



Institute of Structural Medicine  
Structural Medicine Specialist™  
Practitioner Training Program





## What Is Structural Medicine?

Structural Medicine is a customized evaluation, treatment and collaborative team approach to an individual's unique health issues. Distinctive to the field of structural integration, Structural Medicine directly addresses specific pathologies, painful complaints, and movement dysfunctions. It bridges well-established and proven evaluation tools found in mainstream medicine (strength, range-of-motion, posture) with the latest scientific developments in alternative treatment therapies (manual therapy, myofascial release, movement and neuromuscular re-education, energetics, and dialogue).

### Testing

Unique to Structural Medicine is a sophisticated diagnostic procedure, myofascial length testing (MFLT). MFLT is essential for treatment of complex inter-related traumas. The objective findings empower the practitioner to formulate a customized plan for treatment of individual pathologies; provide a language to communicate intelligently and objectively with other medical professionals; provide physical measurements, pre- $\pi$  and post-treatment, to monitor or modify the treatment program, as well as enhance progress.



### Evaluation

Structural Medicine involves extensive evaluation of postural alignment and movement, in order to balance the myofascial tone, length, and strength across all the major joints of the body. Through myofascial reorganization, the Structural Medicine process moves the body closer to a more efficient organization and function in gravity (the individual's structural and functional "blueprint").



### Integrated Process

Through verbal dialogue and movement re-education, Structural Medicine helps uncover attitudes and unconscious beliefs that contribute to or limit postural integrity

and efficient movement dynamics. By means of an integrative process of postural evaluation, MFLT, manual therapy, dialogue, movement and neuromuscular re-education, a new-found empowered awareness develops to re-shape posture, movement patterns, and sense of self. This often results in the alleviation or reduction of pain associated with pathology.



## About The Institute

The Institute of Structural Medicine is an institute of higher learning dedicated to bridging mainstream medicine with alternative therapies. The faculty of the Institute of Structural Medicine studies and teaches the art of restoring and reorganizing the body connective tissues and myofascial systems. By restoring the balance of these systems, human beings can experience optimal body health and function.

The Institute offers educational programs created both for professionals from a broad range of medical fields, structural integration practitioners, massage therapists, and for laypersons inspired to study structural healing.

### Courses Offered

Course offerings at the Institute of Structural Medicine include the complete Structural Medicine Specialist™ Training Program, progressive series of myofascial release courses, and continuing education workshops featuring

highly regarded educators. You may request individual brochures for current workshops by calling our main office.

### Location

The Institute main campus lies in Twisp, Washington, east of the North Cascades and situated in the beautiful Methow Valley. Participants in the Institute programs will



enjoy the valley amenities and a host of recreational activities including rafting, hiking, fishing, cross country skiing,

and more. Institute staff will happily assist you with recommendations for food, lodging, and outdoor adventures during your stay in the Methow Valley.



THE RIVER AT THE SCHOOL IN TWISP



HAWAII SATELLITE LOCATION IS NEAR THE BEACH



## The Rewards of Being a Structural Medicine Specialist™

Structural Medicine Specialists are among the first health educators to bridge rehabilitative medicine and bodywork. By joining in this pioneering effort, the student and practitioner can treat most neuromuscular musculo-skeletal dysfunction by treating the patient's body as an integrated whole. In doing so, Structural Medicine Specialists develop intimate, meaningful connections with their clients.

### Gratification

In helping to relieve their suffering, Structural Medicine Specialists share in their client's triumph and joy as their recovery continues.



Among the deepest rewards of practicing Structural Medicine is the fulfillment and gratification of relieving the pain of others.

Becoming a Structural Medicine Specialist also provides the foundation for a lucrative career in private practice. As a Structural Medicine Specialist, you are able to have flexibility in your lifestyle, an independent business, and recognition by other health care professionals.

### Accreditation

After completing your training at the Institute of Structural Medicine, you can receive accreditation by sitting for state and national massage therapist's boards and by joining the International Association of Structural Integrators (IASI), a nationally recognized organization of health educators.

