



Online Teaching Guidelines for IKC Touch for Health School Courses

Online teaching enables Touch for Health techniques and philosophies to be spread around the world. IKC TFH School continues to explore new ways to disseminate Touch for Health worldwide, to certify TFH instructors worldwide, and to support the spread of the self-responsibility and educational model during the time of pandemic.

IKC TFH School allows TFH Instructors to teach TFH Synthesis, TFH Proficiency and TFH Training Workshop, TFH Goal-setting and Metaphor, TFH Goal-setting and Metaphor Training and other TFH School workshops online. See <https://ikc.global/touch-for-health-classes.html> for a list of TFH School classes.

The following are the **Online Teaching Guidelines for IKC Touch for Health School Courses** for all IKC registered TFH Instructors. Please note the IKC TFH School reserves the right to including additional training requirements for online teaching.

Online Teaching Guidelines for IKC Touch for Health School Courses

1. The IKC approval/permission for teaching TFH online is ONLY for LIVE sessions. Live Online Sessions are attended by all participants in real time (live) using video and audio. Pre-recorded online webinars are not approved.

Within this platform, it is expected that the instructor will utilize a variety of learning strategies such as, but not limited to:

- 1.1 Lecture, movement experiences, discussion, demonstrations. Muscle testing can be done on oneself (when Solo or by oneself) or with a Partner who is there in person with the student. (*SEE 7. “Quality of Teaching”).
- 1.2 Reading and reflecting on the manual, question/answer, music, etc.
- 1.3 PowerPoint and other visuals are to be integrated into the learning just like in an in-person class.
- 1.4 Breakout rooms allow for group discussions or practice time.
- 1.5 **Virtual** classrooms can be created to post articles and resources, hold discussions and reflections, etc. Zoom, Google Drive, Google Classroom, Blackboard, d2L, Canvas, VooV are some of the platform possibilities. A “virtual classroom” creates space for learning to expand beyond the actual session.

2. Recording Considerations

- 2.1 Respect and safety are paramount for TFH classes.
- 2.2 **DO NOT SHARE/ POST ANY RECORDING OF THE ONLINE SESSIONS.**
(Remember that written permission is required by all present for any recording)

3. Guidelines for teaching TFH Synthesis Online

- 3.1. TFH Synthesis can be taught online with students with a partner or solo (i.e. by himself/herself).
- 3.2. An in person TFH Synthesis is highly recommended after taking TFH Synthesis online, prior to TFH Proficiency and TFH TW.
- 3.3 Those who have taken TFH Synthesis online with a partner, or solo, can continue to the TFH Proficiency or TFH TW.
- 3.4 Students who have only attended part or whole of the TFH Synthesis online without further in-person training may ONLY be authorized to teach TFH Synthesis ONLY online.
- 3.5. Instructors must inform their students about the TFH Bridging Workshop before they register for TFH Synthesis. Students who have only attended TFH Synthesis online must take a required minimum 8 hours of TFH Bridging Workshop in person with a Registered TFH Instructor to be CERTIFIED to teach in person. (See Attachment 2 for the syllabus).
- 3.6 Students who have only attended TFH Synthesis and Training Workshop online must take a required minimum of 3 additional hours of training from faculty or trainer (either online or in-person) of their area/country to be certified to teach in person.
- 3.7 Students who have only attended TFH Synthesis online can ONLY be authorized to teach TFH Synthesis online (after successfully completing TFH Proficiency and TFH TW whether online or in-person).

(See Attachment 1)

4. Guidelines for teaching TFH Proficiency Online

- 4.1 TFH Proficiency can be taught online with students solo for parts on theory assessment and oral assessment, and a partner is required for the practical assessment.
- 4.2 An in person TFH Proficiency class (instructor and students in the same room – not online) is highly recommended after taking TFH Proficiency online, prior to TFH TW.

5. Guidelines for teaching TFH TW Online

- 5.1 TFH TW can be taught online. Participants can take the class solo or with partner(s) to practice or to do demonstrations.

