

**Course Number:** RS-101

**Course Hours:** 06

**Instructor:** Ed Bolden, LMT

**Course Title:** Career Planning & MBLEx Exam Review

**Date/Time:** Distance Training

**Contact Info:** Mobile (865) 308-1933

## **COURSE DESCRIPTION:**

This course is designed to enable the learner to identify the many options for career planning and preparation in the field of massage therapy. This course assists the learner in developing the necessary skills needed to research, interview for, acquire and successfully maintain a career in the massage and bodywork industry. Topics covered include resume preparation, and job interviewing MBLEx Review and obtaining a license.

## **LEARNING OBJECTIVES:**

*Upon completion of this course, the participant will be able to:*

1. Know two types of resumes and how to construct an effective, powerful resume.
2. Know what employers are looking for in a candidate, be able to competently answer interview questions, know how to prepare yourself for the interview, and how to interview effectively.
3. Know the components of an organized job search campaign and the most successful method of finding a job.
4. Know six common job-related letters, their content, and how to write at least two of them effectively.
5. Be able to identify the importance of networking and to find employment leads often overlooked by many job seekers.
6. Be familiar with job offer process and how to negotiate salary.
7. Understand the importance of conduct during the first year of the job.
8. Understand the content of the Massage & Bodywork Licensure Examination (MBLEx)
9. Know study habits useful when preparing for psychometric examinations such as the MBLEx.

## **RATIONALE:**

This course is included in the Clinical Massage Therapy Diploma program because Arbor College-School of Massage believes that each learner should be exposed to the information necessary to successfully negotiate and navigate an exceptional career path in the massage and bodywork industry.

## **INSTRUCTIONAL METHODS:**

This course is taught using a variety of instructional methods including:

- Independent Learning
- Focused Facilitated Interactive Discussion
- Individual Projects
- Research Projects
- Formative Assessment

**PRE-REQUISITE(S):** None

**SUGGESTED TEXTBOOK/MEDIA/EQUIPMENT/SOFTWARE:**

[Massage & Bodywork Licensing Examination Study Guide](#), Federation of State Massage Therapy Boards, fsmtb.org (Recommended)

**RESOURCES:**

Library materials, periodicals, newspapers, handouts and internet resources may be used for research and other purposes.

[MBLEx Candidate Handbook](#)

[MBLEx Check: Online Readiness Assessment](#)

[ABMP Exam Coach](#)

**SUPPLIES:**

1. Internet Access
2. Connectivity Device with webcam capabilities (Tablet, laptop, desktop, or smartphone)
3. Email Account (for sending in pre-session assignments)
4. Pen and Paper

**GRADE SCALE:**

The schools standard grading scale is utilized in this course.

<u>Grade</u>	<u>Numerical Value</u>	<u>GPA</u>	<u>Interpretation</u>
A	90 - 100	4.00	Excellent
B	80 - 89	3.00	Above Average
C	70 - 79	2.00	Satisfactory
D	60 - 69	1.00	Below Average
F	Below 60	0.00	Unacceptable
I	Incomplete	0.00	N/A
W	Withdrew	0.00	N/A

**EVALUATION METHOD:**

Coursework will be weighted as follows:

1. **Attendance/Active Participation [50%]** 50 possible points  
*Graded based on both attendance and participation in class discussion and contributions to in group assignments.*
2. **Pre-Session Assignments [30%]** 30 possible points  
*Due to the amount of information that will be covered some assignments will be made to be completed outside of class and turned in. The grade will be determined based on completion.*
3. **Final Examination [20%]** 20 possible points  
*The final examination will be comprehensive in nature and administered online. The examination is composed of 25 psychometrically designed, multiple-choice question intended to measure your competence and intellectual*

*capabilities regarding the subject matter. All students must take the final examination in order to successfully complete the course. If a student fails to take the final examination, they must schedule a meeting with the instructor to make arrangements to make-up the exam. If the student misses the final for any reason the student final grade on the examination will be reduced by 10-points. The instructor will notify you when the final will be active on the learning management system. You must answer every question in order to complete the examination. You will be allowed 25 minutes to complete the examination.*

### **LECTURE & DISCUSSION TOPICS:**

*(This outline is not necessarily in order of presentation, but represents the cumulative information and key concepts contained in the course.)*

- I. Resume and cover letter writing
  - A. Resume types
  - B. Key components of an effective resume
  - C. Importance of cover letter
  - D. Additional correspondence
- II. Seeking Employment
  - A. Main areas of massage
  - B. Personality traits
  - C. Launching massage career
  - D. Creating strategy for job hunting
- III. Interviewing
  - A. Purpose and types of interviews
  - B. What to wear and bring
  - C. Interview questions and best answers
  - D. Massage Audition
- IV. Review the State of Tennessee Licensure application
  - A. Reviewing the process for licensure
  - B. Review requirements for application
  - C. Completing application (homework)
- V. Review the MBLEx application
  - A. Discussion of MBLEx Exam
  - B. Discussion of successful test taking