### Personal Growth

Moreover, training in Structural Medicine will improve your ability to listen to yourself, to develop as a person, and to feel comfortable in your own body. Structural Medicine incorporates all of a practitioner's previous skills and experience, and the practitioner's personal history immediately influences their technique and skills. Structural Medicine Specialists cultivate their own unique, deeply personal approach to their work. In doing so, they become increasingly aware of their own being. As a Structural Medicine Specialist, you will find new insight into yourself and new awareness about your presence in the world.





## About the Institute Founder



**Donna Bajelis,  
PT, CHP, SMS**

The founder and director of the Institute of Structural Medicine, Donna Bajelis, is a nationally respected educator and leader

in the field of Structural Integration. She has 32 years of experience combined, as a Licensed Physical Therapist, Certified Hellerwork Trainer, and Structural Medicine Trainer.

Donna Bajelis specializes in orthopedic/neurological manual therapy, which includes myofascial release, joint mobilization, and neuromuscular re-education. She maintains a practice based in Seattle Washington, Twisp Washington, and Kaaawa Hawaii.

Over the course of her career, Donna has developed and trained thousands of health care providers both nationally and internationally. She's been published in multiple medical journals and textbooks and is presently in the state of completion of her own Structural Medicine textbook.

Donna's success in integrating her background as a physical therapist and her training in structural integration motivated her to create the Institute of Structural Medicine. In founding the Institute, Donna envisioned a place where healthcare professionals from diverse backgrounds could collaborate in uniting traditional and alternative therapies. She continues to find deep satisfaction from educating her students in the field of Structural Medicine.





## Educational Philosophy & Mission

### Educational Philosophy

Institute founder Donna Bajelis believes that learning is inherently natural and fun, and teaches accordingly. In teaching Structural Medicine, she emphasizes a necessary balance between increasing her students' intellectual knowledge of the human body and drawing out her students' natural intelligence about their own bodies.

In helping their patients to heal, practitioners of Structural Medicine use their intellectual understanding of the body as their map, and their inherent knowledge of the body as their guide. This inherent guide can continue to



lead even after the intellectual map ends. By teaching how to listen to and rely on this inherent guide, Donna Bajelis and her staff teach their students how

to work comfortably in unknown situations by using body-knowledge and intuition.

In order to tap both intellectual and inherent ways of understanding the body, instructors at the Institute of Structural Medicine use techniques emphasizing all types of intelligence and learning. These include visual, auditory, spatial, musical, kinesthetic, concrete and intuitive techniques. The staff members are well educated in different learning styles, and adapt their teaching according to their students.

As the techniques of Structural Medicine require a whole-body understanding and cannot be learned by the intellect in isolation, the staff emphasizes kinesthetic learning, in which students constantly practice the techniques and movements of Structural Medicine.

Donna Bajelis and the staff at the Institute of Structural Medicine also believe that Structural Medicine requires from its practitioners, full consciousness of their own emotional, physical, and spiritual selves. Donna terms this “consciousness presence,” and describes it as the quality of being comfortable with oneself, of being comfortable in ones “own skin.” “Presence,” she says, “is a clear, conscious, honesty about oneself. All learning depends on Presence.”

Donna and her staff both teach their students how to acquire this necessary honesty, and require that their students be ready for it. Just as it requires “presence” to practice Structural Medicine, the continued practice of Structural Medicine causes “presence” to expand and improve.

Instructors at the Institute of Structural Medicine help their students to develop their awareness and presence. In order to do so, they cultivate a safe environment in which mistakes are allowed and encouraged. Donna and the staff consider questions the best learning tools, and encourage students to experiment and explore during their time of study.

### ISM Mission

Bridge the world of mainstream medicine and alternative therapies; to further an understanding and integration of diverse healthcare professionals by effectively collaborating between “mainstream” or “traditional” medicine and “alternative” therapies. Donna Bajelis's personal motivation rests in the fact that she draws great inspiration from her education and encouragement of healthcare professionals to deepen their knowledge and skills in the field of Structural Medicine.



