

# The Montessori Training Center of Minnesota



# Student Handbook

## AMI Elementary Training Course 2010-2012

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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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E-mail: [mtem@mtem.org](mailto:mtem@mtem.org)  
Web site: [www.mtem.org](http://www.mtem.org)

### Pedagogical Staff:

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Alison Awes, Director of Training – Elementary  
Malinda Holte, Course Assistant – Elementary  
Liesl Taylor, Course Secretary – Elementary  
Nicole Olson, Administrator – Primary, Elementary

### Development Staff:

Carol Gronfor, Director of Development

### Board of Trustees:

Wendy Warren, President	Steve Hughes
Pat Schaefer, Vice President	Margaret Lovejoy
Molly O’Shaughnessy, Executive Director	
Mike Monahan, Treasurer	Teresa Sterns
Carleen Rhodes	Jeff Nelson
Cecile Penna	Larry Schaefer – Emeritus

## ASSOCIATION MONTESSORI INTERNATIONALE

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

### Headquarters:

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The Netherlands

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Website: [www.montessori-ami.org](http://www.montessori-ami.org)

President: Andre Roberfroid

General Secretary: Lynne Lawrence

## Montessori Training Center of Minnesota

### Mission Statement

*The Montessori Training Center of Minnesota will lead and collaborate in actualizing and sustaining Montessori education as an “aid to life” for communities dedicated to the fulfillment of human development.*

*If any changes to the policies and procedures outlined in the Handbook should become necessary, students will be promptly notified.*

## **APPLICATION AND ENROLLMENT**

### **Application Materials**

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

### **Application Procedures**

When to apply: Prospective students should apply as early as possible, no later than May 1.

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**

Students wishing to enroll for the academic year are requested to do so prior to June 1, and for the summer course, prior to May 1, to ensure placement availability and proper processing of their application. Applications submitted after these dates 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 may be established.

### **International Students**

International students 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 TOEFL score, 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](http://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 required. However, under special circumstances the Director of Training may make exceptions to this requirement based on other studies, work or life experience. 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](http://www.wes.org)).

### **Foundation Course**

For those applicants not holding an AMI Primary Diploma, successful completion of the Foundation Course is a prerequisite. The Foundation Course is an intensive five-week course and immediately precedes the Elementary Course. The Foundation Course is designed to give comprehensive knowledge of part of the Primary Montessori Course as it forms the basis of and is related to the work of the Elementary Course.

## **Motivation**

The MTCM recognizes that intellectual ability alone does not necessarily make a good student. Interest and motivation often may be the determining factors of a student'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**

Students accepted into the summer 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 the first winter seminar. If the student is in good standing at the end of the probationary period, probationary status will be lifted and the student will be notified in writing. If a probationary student is not in good standing by this time, the Director of Training will make a final review of the student's participation in the course and a decision will be made as to the student's continued participation in the course. This decision will be based on an evaluation of work-to-date, extenuating circumstances, attendance, class participation and the student's commitment to the completion of the course requirements.

If a student's conduct or work appears to be unsatisfactory during the course, the student may be placed on probationary status. Unsatisfactory conduct or work could 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, the submission of late work on more than two occasions, and poor use of the supervised practice sessions. The Director of Training will notify the student if s/he is placed on academic probation. A student 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 student's situation and will include a time line for bringing the student into good standing.

## **Financial Aid**

SELF Loans are available through the State of Minnesota ([www.selfloan.org](http://www.selfloan.org)). Certain schools may sponsor a student according to private arrangements between the school and student. Students who are simultaneously enrolled in the Elementary Training Course and the Loyola University of Maryland Masters of Education program are eligible for federal loans through Loyola. Please contact the MTCM for more information about financial aid.

## **TRAINING COURSE**

### **Course Title**

The formal title of the course is The Elementary Teacher Training Course of the Association Montessori Internationale (for teaching children ages 6 through 12 years.)

### **The Diploma of the Association Montessori Internationale**

The Association Montessori Internationale Elementary Diploma for working with children ages 6 to 12 years is granted upon satisfactory completion of the course requirements; attendance at lectures and demonstrations; observations and submission of observation notes and accompanying assignments; practice teaching; supervised practice sessions with materials; submission of teaching manuals (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 and practice 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 teaching requirements that must be fulfilled. Note that the diploma does not qualify the holder to train other teachers, and so states as such.

