight.
2. Raise one arm forward to shoulder level and bend your elbow.
3. With the opposite hand, grab the elbow and pull it across your chest until you feel a stretch in the back of your shoulder.
4. Switch arms.





THE LAUTERSTEIN-CONWAY MASSAGE SCHOOL & CLINIC

Neck Stretch

Guidelines:

- Before beginning any stretch, warm up with 5-10 minutes of aerobic exercise such as walking or biking to increase blood flow to muscles.
- Stretch to the point of feeling tension in the muscle, but not to the point of pain. Hold each stretch for 30 seconds. If this is too intense, back off a little.
- Never bounce. This may trigger a muscle reflex that actually tightens the muscle instead of relaxing it.
- Stretch daily as often as possible.
- Strive to do 5-10 repetitions.
- Always check with your physician before beginning this or any exercise program.

Head Pull

1. Stand up straight and let one hand hang by your side.
2. With your other hand, slowly pull your head down to your shoulder until you feel a stretch on the opposite side of your neck.
3. Switch hands and repeat.





THE LAUTERSTEIN-CONWAY MASSAGE SCHOOL & CLINIC

Calf Stretch

Guidelines:

- Before beginning any stretch, warm up with 5-10 minutes of aerobic exercise such as walking or biking to increase blood flow to muscles.
- Stretch to the point of feeling tension in the muscle, but not to the point of pain. Hold each stretch for 30 seconds. If this is too intense, back off a little.
- Never bounce. This may trigger a muscle reflex that actually tightens the muscle instead of relaxing it.
- Stretch daily as often as possible.
- Strive to do 5-10 repetitions.
- Always check with your physician before beginning this or any exercise program.

Gastroc

1. Stand with your feet pointed forward.
2. Keep heels down and your back leg straight.
3. Slowly bend the knee of your front leg until you feel a stretch in the calf of your back leg.
4. Switch legs.



Soleus

1. Stand with your feet pointed forward.
2. Keep heels down and your back leg's knee bent.
3. Slowly bend the knee of your front leg until you feel a stretch in the calf of your back leg.





Quadriceps Stretch

Guidelines:

- Before beginning any stretch, warm up with 5-10 minutes of aerobic exercise such as walking or biking to increase blood flow to muscles.
- Stretch to the point of feeling tension in the muscle, but not to the point of pain. Hold each stretch for 30 seconds. If this is too intense, back off a little.
- Never bounce. This may trigger a muscle reflex that actually tightens the muscle instead of relaxing it.
- Stretch daily as often as possible.
- Strive to do 5-10 repetitions.
- Always check with your physician before beginning this or any exercise program.

1. Stand with your back straight and knee bent.
2. Place a foot on a chair, keeping your thigh pointed straight down.
3. Squeeze your buttocks slightly until you feel a stretch along the front of your thigh.
4. Switch legs.





THE LAUTERSTEIN-CONWAY MASSAGE SCHOOL & CLINIC

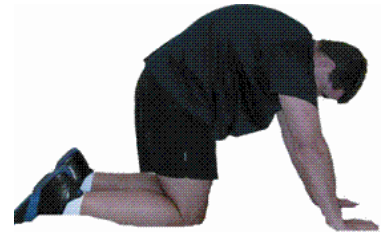
Mid and Low Back Stretch

Guidelines:

- Before beginning any stretch, warm up with 5-10 minutes of aerobic exercise such as walking or biking to increase blood flow to muscles.
- Stretch to the point of feeling tension in the muscle, but not to the point of pain. Hold each stretch for 30 seconds. If this is too intense, back off a little.
- Never bounce. This may trigger a muscle reflex that actually tightens the muscle instead of relaxing it.
- Stretch daily as often as possible.
- Strive to do 5-10 repetitions.
- Always check with your physician before beginning this or any exercise program.

Cat

1. Kneel on your hands and knees.
2. Slowly arch your back up toward the ceiling.
3. Hold when you feel a stretch in the mid and lower back.



Overhead

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1. Bend over at the waist and rest your arms on table with your thumbs up.
2. Slowly drop your head and body down below your shoulders.
3. Hold when you feel a stretch behind your shoulders and back.





THE LAUTERSTEIN-CONWAY MASSAGE SCHOOL & CLINIC

Outer Hip Stretch

Guidelines:

- Before beginning any stretch, warm up with 5-10 minutes of aerobic exercise such as walking or biking to increase blood flow to muscles.
- Stretch to the point of feeling tension in the muscle, but not to the point of pain. Hold each stretch for 30 seconds. If this is too intense, back off a little.
- Never bounce. This may trigger a muscle reflex that actually tightens the muscle instead of relaxing it.
- Stretch daily as often as possible.
- Strive to do 5-10 repetitions.
- Always check with your physician before beginning this or any exercise program.

Cross Over

1. Lie on your back and cross one knee over your other leg.
2. With the opposite hand, pull your knee up and over toward the opposite shoulder, until you feel an outer hip stretch.
3. Keep your foot flat on the ground.



Figure Four

1. Lie on your back with one leg flexed up at the hip and bent 90 degrees at the knee.
2. Pull your knee and ankle up and over toward the opposite shoulder.
3. Hold when you feel an outer hip stretch.





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Hamstring Stretch

Guidelines:

- Before beginning any stretch, warm up with 5-10 minutes of aerobic exercise such as walking or biking to increase blood flow to muscles.
- Stretch to the point of feeling tension in the muscle, but not to the point of pain. Hold each stretch for 30 seconds. If this is too intense, back off a little.
- Never bounce. This may trigger a muscle reflex that actually tightens the muscle instead of relaxing it.
- Stretch daily as often as possible.
- Strive to do 5-10 repetitions.
- Always check with your physician before beginning this or any exercise program.

1. Sit with one leg straight and the other leg bent to the side.
2. Place your hands on the floor next to your hips.
3. Slowly lean forward with your chest until you feel a stretch along the back of your thigh.
4. Switch legs.





THE LAUTERSTEIN-CONWAY MASSAGE SCHOOL & CLINIC

Gluteus Stretch

Guidelines:

- Before beginning any stretch, warm up with 5-10 minutes of aerobic exercise such as walking or biking to increase blood flow to muscles.
- Stretch to the point of feeling tension in the muscle, but not to the point of pain. Hold each stretch for 30 seconds. If this is too intense, back off a little.
- Never bounce. This may trigger a muscle reflex that actually tightens the muscle instead of relaxing it.
- Stretch daily as often as possible.
- Strive to do 5-10 repetitions.
- Always check with your physician before beginning this or any exercise program.

Knee Pull

1. Lie on your back with your legs straight.
2. Pull one knee up toward the opposite shoulder until you feel a stretch along your hip.





Front of Hip Stretch

Guidelines:

- Before beginning any stretch, warm up with 5-10 minutes of aerobic exercise such as walking or biking to increase blood flow to muscles.
- Stretch to the point of feeling tension in the muscle, but not to the point of pain. Hold each stretch for 30 seconds. If this is too intense, back off a little.
- Never bounce. This may trigger a muscle reflex that actually tightens the muscle instead of relaxing it.
- Stretch daily as often as possible.
- Strive to do 5-10 repetitions.
- Always check with your physician before beginning this or any exercise program.

Lunge

1. Kneel on one leg and place the opposite foot approximately two feet in front.
2. Tighten your buttocks and slightly shift your hips forward until you feel a stretch in the hip or your back leg.



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