## Institute Faculty & Staff



**DONNA BAJELIS,**  
PT, CHP, SMS  
**Founder and Director**

Donna Bajelis is a nationally respected educator and leader in the field of Structural Integration. She has 32 years of experience combined, as a Licensed Physical Therapist, Certified Hellerwork Trainer, and Structural Medicine Trainer. Donna specializes in orthopedic/neurological manual therapy, which includes myofascial release, joint mobilization, and neuromuscular re-education. She maintains a practice based in Seattle, Twisp Washington, and Kaaawa Hawaii.



**IVAN DUBEN, CHP, SMS**  
**Structural Medicine Teacher**

Ivan Duben completed his structural integration training at the Institute of Structural Medicine. He is a certified Structural Medicine Specialist and a certified Hellerwork Practitioner. Currently he is pursuing Osteopathy with the Canadian College of Osteopathy. His teaching with the institute includes hands on instruction with MFLT, visual body reading and postural analysis.



**ROSALEE DE LA FORET,**  
LMP, SMS  
**Director of Student Affairs**

Rosalee de la Foret is a Structural Medicine Specialist, a licensed massage therapist, and a Nationally Certified Practitioner in Therapeutic Massage and Bodywork. She has a BA from Lewis & Clark College in French and Spanish. Following college she attended Earthwalk Northwest where she immersed herself in the wilderness arts for two years. She is passionate about plants and is an herbal consultant for [www.herbmentor.com](http://www.herbmentor.com), an online herbal educational community, and sees clients for Structural Medicine Bodywork and herbal health consultations at her office in Twisp.



**STEVE HURLEY,**  
MUSB, MM, AMSAT  
**Structural Movement**

Steve Hurley is certified as a teacher of the Alexander Technique by the American Society of the Alexander Technique. He also holds degrees in vocal performance from Boston Conservatory and the University of Michigan, and in addition to his work in movement education, teaches singing and acting. Structural Movement grew from Steve's experience working with his colleagues in movement education and from his experience as a teacher in the Hilberry Theatre Program at Detroit's Wayne State University. Steve has over fifteen years of experience teaching movement skills in the contexts of both professional performance and therapy.



**CATHERINE KIER**  
**Voice Dialogue**

Catherine Keir is a professional teacher and facilitator whose experience spans 25 years. She has a private practice in Seattle, travels nationally as an instructor for bodywork practitioners, counselors, actors, and those seeking the development of their own consciousness process. She is certified with the Academy of Intuitive Studies in Sausalito, CA, has a Fine Arts Degree in Theatre and applies her extensive background to enrich the presentation skills of those studying to be in public forums. Catherine is an active member of non-profit groups whose goal is the understanding of the human creative process through community participation. She practices meditation, movement, and the development of sensitivity in listening and presence.

## Faculty & Staff continued



**ANITA BOSER, LMP, CHP**  
Anita is a certified Hellerwork Practitioner who maintains a private practice in Issaquah. She has twenty years of experience running small businesses, and has worked in strategic planning, product development, branding, business management, and marketing.

**MARCUS NEMUTH, MD**  
(credential description forthcoming...)



**BOB NIEMAN, CPA**  
[Business Systems, Business Planning, and Business Practice](#)  
Bob Neiman has been a self-employed CPA since 1982 and Investment Advisor since 2003.

He works with health care practitioner clients all over the United States. Bob works with professionals in all aspects of their practices including start up, tax management and preparation, and investing. He is a graduate of Clark University in Worcester, MA. Bob currently lives in Merrick, NY. He is also an accomplished fine art photographer.

**DON ST. JOHN, PH.D.**

Don St John is an attachment/somatic oriented psychotherapist and a Hellerwork Trainer. He is writing a book relating human body tissues to the relationship between the orbital-frontal cortex and amygdala; the autonomic nervous system; heart-rate variability; affect and interpersonal relationships.