6. Guidelines for teaching TFH Goal-Setting and Metaphor Workshop, Training Workshop Online

- 6.1 TFH Goal Setting and Metaphor Workshop, Proficiency and Training Workshop can be taught online. Participants can take the class solo or with partner(s) to practice or to do demonstrations.
- 6.2 An in person TFH Goal Setting and Metaphor is highly recommended after taking TFH Goal Setting and Metaphor online, prior to TFH Goal Setting and Metaphor Proficiency and Training Workshop.

For other guidelines of teaching other TFH School courses online, such as Touch for Learning, TFH In Depth, e-Touch for Health, Dynamic Communication and TFH Community Workshops, please consult course authors.

7. Contact Hours, Certificates of Attendance, Evaluations:

- 7.1 All online offerings market with clear policies regarding attendance, class times, assessment, and the location of the Instructor, etc. (80% minimum attendance is required for IKC certificates. Also note any local requirements.)

7.2 **Certificates of attendance are distributed after completion of the course.** If a student misses a portion of the course that is more than the minimum requirement in unavoidable circumstances, the instructor needs to have a plan in place for the time and content to be covered. This could be requiring the student to attend the missing hours or watch the instructor recording of the portion that is missed, followed up with an assignment such as answer assessment questions, practice the content areas, and/or provide a summary (by written, audio, video) of what was learned.

7.3 When creating the certificate the instructor will make sure that the following are entered in the field called “place” where you would normally fill in the name of a city. “online solo + the city from where the Instructor is teaching” or “online with partner + the city from where the Instructor is teaching” (when a partner is present for practice)

7.3.1 Example: **“Online Solo, City” or “Online with a Partner, City”**

8. Quality of Teaching

8.1 TFH uses muscle testing. The following self-testing is acceptable when attending TFH Synthesis solo:

- Noticing Range of Motions (ROM) of specific muscle movements.
- Self Applied Pressure (SAP) from Contraction (starting position) of muscle tests

8.2 Different muscle/body biofeedback are not part of the class teaching or discussion, unless it is a part of a specific approved pilot program.

We do not use or teach distant muscle testing (i.e. using themselves or others as a surrogate of others from a distance) in any part of the TFH Syllabus.

8.3 Instructors will follow the same quality of attitude and professionalism of teaching as in-person courses.

8.4 Additional assignments may be required outside of class, as appropriate.

8.5 When the IKC provides additional materials to support online-teaching, instructors will be asked to take reference of them.

8.6 Course feedback/ evaluations are to be distributed. This allows the instructor to see what could be refined for future online offerings. Attachment 3.

8.7 It is recommended to new instructors to co-teach with an experienced instructor or take additional training for online teaching when they teach for the first time online.

8.8 When teaching online it is recommended to have small group of students (up to 10) so that instructor can easily see students and be able to give feedback.