### **Course of Study**

The Course presents an examination of the development of the child in accordance with Dr. Maria Montessori’s principles and philosophy. Particular emphasis is given to children between the ages of six and twelve years old. The curriculum includes lectures on the Montessori philosophy, psychology (theory and practice), demonstrations, construction of materials, supervised practical sessions with the Montessori apparatus, as well as observation and practice teaching in AMI approved Montessori classrooms. Written and oral exams are conducted by the AMI and students reaching a satisfactory standard at these examinations whose course work is satisfactorily completed will be awarded the AMI Elementary Diploma.

Instruction is in residence at the Montessori Training Center of Minnesota, with class size limited to approximately 40 students. The course is conducted from June 2010 through August 2012. The Foundation Course, required for those students not holding an AMI Primary diploma, begins on June 14, 2010, continuing through July 16, 2010. The Elementary Course begins on July 19, 2010 and continues through two more summers, including two mid-year seminars, ending with graduation on or before August 18, 2012.

### Lectures and Demonstrations

Lectures are delivered by Association Montessori Internationale Trainers on the Montessori Method, including philosophy, psychology, and their practical applications. The lectures also include demonstrations of all exercises. Periodic sessions to be held with guest lecturers will be announced. Opportunities will also be provided for discussion of presented material.

An introduction and detailed demonstrations of Montessori activities will be presented in each of the following nine areas of work: Theory, Geography, Biology, History, Mathematics, Geometry, Language, Music, and Art. Additional content will cover the development, organization and administration of the prepared Montessori environment.

### Albums

Each student will complete a personal reference album of written and illustrated exercises for each of the nine areas as noted above. These exercises must be written out according to the prescribed format, and must include individual sketches illustrating the exercises. All charts, demonstrations, and impressionistic material must be illustrated carefully and placed within the body of the text. Use of printed material to represent the Impressionistic charts is subject to approval by the Director of Training. Only materials presented on this course should be included in the notes.

Notes taken and sketches made during the lectures are the basis from which the student prepares course albums. Taking of full notes is required. The process of writing and illustrating albums is an internalization and restatement of the presented material that verifies that the student has understood and is able to prepare a coherent written record of presentations appropriate for children age six to twelve.

### **Please 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. No inclusion of

illustrations, diagrams, photographs, etc. downloaded from the Internet or obtained from a source other than the staff of MTCM and guest lecturers on this training course will be permitted.

- All people who assist classmates with work for legitimate reasons must inform the Director of Training immediately of their assistance to avoid misunderstandings and complications.
- All people who accept assistance from other members of the class must inform the Director of Training immediately as to the source of their assistance to avoid misunderstandings and complications.

### Supervised Practice and Independent Practice with Montessori Materials

Supervised practice grants the student opportunities to solidify understanding and techniques of the didactic apparatus before entering the classroom to work with children. Students must practice a minimum of 140 hours under the supervision of an MTCM staff member. The purpose of practice sessions is to provide the student with opportunity for active manipulation with the materials and the accompanying verbalization. During the time set aside for supervised practice students 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. Two and a half hours of supervised practice are scheduled each day, and students are required to attend and participate.

The MTCM is open for independent practice before and after class time during normal business hours. Additional hours (nights and weekends) will be available on a scheduled basis with MTCM staff. Independent practice is the time for each student to become more familiar with each exercise before attempting to write that exercise as demonstrated. Further, students are expected to independently explore each demonstrated exercise soon after its presentation, recording questions and difficulties they would like addressed during supervised practice.

### Required Materials

Each student is required to prepare certain materials for use in the classroom. Such materials include, but are not limited to history timelines; the geography, language, and biology impressionistic charts; and assorted miscellaneous pieces. The MTCM advises that students budget a minimum of \$1500 for course related expenses such as binders, books, paper, timelines, charts, miscellaneous materials, etc. (See Materials Required for Graduation, below).

### Required Readings and Writings

Each student will be required to read selected materials, participate in discussions and occasionally write on assigned topics throughout the course. For each mid-year seminar there will be an assignment due on the first day of lecture. Seminar assignments will be distributed at the end of the first and second summers for the subsequent seminars.

### Observations

Observation is an essential skill for guiding a Montessori Environment. Observing classes of children of different ages and looking for specific elements common to all children, but varying in manifestation with the particular age, develop these skills. The emphasis in training the ability to observe is twofold: first to develop the skill itself of observation, and second to use the skill in implementing practices that correspond to meeting the needs of the developing elementary child.