**MAUREEN WARREN, LMP, CHP**  
[Movement Therapy and Alternative Bodywork Modalities](#)

Maureen is a Structural Medicine intern, specializing in myofascial release, medical massage and shiatsu, with 24 years experience in the field of bodywork. She has taught myofascial classes for 15 years, and practices in Seattle at the Seattle Healing Arts Center.

**TIFFANY KUESPERT, SMS, LMP**  
[Body Mechanics](#)  
(credential description forthcoming...)

### **Assisting and Teaching at ISM**

Graduates of the Institute of Structural Medicine are welcome to visit ongoing trainings to observe, take part in class demonstrations, and contribute to the student's learning experience. Successful practitioners can apply to become academic mentors who assist students through the Independent Study phase of training. Experienced mentors may be asked to begin the Teacher Training Program to join the staff of the Institute of Structural Medicine.





## Training Program



The Institute of Structural Medicine's Structural Medicine Specialist Training Program is a four-year, 2,108-hour program, consisting of eight four-day weekends per year,

held at the Institute of Structural Medicine in Twisp, Washington. After the second and third year, a retreat intensive is held at the Hawaii satellite location. Between segments and practicum, students engage in Independent Study and document their findings in short essays.

### Advising

Students will be advised through the Independent Study process as needed. Independent Study allows students to develop their skills and understanding of the practice of Structural Medicine and to develop a future client base. Most students graduate with their professional practice already fully developed.

### Comprehensive Training

Training in Structural Medicine includes courses in the sciences of anatomy, physiology, pathology, exercise and kinesiology, and embryology, as well as in the arts of movement education, the fundamentals of dialogue, and personal and interpersonal communication.

### Years One and Two

Years one and two focus on teaching students a variety of treatment strategies and integration methods appropriate for the patient. Students also learn the basics of Structural Movement, including Body Awareness and Usage.

### Years Three and Four

Years three and four teach students how to adjust structural integration methods to meet the specific needs of clients suffering from pain

due to musculoskeletal and neuromuscular disorders. Students will learn how to use myofascial length testing and structural analysis to create customized treatment plans for individual patients. They will continue their study of Structural Movement, learning the fundamentals of communicating movement lessons.

### Obtaining Accreditation

Upon completion of the four-year program with a better than 75 percent satisfactory grade, students may sit for the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) examination, obtain their Washington State Licensed Massage Therapist (LMP) license, and are qualified to join such professional organizations as the International Association of Structural Integrators (IASI), Associated Bodywork & Massage Professionals (ABMP), or the American Massage Therapy Association (AMTA).

### Optional Fifth Year

The Institute of Structural Medicine will offer an advanced fifth year option, open to students who have already completed the four-year SMS™ Training Program. Consisting of two 2-week segments supplemented by independent study, the fifth year teaches advanced levels of skilled practice, particularly relating to joints and neuromuscular practice.

### Business Education

The Institute of Structural Medicine also provides business education in such subjects as ethics, standards and practices, and business development. All of these areas of knowledge provide the basis for becoming a successful Structural Medicine Specialist. The Institute of Structural Medicine awards the school diploma upon completion of the 2,108-hour SMS Training Program courses and required field experience.



## Curriculum

The Institute of Structural Medicine offers the following courses during the Structural Medicine Specialist™ Training Program. To obtain certification as a Structural Medicine specialist you must successfully complete all courses.



