

The Montessori Training Center of Minnesota



Trainee Handbook

AMI Primary Training Course
September 2009 – May 2010

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Licensed by:
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108

The Montessori Training Center of Minnesota is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 141.21 to 141.32. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

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ASSOCIATION MONTESSORI INTERNATIONALE

Founded in 1929 by Dr. Maria Montessori (b. 1870-d. 1952)

Headquarters:

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President: Andre Roberfroid

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Mission Statement

To provide and facilitate greater access to time-tested, quality programs developed by Dr. Maria Montessori to a population that is most vulnerable and often excluded; train highly qualified professionals; and disseminate the best practices of Montessori through outreach programming to a wide range of childcare providers and parents.

APPLICATION AND ENROLLMENT

Application Materials

Candidates will be considered for admission after completion of the application form, payment of the application fee, receipt of all supporting documents including college transcripts, letters of recommendation, and a brief life sketch. Once all application materials have been received a personal interview with the Director of Training will be held.

Application Procedures

When to apply: Prospective Trainees should apply as early as possible.

How to apply: Forms can be requested by mail, phone or e-mail and should be returned completed with all supporting documents and fees to:

The Montessori Training Center of Minnesota
1611 Ames Ave
St. Paul, MN 55106

Enrollment Policy

Trainees wishing to enroll for the academic year are requested to do so prior to June 1 to ensure placement availability and proper processing of their application. Applications submitted after June 1 may be accepted based on availability. Late applications will be considered on a case-by-case basis. Once full enrollment has been reached a waiting list will be established.

International Trainees

International trainees must ensure that they have all appropriate governmental permissions prior to arrival at the MTCM. The MTCM has been approved for student visa status by the United States Department of Immigration. Requirements include: Proficiency in English as determined by the MTCM, financial documentation demonstrating the ability to pay tuition and living expenses and a valid passport. For more information and a complete list of requirements visit www.ice.gov/sevis, the official website of US Immigration and Customs Enforcement. All courses will be conducted in English.

Course Prerequisites

A bachelor's degree in any field of study is preferred, however, at the discretion of the MTCM, other studies, work or life experience may be accepted in lieu of the degree. In the case of applications from non-English speaking countries, transcripts must be translated into English and certified as equivalent to a bachelor's degree. (Certification of documentation can be obtained from the World Education Service, P. O. Box 745, Old Chelsea Station, New York, NY 10011, Phone: 202-460-5644, www.wes.org).

Motivation

The MTCM recognizes that intellectual ability alone does not necessarily make a good trainee. Interest and motivation often may be the determining factors of a trainee's performance. Accordingly, the MTCM will review academic records, work history and life experiences. Applicants must demonstrate personal suitability for training, including emotional maturity, integrity of character, intellectual creativity and the aptitude for psychological insight and understanding.

Probationary Status

Probationary Acceptance

Trainees accepted into the course on a probationary basis are notified of this probationary status at the time of acceptance into the course. This probationary acceptance is effective through

October 15. If the trainee is in good standing at the end of the probationary period, probationary status will be lifted and the trainee will be notified in writing. If a probationary trainee is not in good standing by October 15, the final review of the trainee's participation in the course will be made by the Director of Training and a decision will be made as to the trainee's continued participation in the course. This decision will be based on an evaluation of work-to-date, extenuating circumstances, attendance and class participation and the trainee's commitment to the completion of the course requirements.

Academic Probation

If a trainee's conduct or work appears to be unsatisfactory during the course, the trainee may be placed on probationary status. Unsatisfactory conduct or work would include but is not limited to habitual lateness to lectures or practice sessions, written assignments which contain many errors and/or do not cover the assigned materials, and poor use of the supervised practice sessions. The trainee will be contacted by the Director of Training to notify the trainee about academic probation. A trainee on academic probation must meet with the Director of Training to discuss the situation and create a plan for satisfactory participation in the course. This plan will be specific to the trainee's situation and will include a time line for bringing the trainee into good standing.

Financial Aid

SELF loans (Trainee Educational Loan Fund) are available through the State of Minnesota (www.selfloan.org). An information packet may be obtained through the MTCM. Limited trainee financial aid is also available from the MTCM in the form of loans. Applications must be received prior to June 1 to be considered. This loan is awarded on the basis of financial need and the availability of funds; it is applied only toward the second semester tuition. You must apply for financial aid and after being accepted for admission by the MTCM. Certain area schools may sponsor a trainee according to private arrangements between the school and trainee. Trainees who are simultaneously enrolled in the Primary Training Course and the Loyola College of Maryland Masters of Education program are eligible for federal loans through Loyola. Please contact the MTCM for more information about trainee loans and financial aid.

TRAINING COURSE

Course Title

The formal title of the course is The Primary Teacher Training Course of the Association Montessori Internationale (for teaching children ages 3 through 6 years.)