Ninety (90) hours of assigned observation will be scheduled in the classrooms of two AMI elementary trained teachers. This observation takes place during the first academic year of the course in two, two-week observation sessions, for a total of four weeks. The student must arrange to stay full school days at the observation site over two consecutive weeks for each session. Students will be required to travel to select schools that meet the approval of the Director of Training. Suggestions for two convenient and acceptable sites and AMI teachers should be presented to the MTCM before the first summer of the

course. In the event that the student does not make the necessary arrangements, he or she may have to observe at a school that is less economically convenient, but meets the AMI qualifications. Students are generally not permitted to observe at schools in which they work.

### Practice Teaching

Practice Teaching affords the student opportunities to work with children using the Montessori approach and apparatus. Through these opportunities students are able to assess first-hand their abilities to work with children of this particular age group.

During the second academic year (following the second summer of the course) and the required periods of observation, students will practice teach in pre-selected AMI classrooms. Students will spend two consecutive weeks at two sites, for a total of four weeks. The student will work full-time at the assigned and approved sites, so as to fulfill the required minimum of 120 hours of practice teaching. Students must meet their Observation requirement before they begin their Assistant Teacher Practice. Additionally, a student's course work must be at a satisfactory level in order to be placed for student teaching.

Students must submit names of two AMI teachers with whom they wish to student teach on the first day of the second summer. Also, they must submit the names of two experienced AMI elementary teachers who can serve as the supervising teachers (if outside of the Twin Cities area). The names are subject to approval by the Director of Training, who can also give suggestions if needed. The student is responsible for coordinating the practice teaching dates and the supervising visits with the acceptable AMI elementary teachers. Students are generally not permitted to student teach at schools in which they work.

### Written Examinations

Written exams will be scheduled on each of three subsequent days during the approximate middle of the third summer of the course. The dates will be announced at the start of the third summer. Examinations are administered by the Training Staff of the MTCM during the three-day period.

Day 1: Exam A, covering Montessori Theory

Day 2: Exam B, covering Practical Applications of the Material

Day 3: Exam B, covering Practical Applications of the Material, part II

### Oral Examinations

Each student is required to demonstrate his/her knowledge of all subjects, during a three-hour oral examination before an examining committee selected by the Association Montessori Internationale and the Director of Training. These exams will be held on dates determined by the Executive Board of the Association Montessori Internationale in Amsterdam, Holland, likely in the last week of the third summer. Any student sitting for oral examinations is required to be in residence during the entire examination period. The Director of Training will announce the exact dates as soon as they are known.

### **Required Individual Home Work**

Students 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 and album writings are to be done outside of class hours.

## 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

\*To Educate the Human Potential

The Formation of Man

The Secret of Childhood

*By Mario Montessori*

\*The Human Tendencies and Montessori Education

*By Mario Montessori Jr.*

Education for Human Development – Understanding Montessori

*By E. M. Standing*

Maria Montessori – Her Life and Work

*By Angeline Stoll Lillard*

Montessori: the Science Behind the Genius

*By Paula Polk Lillard*

Montessori, a Modern Approach

Montessori Today

*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 elementary training course

## Materials Required for Graduation

The following charts, timelines, and materials will be required for graduation. Please honor the due dates for materials submissions, which will be distributed in advance.

Geography: Charts 1a-28a, 1-30, GW1-GW5 plus accompanying pieces, U1-U5

Biology: Charts A-R

History: Charts H1, H2, H5, H5a, H6, H7, H8

Timelines: Timeline of Life (control)

First Timeline of Human Beings  
Second Timeline of Human Beings  
The Black Strip  
The Hand Timeline

Language: Charts: Suffixes (2 charts), Prefixes, Compound Words, Word Families, Noun Family, Verb Family, Adverb/Verb/Pronoun, Change in Spelling, Comparison of Language, History of Spoken Language Charts

### **ADDITIONAL OPPORTUNITIES FOR FURTHER EDUCATION**

#### **Loyola University of Maryland**

Students who already hold a bachelor's degree may enroll simultaneously in the Loyola University of Maryland Masters in Education program. More information is available by visiting: [www.loyola.edu/montessori\\_affiliate](http://www.loyola.edu/montessori_affiliate).

### **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 students enrolled in the Loyola University graduate program. All late assignments affect the final grades in the course.