### Curriculum Overview Chart

COURSE	HOURS	DESCRIPTION
Bodywork	650	Principles of Structural Integration Techniques of Structural Integration Structural Medicine Practicum
Movement	245	Human Evolution and Gravity/ Embryology Introduction to Structural Movement Body Awareness Movement Structural Movement Practicum Communicating Movement Lessons Ergonomics
Psychology	340	Introduction to Psychological Inquiry Movement and Psychology Fundamentals of Dialogue Intra/Interpersonal Communications
Anatomy & Physiology	315	Introduction to Body Systems/Physiology Structural and Functional Assessment Myofascial Anatomy Applied Human Anatomy/ Embryology Gross Anatomy
Pathology Course	200	Theory and Causes of Disease Disease Terminology Disease Conditions
Advanced Pathology	40	Relationship Between the Immune System and It's Affect on Connective Tissue Health
Advanced Kinesiology	68	Advanced Study of Neuromuscular Re-Education
Business	250	Ethics Introduction to Marketing Practice Development Business Standards and Practices
<b>Total</b>	<b>2,108 Hours</b>	



## Course Descriptions

### Bodywork

#### **Principles of Structural Integration**

Prior to touching a patient's body, students must learn how to analyze the body's structural relationship through observation and touch. Principles of Structural Integration focuses on how to use myofascial length testing (MFLT) and functional analysis in order to plan a course of treatment.

#### **Techniques of Structural Integration**

In this hands-on course, students learn how to apply the techniques of Structural Integration. Students will learn to systematically improve the structural balance of the human body using myofascial manipulation techniques. This course also emphasizes effective biomechanics in the delivery of the work. Structural Integration Practicum Students apply their skills and knowledge by delivering a Structural Integration series to models and each other under direct supervision of instructors.

### Movement

Human Evolution and Gravity/Embryology: An overview of the development of human form and function, emphasizing psychological and cultural factors that interfere with optimal movement development.

#### **Introduction to Structural Movement**

As an introduction to basic movement principles and movement facilitation, students learn to analyze movement patterns in relation to the objectives of the Structural Integration sessions. Learning activities include lecture, demonstration, observation and practice sessions.

#### **Body Awareness & Movement Lab I**

In this course, students acquire new movement patterns through exercises. These exercises provide a foundation for increased movement awareness. To facilitate student learning, instructors also employ demonstration and video.

#### **Structural Movement Practicum**

In the Structural Movement Practicum, students learn to deepen their ability to analyze the client's gait by observation. Under the direct supervision of instructors, students also begin the process of teaching effective movement lessons to others.

#### **Ergonomics**

This course examines movement during work, while at home, and while playing sports. The student learns how to evaluate and resolve issues of human biomechanics so as to affect optimal movement and functioning.

#### **Communicating Movement Lessons**

Students learn to assist clients in increasing their awareness of their bodies' movements and movement patterns. This course includes practical applications of passive movement, video analysis, and how to communicate both verbal and kinesthetic movement lessons.

### Psychology

#### **Introduction to Psychological Inquiry**

A survey of several major theories of psychological functioning, including Jung, Erikson, Reich, Stone, Body-Centered Psychotherapy, and Voice Dialogue.

#### **Movement and Psychology**

This course develops student's understanding of the psychological language of structure, movement, and body language.

#### **Fundamentals of Dialogue**

In this course, students explore communication from a humanistic and transpersonal perspective. This lecture and lab course introduces students to the essential ingredients of effective facilitation. Key concepts introduced and practiced include creating emotional safety, presence, building rapport, congruence, active listening, and working with emotional release.



## Course Descriptions continued

### **Psychology** continued

#### **Intra/Interpersonal Communications**

An exploration of the Voice Dialogue technique of the Psychology of Selves as a foundation for understanding communication. Students learn to increase their conscious presence while communicating with clients and themselves.

### **Anatomy and Physiology**

#### **Introduction to Body Systems/Physiology**

This course familiarizes students with the systems of the human body and gives general descriptions of their structure and function; Includes lectures, slides, and Independent Study.

#### **Structural and Functional Assessment I**

In this course, students develop an understanding of how the musculoskeletal and connective tissue systems provide the functions of balance and alignment for the body. The course includes an overview of the extrinsic musculoskeletal components and connective tissues and their relationships. Primary teaching modes include lecture, observation, analysis and palpitations, and instructors will use regular oral inquiry to evaluate student understanding.