The Diploma of the Association Montessori Internationale

The Association Montessori Internationale Primary Diploma for working with children ages 3 to 6 years is granted upon satisfactory completion of the course requirements; attendance at lectures and demonstrations; observations and submission of an observation journal; practice teaching; practice sessions with materials; submission of material books (reference albums) containing illustrated notes on the Montessori materials; samples of classroom materials constructed during the course; passing marks on both final written and oral examinations conducted by Examiners of the Association Internationale, and upon recommendation the Training Staff of the MTCM. The diploma is recognized in the United States and internationally. It qualifies the holder to work in a pre-existing classroom or to start a new classroom. All AMI diplomas state the holder "has studied the principles of the Montessori method for children" for the ages specified on the diploma and has "passed the written and oral examinations". By itself, the diploma does not automatically qualify the holder to teach. The state or country in which the holder wishes to work may have other teach requirements that must be fulfilled. Note that the diploma does not qualify the bearer to train other teachers, and so states.

Course of Study

The course covers the application of the Montessori method of education to children 3 through 6 years of age. A timetable will be announced at the commencement of the course.

Technical Details: the course will consist of:

1. Lectures on Child Psychology, Theory of the Montessori Method, Practical Demonstrations of the Materials and Cultural Subjects.
2. Practice Classes – Trainees will handle the material and acquire the technique of its presentation under the supervision of qualified staff.
3. Trainees are required to prepare:
 - a. A Material Reference Book for each of the four areas in the Practical Demonstrations containing illustrations and descriptions of the various materials, exercises, their aims, etc.
 - b. Language cards for reading, geography, biology, music, etc.
 - c. Other materials in the areas of Practical Life, Sensorial, and Mathematics.
 - d. A theory album dealing with the pedagogical and philosophical concepts of the method.

Child Psychology: These topics deal with the development of the child as the builder of the human personality, the successive phases of development and their characteristics. The main emphasis will be on the psychological development of the child from birth through six years as found by Dr. Maria Montessori.

The Theory of the Montessori Method: These lectures deal with the origin and development of the Montessori method; the role and attitude of the adult; the function of the prepared environment and of the scientifically prepared materials and how these materials should be presented so the child gains maximum benefit from using them.

Practical Demonstration Lectures: These classes deal with the function and presentation of the materials offered to children from 3 through 6 years of age in a Montessori environment. According to their aims, they are divided into 5 groups as follows:

1. Exercises of Practical Life: for the acquisition of coordination of movement and independence in daily life.
2. Sensorial Activities: as a means for intelligent exploration of the environment and the development of consciousness.
3. Language: the development of spoken and written language according to the child's natural interest.
4. Mathematics: the development of the mathematical mind. Concrete representation of numbers 1-10, the decimal system and the four operations of arithmetic as experiential activities.
5. Cultural Activities: Music, Art, Geography, History and Biology: factual information presented through sensorially perceptible material. These activities are incorporated into the above four areas.

Auxiliary Lectures: These lectures deal with the development, organization and administration of the prepared Montessori environment, including:

1. How to start a new Children's House
2. Phasing-in new and returning children.
3. Parent communication and conferences.
4. Record Keeping
5. The role of the assistant.
6. School administration.

7. How to design and prepare Montessori materials.
8. Conflict resolution.
9. Overview of children with special needs.

Observation: A total of 90 hours of observation in different Montessori environments directed by AMI trained adults. Trainees will make notes on these observations to be used for class discussion as well as keeping an observation journal.

Practice Teaching: A minimum of one hundred eighty (180) hours of practice teaching are required; taking place in two different environments under the guidance of an AMI trained Directress or Director.

Reading List

Books may be purchased through the MTCM.

By Dr. Maria Montessori

- *Education and Peace
- *Education for a New World
- From Childhood to Adolescence
- *The Absorbent Mind
- *The Advanced Montessori Method – Volume One
- The Advanced Montessori Method – Volume Two
- *The Child in the Family
- *The Discovery of the Child
- *The Formation of Man
- *The Secret of Childhood
- To Educate the Human Potential
- *Creative Development in the Child- Volume One
- *Creative Development in the Child- Volume Two

By Mario Montessori Jr.

Education for Human Development – Understanding Montessori

By E. M. Standing

- *Maria Montessori – Her Life and Work
- The Montessori Revolution in Education

By Angeline Stoll Lillard

Montessori: the Science Behind the Genius

By Paula Polk Lillard

Montessori, a Modern Approach

By Paula Polk Lillard and Lynn Lillard Jessen

Montessori from the Start: the Child at Home from Birth to Age Three

By Rita Kramer

Maria Montessori, a Biography

By Silvana Montanaro

Understanding the Human Being: The Importance of the First Three Years of Life

*required reading for the primary training course

ADDITIONAL OPPORTUNITIES FOR FURTHER EDUCATION

Metropolitan State University

Trainees who do not yet hold an undergraduate degree and who are enrolled in the Montessori Training Center of Minnesota primary training program may have competencies gained through the MTCM assessed for academic credit at Metropolitan State University. These can be applied toward an undergraduate degree through Metropolitan State University after completion of the primary training course. More information is available through the MTCM.