8.9 Workbooks can be used as part of the TFH Online School Training and are required prior to TFH Proficiency.

9. Administration

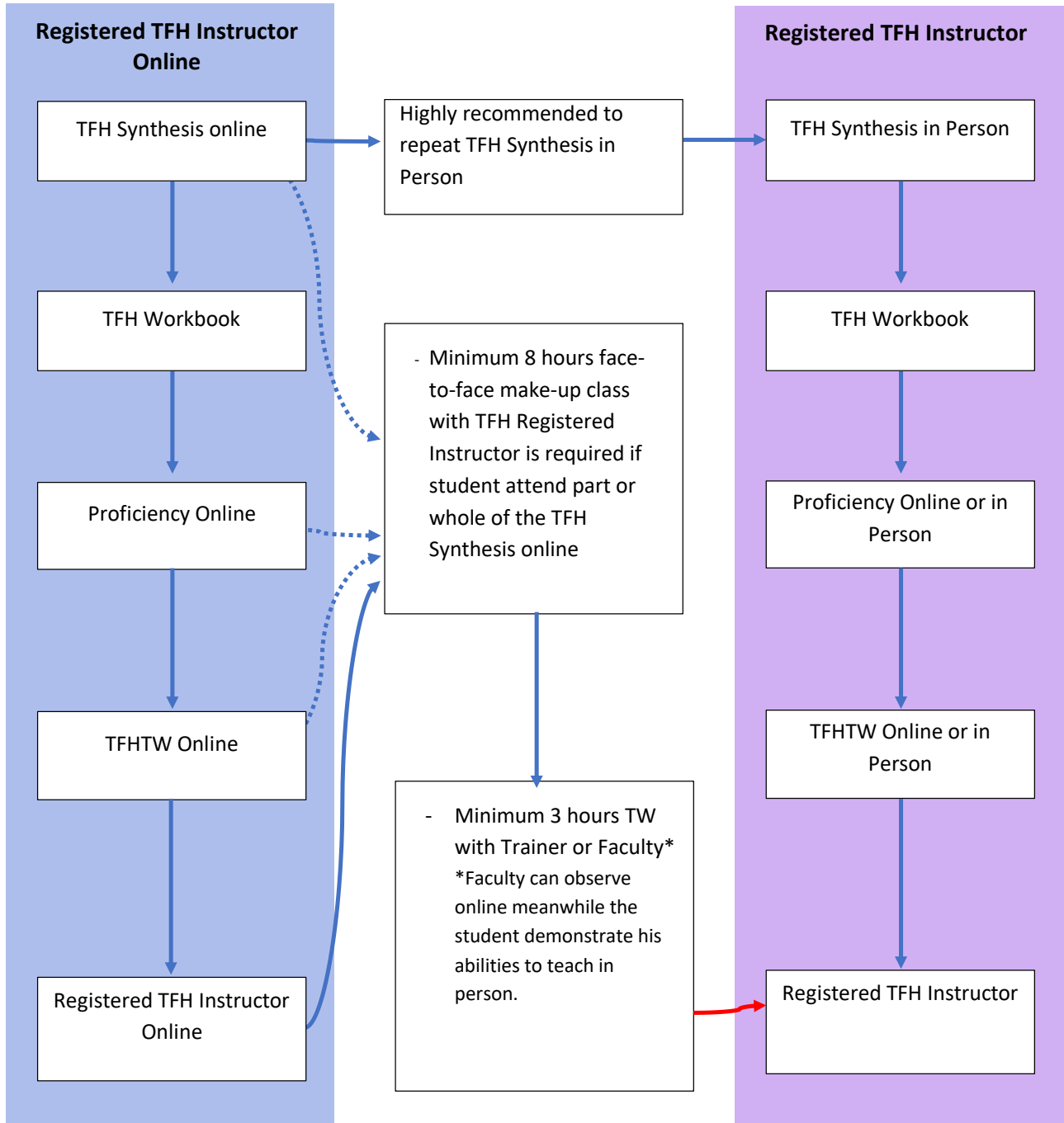
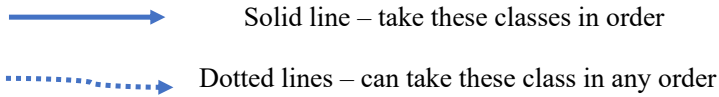
9.1 Faculty having students from other countries in their TFH School Training Workshop require written permission from the faculty of the involved country unless they have been sponsored by local faculty. If there is disagreement or dispute, the matter should be referred to the TFH School Dean. The new registered TFH instructors must be listed with their country of residence.

9.2 TFH School Faculty, Trainers and Registered TFH Instructors having students from other countries in their TFH Synthesis classes should contact faculty of the involved country in advance to confirm the current syllabus content, and the manner in which certificates, manuals, workbooks and other resources are obtained.