#### **Structural and Fundamental Assessment II**

This course continues the exploration of the musculoskeletal and connective tissue relationships by focusing on the body's intrinsic musculature and connective tissues. Teaching methods and evaluation are the same as Structural and Fundamental Assessment I.

#### **Myofascial Anatomy**

Students will gain an understanding of the body's fascial lines and fascial bands. This course covers the constituents of fascia, the relationships of fascia to muscle, superficial and deep fascia, fascial planes of the body, and connective tissues. Students also study the origins and insertions of all the major muscle groups. Teaching methods and evaluations are the same as Structural and Fundamental Assessment I and II.

#### **Applied Human Anatomy/Physiology**

In this class, students develop the ability to manually identify the muscles of the human body and to assess joint function including range of motion, end-feel qualities, and neuromuscular and myofascial restrictions. Palpation and demonstration are the primary learning activities. Students will observe and evaluate their own progress.

### **Pathology**

#### **Theory and Causes of Disease**

This class, students study the causes of disease, with particular emphasis on pathologies affecting structural alignment and function. The course also covers basic terminology employed by medical professionals to discuss disease.

### **Business**

#### **Ethical Standards and Practices**

This course covers the ethical responsibilities of Structural Medicine Specialists with regards to their clients and business practices. Topics also include basic business ethics and ethical decision making.

#### **Introduction to Marketing**

Based on successful marketing techniques employed by Institute's faculty, this course prepares students to market their own practices.

#### **Practice Development**

In this class, students learn how to attract new clients, expand their businesses, and how to further develop professional skills.



## Schedule 2010–2014

### Structural Medicine Specialist™ Course

The next Institute of Structural Medicine Specialist class commences May 2010. The four-year program consists of eight weekends per year, plus two seven-day intensives, held at the end of year two and beginning of year four, at our Hawaii Satellite.

### Weekend Class Schedule

Located at the Twisp Training Center, one weekend per month in May, June, July, September, October, November, March and April. No class in December, January or February to avoid winter driving conditions. No class during August for summer break.

### Year One Class Dates

*May 2010 through April 2011*

Weekend 1: May 21 – 24

Weekend 2: June 18 – 21

Weekend 3: July 16 – 19

Weekend 4: September 10 – 13

Weekend 5: October 15 – 18

Weekend 6: November 12 – 15

Weekend 7: March – TBD

Weekend 8: April – TBD

*Years Two through Four dates TBD.*

### Class Hours

9 am – 9 pm, Friday, Saturday, Sunday

2-hour lunch break

1-hour dinner break

9 am – 2 pm, Monday 1-hour break

### Independent Study

Students are assigned independent study and practicums with models during the time between weekend intensives.

### Obtaining Certification

A temporary one-year certification is issued to successful graduates. During this one-year in-practice phase, 120 client sessions must be completed to obtain permanent certification.

## Tuition

### Structural Medicine Specialist Four-Year Program 2010 – 2014

#### Tuition

\$30,500

#### Application and Selection Committee Fee

\$550 non-refundable, due with application

#### Deposit

\$5,500, due six weeks prior to start of training

#### Payment Plan

\$500 no-interest payment plan, payable 10 months each year for five years. Due on the 1st of the month, beginning May 1, 2010.

#### Discounts

\$1,000 discount at end of training, if deposit is paid six months before training begins, by December 1st, 2009.

\$2,000 discount if full tuition paid six weeks prior to start of training, by April 1, 2010.

A 50% tuition discount is offered for certified Structural Integration practitioners.

A 75% tuition discount is offered for Structural Integration instructors.

Tuition for Canadians is offered on par.

#### Optional Fifth Year Training

An additional fee will apply; to be announced.



# Prerequisites & Application Process Checklist

## Prerequisites

Students must meet the following prerequisites before entering the Structural Medicine Specialist™ Training Program:

- Be at least 25 years of age (or waiver from ISM Selection Committee).
- Have completed a minimum of a high school graduate level education.
- Have received a minimum of ten “structural integration” bodywork sessions from a Structural Medicine Specialist,™ Hellerworker, Rolfer, Soma, KMI practitioner or any certified structural integration practitioner, prior to the first day of instruction.