Loyola College of Maryland

Trainees who already have a bachelor's degree may enroll simultaneously in the Loyola College of Maryland Masters in Education program. More information is available through the MTCM.

Required Individual Home Work

Trainees should be advised that a considerable number of hours should be allotted for their course work outside of scheduled classes and activities. A minimum of twenty hours of work each week is usually needed for preparing albums, illustrating exercises, making materials, reading and studying. All illustrations are to be done outside of class hours. Typed, or neatly handwritten illustrated records of each demonstrated activity are to be handed in for correction as scheduled. Trainees must rewrite and/or correct their written papers and material albums to ensure the papers demonstrate clear thought, use correct grammar and spelling, and are complete. These must be completed in a timely manner as determined by the MTCM staff.

Albums

Each trainee will complete an album of original written and illustrated exercises for each of the five areas. These exercises must be written out according to the prescribed format and must include individual illustrations of each exercise.

- Note well:
- Submission of unoriginal work, or that of another person, constitutes cause for immediate dismissal from the course. Both parties involved in the passing and sharing of work will be held responsible and accordingly will be accountable and subject to consequences.
- All people who assist classmates with work for legitimate reasons must inform the Director of Training, in written form, immediately of their assistance to avoid misunderstandings and complications.
- All trainees who accept assistance from others must inform the Director of Training immediately as to the source of their assistance to avoid misunderstandings and complications.

SYSTEM OF EVALUATION

Evaluation of Work:

All assignments must be completed to the satisfaction of the Training Center staff. A Satisfactory/Unsatisfactory grading system is used for course work. This system of grading applies to written papers, reference albums, practice with Montessori apparatus, practice teaching, material construction and general course assignments. Work must be complete in order to be considered Satisfactory. Numerical grading is used for final written examination papers and final oral examinations. Letter grading will be used for trainees enrolled in the Loyola graduate program and the Metropolitan State College program.

Evaluation Records

The Training Staff is available as advisors to the trainees throughout the year. Detailed records of academic progress in regard to album work, practice teaching, materials construction, practice sessions, observation journals and theory papers will be kept by the training staff during the year. Successful completion of the course will be based on records reflecting complete and satisfactory work during the year, as well as satisfactory completion of the final written and oral examinations.

Resubmits

Trainees will be required to re-submit work that is not completed to the satisfaction of the Training Center Staff.

Grading Criteria

A Primary AMI training course is demanding and exacting and is comparable to graduate level work. Periodic evaluations in the theory and practical work of the trainees will be made by the Director throughout the year as required. Any trainee not performing at the expected standards may be asked to withdraw from the course.

Grading Criteria for Albums:

- Timely submissions of album work
- Late work will result in a lower grade
- Clear and complete written presentations
- Accurate reflection of the presentation given in class
- Neatness and legibility
- Adequate and accurate illustrations
- Edited for correct grammar and spelling
- MUST BE THE TRAINEE'S OWN WORK
- Note well: Plagiarism is grounds for dismissal from the course; See Scholastic Conduct.

Grading Criteria for Theory Papers

- Timely submissions of theory papers
- Late work will result in a lower grade
- Proper formatting; Title, Name, Page Numbers, etc.
- Logical organization
- Completeness and accuracy of information
- Adequate quotes from source material, appropriately cited. At least 5 quotes per paper.
- Evidence of understanding of the nature of the topic.
- Neatness and legibility; easy to read font, 1.5 line spacing
- Edited for correct grammar and spelling
- Quality of writing; developed sentences
- MUST BE THE TRAINEE'S OWN WORK
- Note well: Plagiarism is grounds for dismissal from the course

Grading Criteria for Materials

- Timely submissions of material
- Late work will result in a lower grade
- Complete according to material description
- Attention to aesthetics
- Application of the principles of the materials and underlying theory

Grading System for Loyola College of Maryland Graduate Students
and Metropolitan State University Undergraduate Students

A	Excellent	Denotes high achievement and indicates intellectual initiative beyond the objectives of the course.
B	Good	Denotes work which meets the objectives for the course and intellectual command expected of a graduate trainee.
C	Fair	Denotes work that meets the basic requirements of the course.
F	Failure	
W	Withdrawn	Authorized departure from the course without completion. It does not enter into the grade point average calculation
I	Incomplete	Denotes that work remains to be submitted and evaluated. Trainees may not graduate with a grade of "I" in any course of their record.

Grading Criteria for Written Examinations

Two final written examinations are administered by the training center staff of the MTCM. The trainee will sit for exams toward the end of the course. They consist of:

- A three-hour* written exam regarding Montessori theory, and
- A three-hour* written exam on the practical aspects of the Montessori method.

One day is set aside for each examination. Trainees select four of the seven questions offered at each examination. The minimum passing grade on each examination is 50 points out of 100 total points.

- Trainees for whom English is a second language will be allowed four hours to complete the written exam.
- Trainees with a documented learning difficulty will be allowed four hours to complete the written exam.

To receive a passing score, the trainee must answer all parts of the question; reflect an understanding of Montessori theory and the ability to relate examples to theoretical points. The answer must include definitions of all relevant terms.