Students submit regular album assignments that are read, as a service to the student, by Training Center Staff or AMI elementary trained teachers. Only fully illustrated work will be read. Student work is then returned with written comments. Students are advised to keep all comments sheets and to initial or check off each comment when it has been acted upon. No claim is made or implied that all omissions or content errors will be found by readers. Also, the lack of comments and corrections on these assignments does not guarantee acceptance of the albums when assignments are compiled and reviewed at the final check.

#### **Evaluation Records**

The Training Center Staff is available as advisors to the students throughout the course, and keeps detailed records of academic progress in regard to album work, practice teaching, materials construction, practice sessions, observation notes and theory papers. Successful completion of the course will be based on records reflecting complete and satisfactory work during the course, as well as satisfactory completion of the final written and oral examinations.

Students may request a progress conference with Training Center Staff during the course and are encouraged to keep in close contact with the Director of Training. Students may request conferences with the Director of Training at any time, by appointment.

#### **Deadline for the Completion of Course Work**

It is our experience that students 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; students will be notified well in advance of work deadlines. The student may be placed on probationary status as a result of the submission of late work on more than two occasions (See Probationary Status above). There will be no guaranteed return date of work submitted late. Exceptions to

this policy must be discussed prior to deadlines with the Director of Training. Students in the Loyola graduate program will receive a grade deduction for late work.

### **Changes, corrections, and resubmissions of album work**

Typed or neatly handwritten, illustrated records of each demonstrated activity are to be handed in for correction as scheduled. Any or all work that does not meet the satisfaction of Training Center Staff must be corrected and resubmitted until it is satisfactory to ensure the papers demonstrate clear thought, use correct grammar and spelling, and are complete. The student should change the text or the illustrations in the albums if the reader has indicated them to be incorrect, unclear, insufficient, or missing. If the student is uncertain about the action required by a comment, the student should contact Training Center Staff as soon as the work is returned for assistance.

If all course work and albums (and their corrections) have not been submitted in a timely manner for final check, a student may not sit for written and oral exams. Once a student has completed albums and course work within the timetable set by the Director of Training, the student may ask to sit for oral exams at another certified AMI elementary course the following year. The student will have only one year in which to complete the oral examination.

There will be a \$100 fee assessed for each late album and/or charts and materials submitted after the final album's due date. The final album and materials due dates will be provided to students prior to the third summer.

### **Grading Criteria**

An AMI Elementary training course is demanding and exacting, comparable to graduate level work. Throughout the course, the Director of Training will make periodic evaluations of the theory and practical work of the students. Any student not performing at the expected standards may be asked to withdraw from the course.

#### Grading Criteria for Albums and Papers

- Timely submissions of album work by the date due
- Clear and complete written presentations
- Accurate reflection of the presentations given on the course in which the student is enrolled. Note that only albums that reflect the course being followed can be evaluated toward this requirement.
- Evidence of understanding the nature of the assignment
- Neatness and legibility, easy to read font and adequate line spacing
- Edited for correct grammar and spelling, including complete sentences, paragraphs and subtitles (when applicable)
- Adequate and accurate illustrations—absolutely no downloaded Internet material should appear in reference albums
- **MUST BE THE STUDENT'S ORIGINAL WORK**

**Plagiarism is grounds for dismissal from the course.** See Scholastic Conduct.

#### Grading Criteria for Materials, Charts

- Timely submissions of materials by the due date
- Completeness, care, and accuracy of materials
- Attention to aesthetics, including neatness and legibility
- Includes the name of the student written on the back of each material

### Grading Criteria for Observations and Practice Teaching

Written observation notes pertaining to specific topics will be due two weeks after each observation period. Raw notes addressing each aspect of the assignment, as well as the paper assigned, are required for a Pass.

During each of the practice teaching assignments, students are required to complete required records for a Pass, and submit them by the assigned due date.

### Grading Criteria for Written Examinations

Three final written examinations consist of one three-hour written exam regarding Montessori theory, and two two-and-one-half hour written exams on the practical aspects of the Montessori method. For the theory portion, students select four out of seven questions to answer. The practical portion, tested over two days, requires the student to answer one of two questions for each of six areas of study. Each question is worth 25 points and a passing grade of 50% is required for each portion of the exam.

To receive a passing score, the student 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. All papers are read in the blind by an evaluator. Any paper failing to receive a passing grade will be read by at least one additional evaluator.

Students for whom English is a second language will be allowed the presence of a dictionary with their first language to English during the written exam.