## Application Process Overview

- Submit a completed Structural Medicine Specialist Training Program Enrollment Application Form with four photographs and non-refundable application and selection committee fee to the Director.
- Provide at least two (2) letters of recommendation to the Director. One letter must be from a professional medical practitioner or licensed body worker. The second letter must be from a personal friend or associate.
- Schedule and complete the ISM Selection Committee interview. During this interview, the committee will ask you about your physical, emotional and financial readiness to enter the training, as well as your commitment to the training. In addition, the Institute of Structural Medicine will consider your initiative, confidence, presentation and clear acceptance of ISM contractual agreement conditions. Each applicant will receive a separate interview. Admission interviews must be pre-arranged by the student with the ISM Director.

- Sign and date  
*ISM Enrollment Agreement Contract*
- Sign and date  
*Annex A: SMS Training Program Agreement*
- Sign and date  
*Annex B: ISM Cancellation and Refund Policy Agreement*
- Sign and date  
*Annex C: ISM Complaint Procedures & Remedies Agreement*
- Sign and date  
*Annex D: ISM SMS Certification Agreement*
- Sign and date  
*Annex E: ISM Private Vocational School Enrollment Acknowledgment (PVSA) Notice*

## Application Packet

A complete checklist detailing all steps of the application process, as well as a road map to guide you through the training program is included in our application packet. The packet also includes contact information, a list of required books and software, and information about application and selection committee fees and schedule of payments. Please visit our website at [www.structuralmedicine.com](http://www.structuralmedicine.com), to download the application packet.



## Policies

### Progress Reports and Grading

The instructors of the Institute of Structural Medicine grade all classes on a Pass/Fail basis, with a Passing grade requiring scores of 75% or better.

During the first two days of the first segment of every SMS™ Training Program, the instructors will test students on the course's prerequisites. During the first two days of every subsequent segment, the instructor will administer a test covering the previous segment's topics and homework. This test will consist of a practical examination supplemented by a short essay. The student must pass the test with a score of 75% or better. If a student fails with a score better than 60%, that student may retake and attempt to pass the test one time.



At the end of each segment, instructors will administer an ungraded pre-test to prepare students for the next segment. The instructor will give progress reports to each student at

the middle and end of each segment. These progress reports will consist of short notes and private meetings outside of class time. At this time, students will have the opportunity to evaluate their instructor during their private meetings and by written evaluation.

At the beginning of each course, students will receive an Independent Study Notebook and a Business Manual containing the assignments for the independent study segment of the training. During the training, students give their completed assignments directly to their advisor. The advisor reviews the assignment, consults with the students, and reports progress directly to the training faculty for evaluation.

In order to graduate from the Institute of Structural Medicine, a student must demonstrate intellectual mastery of course material and technical skill in delivering structural integration. Students must also complete all field work and independent study assignments.

All students must show regular attendance and complete 2,000 hours of study. In the event that a student does not complete the training with an adequate evaluation, students may be required to repeat certain sections of the material, as well as to pay prorated tuition for such remedial study. The Institute of Structural Medicine keeps records of student progress and course work at the school. These records are available to students, instructors, and other authorized individuals at any time during working hours.

### Attendance

Students must be on time and present from the beginning to the end of class each day. During Independent Study portions of the training students must submit all assignments to their advisor on time. Students failing to make satisfactory progress due to absence, tardiness, or lack of commitment may be subject to administrative review, remedial work, or dismissal. At the discretion of the faculty, a dismissed student may re-apply for admission at the beginning of another term.

### Conduct

If a student's actions during the training jeopardize the reputation of the Institute of Structural Medicine or otherwise damage the school, the faculty may find cause for an administrative review, remedial action, or dismissal. During the classroom phases of the training all students are expected to abide by the ground rules established by the Institute of Structural Medicine and the training facility.