Grading Criteria for Oral Examinations

Each trainee is required to demonstrate his or her knowledge during a two-hour Oral Examination before an examining committee from the Association Montessori Internationale. Committee members are selected from AMI Training Centers and others who are qualified Examiners by the AMI. An AMI appointed examiner heads the examination team. A grade of 12.5 out of 25 points in each of four areas (Practical Life, Sensorial, Language and Mathematics) is required to pass the oral examination.

To receive a passing mark in each subject, a trainee must demonstrate that s/he knows:

- How to present the material written on the slip chosen in a blind draw
- The purposes, direct and indirect aims, and the ages of the child/ren to whom the material is presented
- The exercises that precede the presentation, those that would follow it, and what the exercise prepare for
- The control of error or points of interest
- Some general theory about the particular area
- The highlights and progression of each of the subjects

Notification of Results

Album Work

A presentation comment sheet packet will be given out prior to lectures and presentations in each area. These sheets will list the work that is required each week and are to be submitted each week with the work. Suggestions are made for refining or correcting work and returned to the trainee. All changes must be made before the final album check. It is best to make the necessary changes immediately after the work is returned.

Theory Work

A theory comment sheet packet will be given out on the first day of class. These sheets are to be submitted with each theory paper. Suggestions are made for refining or correcting work and returned to the trainee.

Exams

Each trainee will be notified by phone of the results of the oral examination. For those not passing the exams a letter outlining the steps for completion of the course will be sent to an address designated by the trainee.

The decision of the AMI examiners is final. Trainees must complete the course with the grade of “pass”, both in the written examination and in the international oral examinations, in order to graduate and be granted the AMI primary diploma.

Deadline for the Completion of Course Work

It is our experience that trainees who turn in their work consistently on time are better prepared for the final written and oral exams. To this end, due dates are firm and it is expected that all work will be turned in on time; trainees will be notified well in advance of work deadlines. In addition, trainees who are chronically late with their work will be required to meet with the Director of Training and/or come in outside of class time for a tutoring session to get back on track. There will be no guaranteed return date of work submitted late. Exception to this policy must be discussed prior to deadlines with the Director of Training. Trainees in the Loyola graduate program will receive a grade deduction for late work.

Practice with Montessori Apparatus

Trainees must practice a minimum of 140 hours under the supervision of an MTCM staff member. Supervised practice is the time for each trainee to become familiar with each exercise before attempting to write that exercise as demonstrated. Supervised practice is scheduled weekly and trainees are required to attend and participate. During supervised practice trainees are expected to manipulate the materials rather than edit notes or make materials. Only practice with the materials meets the AMI requirements for practical sessions. The MTCM is open for independent practice before class time during normal business hours.

Independent Practice

The MTCM will be open for independent practice before class time during normal business hours. Additional hours (nights and weekends) will be available on a scheduled basis with MTCM staff. Trainees are required to do ten (10) additional hours of independent practice outside of class.

Observation

Trainees will observe in several AMI Children's Houses in or near the Twin Cities. Out of town sites may be considered with prior approval of the Director of Training. At least 90 hours of observation is required (see course breakdown). Written observation notes pertaining to specific topics are to be handed in two weeks after each MTCM scheduled observation week.

Practice Teaching

One hundred eighty (180) hours of practice teaching are required for course completion. Ninety percent (90%) of album work must be completed to begin practice teaching. Each trainee must demonstrate satisfactory knowledge of the theory and practical use of the Montessori apparatus in a classroom with children to the satisfaction of the supervising teacher and the training staff of the MTCM. During each of the practice teaching assignments, trainees are required to complete required records in order to pass. Trainees must meet their observation requirement before they begin their practice teaching.

Conferences

Trainees are given one progress conference during the course, usually mid-year, and are encouraged to keep in close contact with the Director of Training throughout the year. Trainees may request conferences with the Director of Training at any other time during the course by appointment. Staff may request conferences with trainees when required.

Make-up and Retake of Work or Examinations

Trainees not satisfactorily completing any portion of the course work must make special arrangements for completion with a MTCM staff member.

Trainees failing any portion of the final written or final oral examinations may retake the failed portions of the examinations the following year. These examinations may be taken the second time at any certified AMI Training Center during their regularly scheduled examination periods, with written prior approval given by that center. Additional practice with the apparatus, written work and/or attendance at lectures may be required as a prerequisite for retaking the examinations. Final examinations may only be taken twice. The charge for re-examination is \$350.00.

AMI Requirements for Certification

The Primary Diploma of the Association Montessori Internationale is granted upon satisfactory completion of the course requirements as follows:

- At least 90 percent attendance of lectures, demonstrations and practical sessions with materials.
- Personally prepared reference albums containing required presentations and illustrations.
- Assigned material-making projects
- Ninety hours of observation in AMI classes
- Successful completion of practice teaching as scheduled in AMI classes
- Assigned theory papers
- Passing grade on both written and on oral examinations conducted by Examiners of the Association Montessori Internationale.