### Grading Criteria for Oral Examinations

Each student is required to demonstrate his or her knowledge during an 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 six areas (History, Geography, Geometry, Biology, Mathematics, and Language) is required to pass the oral examination. To receive a passing mark in each subject, a student must demonstrate that s/he knows:

- How to present the concept of 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 prepares for
- The control of error, if applicable
- Some general theory about the particular area
- The highlights and progression of each of the subjects

### General Grading System

A	Excellent	Denotes high achievement and indicates intellectual initiative beyond the objectives of the course.
B	Good	Denotes work that meets the objectives for the course and intellectual command expected of a graduate student.
C	Unsatisfactory	Denotes work of inferior quality compared to the objectives of the course. It is the lowest passing grade.
F	Failure	Academic Dismissal
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. Students may not graduate with a grade of “I” in any course of their record.

### **Notification of Results**

#### Album Work

An assignment sheet will be regularly distributed that lists the work required each week. Evaluators will make written comments for refining or correcting work and copies will be returned with the work to the student. All changes must be made before the final album check. It is best to make the necessary changes immediately after the work is returned.

To be eligible to sit for oral exams, all albums must be submitted by the prescribed due dates for final album check. (See also above, Changes, Corrections, and Resubmits of Album work)

#### Exams

Each student 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 student. The decision of the AMI examiners is final.

Students must complete the course with the grade of “Pass,” both in the written examinations and in the oral examinations, in order to graduate and be granted the AMI elementary diploma by the Association Montessori Internationale.

### **Make-up or Retake of Work or Examinations**

Students not satisfactorily completing any portion of the course work must make special arrangements for completion with the Director of Training. As stated above (see Changes, Corrections, and Resubmits of Album work), the charge for late albums or late materials is \$100 per item.

Students failing any portion of the final written or final oral examinations, or those unable to sit for oral examination as a result of incomplete work, 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, and no later than one year after the first sitting. At MTCM the fee is \$350; the training center at which a student sits or re-sits for the oral examination will impose a financial assessment for this service.

### **AMI Requirements for Certification**

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

- for at least 90 percent attendance of lectures, AMI classroom observation work and practical sessions with materials.
- *personally* prepared reference albums containing illustrated notes on demonstrations and lectures
- assigned material-making projects and mid-year assignments
- practice-teaching as scheduled in AMI classes
- assigned written reports
- passing grades on both written and on oral examinations conducted by Examiners of the Association Montessori Internationale

Admission to the training course does not guarantee certification. Students are given progress conferences at the end of the first summer when necessary or by request. Students not fulfilling any part of the course, or any part of the course examination, must retake or complete that part the following year, after complying with recommendations made by the AMI Board of Examiners. Students not fulfilling any part of the course are given only one year to make up the work.

### **AMI Elementary Diploma**

The Association Montessori Internationale will award the diploma to those students who have satisfied the AMI examiners in each of the above requisites. The diploma must bear the signatures of the Director-General and the Chairman of the Association Montessori Internationale, and be signed by the Director of the Training Course. The AMI diploma certifies that the person has successfully completed the AMI Elementary Montessori Training Course and is, therefore, qualified to apply the Montessori method with children between the ages 6 to 12, and be employed as a Montessori elementary classroom teacher.

The above guidelines are set forth in order to prepare for the task of directing children and bringing the student's work in the course to the level required for the AMI examination. Due to the unique nature of this course and its instruction, its intensity and the importance of continuity, no credit towards completion is granted for previous experience or training.

### **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 student'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 individual student record from the course
- The summary evaluations of the Materials Reference Books (albums), materials, observations, and practice teaching
- The summary sheets with scores from the written and oral examinations
- A copy of the signed and dated Montessori diploma

All student files are held in the strictest confidence and are accessible only upon written request and authorization by the student 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 students, the MTCM is committed to the following **Standards of Fair Practice:**

#### **Admissions**

- To provide prospective students 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 students 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 regularly monitor the student's work and behavior; to advise him/her adequately of his/her progress
- To provide fair and reasonable evaluation of academic work and inform students regularly of academic progress
- To dismiss a student only for appropriate cause after due process
- To award certification only when merited, after all stated requirements have been satisfied