## Policies continued

### Leave of Absence

Students with problems related to immediate family, serious illness, or financial difficulty may receive a leave of absence. The student may reenter the school at time agreed upon by the students and faculty. Depending on the circumstances and duration of the leave of absence, the student may have to repeat some previous studies. This repetition may entail additional tuition fees to the student, to be established on a case-by-case basis.

### Competence

The faculty members of the Institute of Structural Medicine stress that admission as a student and participation in the Structural Medicine Training Program do not guarantee successful graduation. All students must demonstrate satisfactory progress and competence throughout the training. This requirement is not intended to cause doubt or discouragement. On the contrary, the faculty is committed to supporting students to their fullest capacity. The teachers and staff emphasize that they require a serious commitment of every student.

### Placement Assistance

The Institute of Structural Medicine assists its graduates in developing profitable business practices in a variety of ways. First, by completing the assignments in the Independent Study portion of the training, students will graduate with an established client base. Secondly, the business education provided during the training is designed to provide realistic and practical training to help practitioners succeed. Finally, the school will inform students about opportunities for work in existing health or education settings. However, the Institute of Structural Medicine can make no guarantee of placement, and the development of the practice ultimately depends on the graduate.

### Washington State Student Tuition Recovery Fund

The Institute of Structural Medicine is authorized to operate as an approved, private post-secondary school by the state of Washington Workforce Training and Education Coordinating Board under Chapter RCW 28C.10. Persons seeking to resolve problems or complaints should first contact their advisor, Training Coordinator, or other administrative personnel. Requests for further action may be made to Donna F. Bajelis, Owner and founder of ISM.

Washington law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition (RCW 28C.10.082). The fees support the student tuition recovery fund. It is important that enrollees keep copies of all enrollment agreements, contracts or other application forms to document the total amount of tuition paid, and records showing the percentage of the course completed. Such records would substantiate a claim for reimbursement from the STRF, which in order to be considered must be filed within 60 days following school closure or termination of the student.

For further information or instructions, please contact:

Workforce Training and Education  
Coordinating Board Building  
17 Airdustrial Way  
P.O. Box 43105  
Olympia, WA 98504-3105 (360) 753-5673



## Training Facility

### Physical Location

103 Ross Road, Twisp, WA 98856

### Location Phone

(509) 997-9392

### Location Fax

(509) 997-2344

### Total Bathrooms

Three adjacent bathroom facilities

### Site

20.5 Acres with Riverfront

### Measurement

720 square feet with adequate windows for ventilation and light

### Teaching Privacy

Multiple Shoji screens/linen to be used for client/student privacy. Carpeted flooring, private, relatively sound proof.

### Laundry

Washer and dryer adjacent to training center



TWISP TRAINING CENTER IN WINTER

### Library

Extensive library with relevant texts, DVDs, videos and software: anatomy and physiology, psychology, energetics, bodywork, movement, business.

### Other Resources

Multiple skeleton models, slide projector, TV/VCR, computer, 52-inch LCD display, light projector, treatment tables. Cabinets for storing students' books, miscellaneous storage space.

### Lighting

Adjustable lighting throughout the training center.

## Professional Membership & Certification

### Approved Washington State Private Post-Secondary School

The Institute of Structural Medicine is authorized to operate as an approved private post-secondary school by the State of Washington Workforce Training and Education Coordinating Board under Washington State law, Chapter 28C.10 RCW.

[www.wtb.wa.gov/pcs.asp](http://www.wtb.wa.gov/pcs.asp)

### Northwest Career Colleges Federation

The Institute of Structural Medicine is a member in good standing with the Northwest Career Colleges Federation. [www.nwcareercolleges.org](http://www.nwcareercolleges.org)

### Certified by the International Association of Structural Integrators (IASI)

The Institute of Structural Medicine is certified by the IASI, ID #83. [www.theiasi.org](http://www.theiasi.org)