Statement of Confidentiality and Accessibility of Files

The Montessori Training Center of Minnesota maintains records throughout the conduct of the course. Attendance records for lectures and supervised practice are maintained on a daily basis by the MTCM staff. Evaluations of course work including album work are maintained in the center's office.

Upon the completion of the course or at the time of a trainee's withdrawal from the course, a permanent file is created and maintained in the archives. This file contains all of the following, or the appropriate portion thereof:

- The original application for admission
- The original letters of reference
- All college transcripts
- The original signed and dated course and tuition contracts
- The summary sheet from the evaluations of the Materials Reference Books (albums)
- The summary sheet with scores from the written and oral examinations
- The Montessori course transcript
- A copy of the signed and dated Montessori diploma and award letter
- The original staff and supervising teachers' evaluation forms from practice teaching

All trainee files are held in the strictest confidence and are accessible only upon written request and authorization by the trainee to the Director of Training.

All parts of the permanent file remain in the sole possession of the MTCM and the Director of Training.

COURSE RESPONSIBILITIES

In order to preserve and protect the rights of the trainees, the MTCM is committed to the following Standards of Fair Practice:

Admissions

- To provide prospective trainees with a complete and accurate picture of the course; to encourage them to visit the course site as well as local Montessori schools.
- To provide trainees with a written admissions policy
- To maintain a clear policy regarding job placement services

Academic Program

- To describe course requirements clearly and accurately
- To prepare course descriptions that accurately reflect the course that is offered
- To provide the facilities and learning resources required by an AMI affiliated Montessori teacher training course.
- To employ qualified instructors who will offer complete, quality instruction in theoretical and practical elements of all aspects of the Montessori method
- To constantly monitor the trainee's work and behavior; to advise him/her adequately of his/her progress
- To dismiss a trainee only for appropriate cause after due process
- To award certification only when merited, after all stated requirements have been satisfied

TRAINEE RESPONSIBILITIES

In response to the Standards of Fair Practice to which the MTCM is committed, the MTCM expects trainees to make their commitment to the following fair practices:

- To represent themselves honestly in applying to the course
- To submit an application for enrollment based upon a desire to learn and to serve children by implementing Dr. Montessori's principles.
- To be fully informed about the total cost of the course and make all required payments in a timely manner

- To read and fully comprehend contracts before signing them; to fulfill all obligations required by signed contracts and to keep a copy of all contracts and receipts
- To be prompt and constant in class attendance and attend a minimum of 90% of class sessions including both lectures and practical. Trainees failing to maintain at least 90% attendance will be notified by the administrator.
- To read and be fully informed regarding the policies and conditions iterated in the Primary Course Trainee Handbook.
- To put in writing from the Director of Training to be absent when that absence is not due to illness. To be responsible for making up all work missed during an absence and to inform the Director of Training as to the source of the work provided.
- To study all materials given in the course and to complete all assignments in a timely manner
- To fulfill the requirements of the course by creating the four instructional albums, one theory album, observation journal and making the materials required for graduation
- To fulfill all course requirements in a timely manner
- To demonstrate polite and professional conduct with classmates and course personnel. Mutual respect of individuals is expected at all times.
- To produce work that is solely personal and not taken from the work of current or previous primary trainees. To take work from others is grounds for immediate dismissal from the course.
- To sign the Code of Ethics Policy and AMI Requirements for Certification

TRAINING CENTER POLICIES

Schedule

The staff has the responsibility and the authority for guiding the usage of time in lectures and in supervised practice. The general schedule is followed; however, there are times when changes may be made to best suit the needs of the course. The trainees will be informed of all changes.

Attendance Policies

Full attendance and satisfactory participation are required for all lecture/demonstration sessions. Lectures begin promptly at the scheduled hour. As a prerequisite for the final examinations, trainees must observe punctuality and regular attendance to lectures, practice classes, observation and practice teaching. Due to the intensity of the course work, trainees are urged to keep their absences due to illness or family emergencies to a minimum. Trainees are requested to notify the MTCM in advance of anticipated absence. Excessive absence will impair the trainees' graduation prospects, and trainees must attain at least 90% attendance in order to sit for the written and oral exams. Arriving after 1:15 pm will result in a half day absence.

Attendance is required at all lectures, demonstrations, practice, observation sessions as scheduled and AMI requires attendance records to be kept for every session. If you are ill or cannot attend class, please inform the MTCM in a timely manner. Messages will be taken at the MTCM: 651-298-1120.

In the event of extended absence, each individual case will be reviewed by the Director. Students must arrange with the staff to make up work missed due to excused absence.

Complaints

Should you have complaints or concerns regarding some aspect of the course or environment, please contact the Director of Training immediately. It is the intent of the course to channel all energies positively. Thus, a quick resolution of misunderstandings will aid this endeavor.