9.3 Instructor before registering the online students need to supply the students with all the information about the total synthesis, bridging class, 3 hours with the faculty if they want to eventually teach in person

Attachment 1

TOUCH FOR HEALTH PATHS OF LEARNING - ONLINE AND IN-PERSON



(note: red arrow = added arrow from 2021 guidelines)

Attachment 4

Syllabus for the supervised minimum 8-hour TFH Bridging Class (techniques to be included but not limited to the following)

Touch for Health Level One

Touch for Health 1 muscle-testing review, standing

Surrogate Testing

Touch for Health Level Two

Touch for Health 2 muscle-testing review, standing

One point-balance using the wheel and 5-element

Touch for Health Level Three

Touch for Health 3 muscle-testing review, standing

Reactive Muscles

Gait Testing

Touch for Health Level Four

Touch for Health 42 muscle-testing review, lying down

Postural Stress Release

Postural Analysis

Instructor Agreement for Teaching TFH Online

To conduct TFH Classes online

I AGREE TO:

1. Maintain quality as in a face-to-face class.
2. Enter the word “Online Solo, City” or “Online with a Partner, City” in the field called “place” where you would normally fill in the name of a city and/or country.
3. Distribute and collect class agreement and evaluations from participants.
4. Inform students that they are highly recommended to attend an in-person class after taking TFH Synthesis online, prior to TFH Proficiency and TFH TW. (see Online Guidelines 3.2)
5. Inform my students that they are required to take a minimum of 8 make-up hours of TFH Synthesis (TFH Bridging Workshop) in person be certified to teach TFH Synthesis in person. The syllabus of the make-up class may include but not be limited to muscle-testing, 42 muscle tests, surrogate testing, reactive muscles, postural analysis and postural stress release. (see Online Guidelines 3.5 and Attachment 4)
6. Inform students who have taken TFH Synthesis online that they must take a required minimum of 3 additional hours of training from faculty or trainer (either online or in person) of their area/country to be certified to teach in person
7. Inform my participants that TFH Workbooks are available to help to assess their learning outcomes.
8. Teach **LIVE** TFH online classes ONLY. Live online sessions are attended by all participants in real time (live) using video and audio.
9. Not to use pre-recorded online webinars.
10. Not to share or post any recording of the online class.
11. I understand and abide by the guideline number 10 before registering my students

Instructor Name _____

Instructor email _____

Date _____

Student Enrolment Form

Student Enrollment Agreement for Online Touch for Health (TFH) School courses

As a student of Touch for Health School, I understand and agree that:

1. I agree to follow the Touch for Health self-responsibility model when studying and practicing Touch for Health.
2. I understand that Touch for Health does not claim to cure, treat and diagnose diseases, or prescribe, and I will not imply that using Touch for Health techniques will do so.
3. In order to teach this or any other Touch for Health classes, I must complete the required curriculum and hold a valid Instructor certificate of the TFH School of the IKC.
4. I understand that the IKC owns all intellectual property in the IKC logos, and the written and electronic syllabus materials, certificates and some teaching manuals.
5. I understand that Touch for Health is trademarked and the materials used in Touch for Health is copyright protected.
6. I will not record or distribute any part of the online Touch for Health class.
7. I understand that in order to be certified to teach TFH Synthesis in person, a minimum of 8-hour make-up (bridging) in-person class is required, before or after TFH Proficiency and TFH Training Workshop.
8. I understand that I must take a required minimum of 3 additional hours of training from faculty or trainer (either online or in person) of my area/country to be certified to teach in person.
9. I understand that TFH Workbooks incorporated in the teaching will help to assess my learning outcomes (and are required if I plan to go on through the Proficiency certification class).
10. I agree to fill out an evaluation form when class is completed.

Student signature

Date: _____

____ I'm ok with being video recorded exclusively for the instructor or class review
(nothing will be posted or published)

____ No, I'm not ok to be recorded.

EVALUATION FORM

Students can access and fill up the evaluation form through the link below:

<https://forms.gle/DfT8fmJnUEp79YtM7>