MACTE Grievance Procedures and Appeals Process

A grievance is defined as a written statement which alleges a specific violation of procedures, rules or regulations infringing on the personal and professional rights of the complaining party. An informal meeting may reach a resolution to solve the problem. An informal request for a meeting to resolve the problem must be requested, and a meeting must be held, before a grievance can be filed formally. If no decision is reached, or if an appeal is requested, the following procedure must be followed:

A letter of appeal to the Director of Training, giving a factual statement or evaluation of the problematic area is required to request a formal hearing. The letter must specifically name the person or persons to whom the grievance is directed, and the procedures or rules or regulations which are the basis for the grievance.

A response from the Director must be forthcoming by personal service or Certified Mail within 10 days. The response must name the place, date, time and individuals who may be present. The hearing must be held within 30 days. A member of the advisory board or the designee of the advisory board shall be a member of the hearing board. The Director or a designee shall be a member of the hearing board. The Director or a designee shall be present. Any witness whose testimony is to be considered must be present.

The formal hearing will be governed by procedures set by the advisory board and administered by the Director or a designee. Robert's Rules of Order will be used. Each meeting will be taped to provide a record of the hearing and the tape will be kept in the office of the Director until 30 days following the completion of the appeal process.

If the decision reached at the formal hearing is not acceptable to the complaining party, the complaining party shall file a written request for appeal with the Director within 10 days and request that all materials then are sent to the governing board for a final decision. A final decision will be reached within 30 days.

If, for any reason, the preceding process is not followed by the complaining party, the grievance will be considered void, the case will be closed, and all information will be sent to the governing board for filing.

The Director and staff of the Montessori Training Center of Minnesota will give every possible assistance to all students in the work of the course.

If a resolution cannot be achieved within this framework, parties may contact the Montessori Accreditation Council for Teacher Education: Gretchen Warner, Ph.D., MACTE, 524 Main Street, Suite 202, Monument Square, Racine, WI 53403, Phone number: 1-262-898-1846.

Scholastic Conduct

The MTCM broadly defines scholastic dishonesty as any act violating the rights of another student in academic work or involving misrepresentation of the trainee's own work. Scholastic dishonesty includes, but is not limited to, cheating on assignments or examinations; plagiarizing, misrepresenting as your own work any part of work done by another; or interfering with another trainee's work. The MTCM staff will investigate charges of scholastic dishonesty. When charges are upheld, the student may be placed on disciplinary probation, suspended or dismissed from the course.

Trainee Grade Reports and Transcripts

Trainee academic records are maintained by the MTCM. You may obtain a certified transcript for \$3.00 by sending a letter of request to the MTCM. These are on a pass/fail basis only, no grades or GPA will be assigned.

Dismissal/Authorized Departure of a Trainee

Individual trainees may be asked to discontinue the training course for medical, psychological, academic or other relevant reasons. Trainees are expected to abide by the conditions established for the course and any arrangements made for their training during the course. Tuition refunds will be determined by the MTCM Board of Trustees in accordance with the Refund policy and the circumstances of the dismissal.

FEE SCHEDULE

Tuition and other Charges for the Academic Year

Application Fee:	\$50 to accompany application
Tuition:	\$9,100: \$4,550 due before August 1, 2009 \$4,550 due before December 15, 2009
Tuition Deposit:	\$500 due within 10 days of acceptance to the course. Credited toward the second half tuition.

All delinquent payments incur a 1% monthly finance charge.

Tuition must be paid in full, or prior agreement made with the MTCM, before being allowed to sit for examinations or receive a diploma.

Refund Policy

The Montessori Training Center of Minnesota has adopted the following refund/buyer's right to cancel policy.

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.
- Notwithstanding anything to the contrary, if student gives written notice of cancellation within five business days of the execution of the contract or day on which the student is accepted, then a complete refund is given regardless of when a program has started.
- If student gives a written cancellation after five business days of the execution of the contract or day on which the student is accepted, but before the start of the program by the school, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed \$50.00) shall be refunded to the student.
- If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before the complete of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges based on the number of days in the term plus 25 percent of the total program costs (25 percent not to exceed \$100.00).
- Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice.
- This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course.
- Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to the date of delivery of the notice as acceptance: and if delivered by mail, the postmark date of the letter of acceptance.
- Should the course need to be cancelled, all fees paid will be refunded to student.

Other Expenses

Students should budget at least \$600 for course related expenses such as books, binders, paper, photographs for material illustrations, etc. Students may want to budget more if they plan to print a lot of photos at home for album work.

FACILITIES

Location of the MTCM

The MTCM is located at 1611 Ames Ave in St. Paul, Minnesota. The building is near the intersection of Maryland Ave and White Bear Ave.

Transportation

Students are responsible for their own transportation two and from class at the MTCM and to area schools for observation and practice teaching.

Parking

There are very limited parking spaces. Street parking is available. Please be careful not to park in front of driveways or cause any inconvenience to the neighbors. Students are requested to observe proper safety procedures when leaving the building. (See Safety Policy).

Bus Route

Bus connections are on Maryland Ave and White Bear Ave.

Hours and Days of Operation

The academic year begins in September and ends in May. The MTCM is open to students from 10 a.m. – 6 p.m., Monday through Friday, except on scheduled school holidays.

Classroom hours are **Monday-Friday, 1:00 p.m. – 5:30 p.m.**

Refer to the course calendar for additional details.

Use of Facility

Lectures, demonstrations, seminars, workshops, practice with apparatus and other activities of the course take place in the lecture room and practice rooms, unless otherwise arranged by the staff of the MTCM, in which case trainees will be given advance notice. Observations and practice teaching with children will be done in AMI accredited and affiliated Montessori schools in the Twin Cities area. The practice room contains a full complement of Montessori apparatus to enable each trainee to practice with all the materials.

The material making room provides space for students to make the required materials for the course. It includes a copier, laminator, paper cutter, sewing machines and limited amount of other supplies.

Trainees are required to replenish materials as they use them up, as well as provide their own paper for the copier. Trainees are required to have a demonstration of the laminator before using it. The price for laminating is \$0.50 per foot. Please see administrator to use. Faxes can be sent for \$1.00.

MTCM will provide janitorial service, but the care of the environment is the primary responsibility of the trainees. This care includes the kitchen, materials, shelves, plants, lounges, etc., and should be overseen daily. A system for the accomplishment of these tasks will be designed by the trainees during the first days of class.

Food and Beverage

Trainees may bring their lunch or dinner to school or purchase food from nearby stores. A microwave, and refrigerator are available for heating and storing daily lunch. Please remove food containers from the refrigerator at the end of each day. Any containers left in the refrigerator are subject to removal. Food should be in sealed containers or securely wrapped. Food and drinks other than water in a covered container may **not** be brought into the lecture room, practice room, conference room or material making studio. Water only may be brought into the lecture room provided it is in a water bottle type container. Absolutely no food or beverage, including water, may be brought into the museum.

ADDITIONAL INFORMATION

Closing Due to Inclement Weather

Students will be contacted by telephone and/or e-mail when the MTCM is closed.

Dress

The dress standard of the MTCM is casual. Trainees are required to dress in a professional manner for observations and practice teaching.

Protection of Personal Articles

The MTCM strongly urges trainees to protect their valuables and cautions against leaving valuables unattended, even in the classroom. Backpacks and other large bags are to be stored in the coat room adjacent to the kitchen. Do not leave valuables in your car. The MTCM is not responsible for any theft or loss. Because of limited space in the lecture room, trainees are urged to bring only those items necessary for taking notes to class.

A small storage shelf is provided to each trainee for work in progress and MTCM mail, as well as a small locked storage unit.

Smoking

The MTCM is a non-smoking environment.

Drug Policy

Except for medications prescribed by a doctor, drugs are completely forbidden and will not be tolerated under any circumstances while attending the training. This also applies to any Center activity. Further, any prescribed drugs must be kept out of reach of children who may be at the center.

Telephone

The telephone in the material making studio is available for the MTCM trainees. Trainees should limit personal use of this phone to 3 minutes during break time. Cell phones are to be turned off during lecture and practice sessions. The MTCM main phone number may be given out as an emergency contact number; 651-298-1120.

Visitors

Adult visitors may tour the classroom when class is not in session by prior approval of the MTCM staff. Permission to audit MTCM course lectures may be obtained from the MTCM staff. The materials in the practice room are for the use of the MTCM trainees only.

PERSONAL and LEGAL CONCERNS

Child Protection Reporting

As professionals involved in education and child care, we are mandated by Minnesota State Law to immediately report information to local authorities when we believe or have reason to believe an

incidence of child neglect or physical or sexual abuse has occurred. Students should immediately report any incidence to the MTCM Director of Training.

Ethical Conduct

The MTCM affirms the dignity and worth of every person, and values the contribution each makes to the learning community. It is expected that all trainees and staff will conduct themselves in an appropriate and ethical manner consistent with the philosophy espoused by Dr. Maria Montessori and the AMI. Specifically, it is important to represent oneself physically, mentally and emotionally as an ethical and appropriate model for the purpose of guiding the child in his or her education.

Safety

Staff and trainees need to take appropriate precautions when arriving and leaving the MTCM facility. It is important to remember to notify people regarding your coming and going; to park in a designated and safe, well-lit area; lock your vehicle; beware of weather conditions; be alert when arriving and leaving the MTCM and follow common sense safety precautions.

Sexual Harassment Policy

The MTCM does not condone any form of sexual harassment and has therefore adopted a policy consistent with the school's mission to maintain a supportive community. All members and trainees of the MTCM are to be treated with respect and dignity.

Sexual harassment includes unwelcome physical touching or sexually offensive language that interferes with an employee or trainee's performance. While it is recognized that not every advance or comment of a sexual nature constitutes harassment, employees or trainees should not create a hostile atmosphere. Whether a particular action or incident constitutes harassment requires a determination based on all the facts and surrounding circumstances. If an employee or trainee believes s/he has been sexually harassed, s/he should discuss the matter with the Director of Training or the President of the MTCM Board of Trustees.

Commitment of Time

It is to your advantage to keep all outside activities and part-time work to a minimum since the course is both time-consuming and demanding. The greater time commitment you can make to the work of the course, the better your ability will be to prepare yourself for the AMI examinations, and for the work that you will carry out in the future with children. Characteristics of behavior and qualities of personality will be taken into account and related observations will be discussed with you throughout the year. Students can expect 3 hours per day of work outside class.

Job Placement

The MTCM receives many employment offerings and this information is made available to the trainees. Employment placement information is also available through communication with the Montessori community, addresses of which are also made available to trainees. It should be noted that AMI Montessori certified personnel continue to be in great demand world-wide. The demand always surpasses the availability of teachers. In some countries additional requirements may be requested. The MTCM does not assure employment guarantees.

MONTESSORI ORGANIZATIONS

Association Montessori Internationale

The Association Montessori Internationale (AMI) is the recognized authority of Montessori education and directs schools and studies in affiliated teacher-training institutes on four continents. It was established in 1929 by Dr. Maria Montessori and was directed by her son Mario Montessori until his death in February

1982. Membership in AMI is open to all interested individuals and member are entitled to receive the official publication “Communications”, published at intervals throughout the year. A student membership is included in the Student Fee.

AMI Head Office
Koninginneweg 161
1075 CN Amsterdam
The Netherlands
Phone: + 31 20 6798932
Fax: + 31 20 6767341
E-mail: info@montessori-ami.org
Website: www.montessori-ami.org

AMI-USA

AMI-USA is the national Montessori office representing AMI in the Untied States. It serves to unify efforts to promote the work of Dr. Montessori in this country

Virginia McHugh Goodwin, Executive Director
AMI-USA
The Montessori School of Rochester
410 Alexander Street
Rochester, NY 14607
Phone: 716-461-5920
Fax: 716-461-0075
E-mail: ami-usa@montessori-ami.org
Website: www.usaami3@aol.com

NAMTA

North American Montessori Teachers Association (NAMTA) was formed in March 1970 for the purpose of fostering communication among teachers, holding regular workshops, developing Montessori materials and publishing newsletters and an official magazine, the NAMTA Quarterly. A student membership is available to trainees in the AMI course.

NAMTA
13693 Butternut Road
Burton, Ohio 44021
Phone: 440-834-4011

E-mail: staff@montessori-namta.org
Website: www.montessori-namta.org

Equal Opportunity Statement

The Montessori Training Center of Minnesota does not deny opportunity on the basis of sex, sexual orientation, gender identity or expression, race, color, national or ethnic origin, ancestry, age, disability or veteran’s status in the administration of its educational or academic policies, loan programs or other school administered programs.

ABOUT THE MTCM

Montessori Training Center of Minnesota

The Montessori Training Center of Minnesota was founded in 1973 by the late Mr. A. M. Joosten, who also directed AMI Training Courses in India and Sri Lanka. Presently, the MTCM is directed by Molly O'Shaughnessy, who is the Director of Training of the Primary Course. We moved to our new location in 2008 which also houses Cornerstone Montessori School and the International Montessori Museum.

The Montessori Training Center is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes 141.21 to 141.32. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

The Montessori Training Center of Minnesota is accredited by the Montessori Accreditation Council for Teacher Education (MACTE). MACTE is recognized as an accrediting agency by the United States Department of Education. MACTE, 524 Main St, Suite 202, Racine, WI 53403.

Faculty and Staff

Molly O'Shaughnessy directs the Primary course. Ms. O'Shaughnessy is an AMI teacher trainer, lecturer and consultant. She is a board member of AMI/USA and NAMTA. She earned her AMI Primary diploma from the Montessori Training Center of Minnesota in 1976. She holds an undergraduate degree from St. Scholastica and a Master's degree in Education from Loyola College in Maryland. She is a founding board member of the Minnesota Children's Museum. She most recently was appointed to the board of the AMI- Amsterdam and is a member of the AMI Trainers Group.

Nicole Olson serves as administrator. She earned her AMI Primary diploma from the Montessori Training Center of Minnesota in 2006. She holds an undergraduate degree from the University of Minnesota-Duluth and a Master's degree in Education from Loyola College in Maryland.

Rachel Morris serves as course assistant. She earned her AMI Primary diploma from the Montessori Training Center of Minnesota in 2002. She holds an undergraduate degree from Macalester College in St. Paul and a Master's Degree in Education from Loyola College in Maryland.

Alison Awes directs the Elementary course. Ms. Awes holds AMI diplomas for Primary and Elementary levels, a B.A. in Art History from Smith College, a M.A. in Latin American Studies from Tulane University, and a M.Ed. in Montessori Education from Loyola College in Baltimore. She was a Montessori child and has taught for seven years in 6-9 and 9-12 classrooms. She has served on the board of Montessori schools and other organizations, including the AMI Elementary Alumni Association. Ms. Awes has lectured on AMI training courses at the Montessori Institute of Milwaukee and at the Montessori Training Center of Minnesota and has presented teacher workshops on bookmaking and handwork for the elementary child.

Carol Gronfor serves as our Director of Development.