## **STUDENT RESPONSIBILITIES**

In response to the Standards of Fair Practice to which the MTCM is committed, the MTCM expects students 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. The administrator will notify students failing to maintain at least 90% attendance.
- To read and be fully informed regarding the policies and conditions iterated in the Elementary Course Student Handbook.
- To seek permission 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 eight instructional albums, one theory album, and making the materials required for graduation
- To disclose the need for special considerations/accommodation with regard to learning style before the course begins. The student is responsible for providing the MTCM with a written copy of the supporting diagnostic test results and professional prescriptions for auxiliary aids.
- 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 students. 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 and Course Calendar

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

### Foundation Course:

June 14-July 16, 2010: approximately 9 a.m.—4 p.m, six days per week, as determined by the Director of the Foundation Course

### Elementary Course:

First Summer, 2010: July 19—August 13, 2010

First Seminar: January 14-17, 2011

Second Summer, 2011: June 20—August 12, 2011

Second Seminar: January 13-16, 2012

Third Summer, 2012: June 25-August 18, 2012

### Summer Elementary Course Schedule (times are approximate and subject to change based on daily needs)

8:30 – 10:30	Lecture	2 hours
10:45— 12:00	Supervised Practice	1.25 hours
12:00—1:15	Lunch, material making, album work	
1:15—3:15	Lecture	2 hours
3:30—4:45	Supervised Practice	1.25 hours
	Care of the environment	

### **Attendance Policies**

Full attendance and satisfactory participation are required for all lecture/demonstration sessions and AMI requires attendance records to be kept. Lectures begin promptly at the scheduled hour. As a prerequisite for the final examinations, students must observe punctuality and regular attendance to lectures, practice classes, observation and practice teaching. Due to the intensity of the course work, students are urged to keep their absences due to illness or family emergencies to a minimum. Students are requested to notify the MTCM in advance of an anticipated absence. Excessive absence will impair the students' graduation prospects, and students must attain at least 90% attendance in order to sit for the written and oral exams.

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.

Any absences from the course must have the approval of the Director of Training. In the event of extended absence due to medical reasons, the Director will review each individual case. Students must arrange with the staff to make up work missed due to excused absence.

Absences are difficult to make up, and therefore affect academic and practical performance. The staff will notify students failing to maintain at least 90 percent attendance in all aspects of the course. If attendance fails to improve, the Director of Training, acting at her discretion, may dismiss a student for unsatisfactory attendance. Seven absences will be grounds for dismissal of that student from the course.

A student who has missed an excessive amount of time from the course work may appeal to the Director of Training to meet the attendance requirement at another course. If another course is willing to accommodate the student, and she is, in fact, able to make up the lost time and work, the student may continue on the course. It is understood that the student may incur additional fees as a result of attending a course in which she is not originally enrolled. Re-enrollment of any student for any reason is at the discretion of the Director of Training.

Please note additionally, that the use of wireless Internet service during a lecture or supervised practice will count as an absence and be noted as such on the student record.

### **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.

### **Questions and Clarifications**

During the course of lectures there may be time for questions and clarifications regarding concepts and ideas presented. However, we ask that students do not interrupt a lecture in progress. As we move at a rapid pace and have much important content to cover, the time for questions will often be at the end of a lecture, and the lecturer will indicate the appropriate time. Questions you may have may also be of value to others, so do not be afraid to ask for further clarification. The Director of Training and other staff members also will entertain questions privately as needed.

You are required to understand the concepts presented by the instructors in order to complete the course. Reading your notes at the end of the day is a great help in assessing this understanding. The entire class benefits from an open mind, and course instructors draw upon their own personal experience in life. Although the ideas are stated theoretically, they originate from direct experience with children in and out of the classroom environment. Please arrange a private appointment with the lecturer for clarification should your personal experiences differ.

### **Internet Policy**

Wireless Internet may be periodically available for student use (with your own computer) at the MTCM facilities. Available times for this use may be before or after class or during the noon hour. Students are not permitted to use the Internet while attending a lecture or while in supervised practice, as this is discourteous to the lecturer and in conflict with the success of your studies. If a student is found to be using the Internet during these times, the lecture or practice will be considered an absence and be recorded in the records as such.

### **Grievance Policy**

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 of Training 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 of Training or a designee shall be a member of the hearing board. The Director of Training 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 of Training 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 of Training 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 of Training and staff of the Montessori Training Center of Minnesota will give every reasonable assistance to all students in the work of the course.

### **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 student'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 student'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.

### **Student Grade Reports and Transcripts**

Student 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. Student records are not released to anyone other than the student without the express written consent of the student for that particular release.

### **Dismissal/Authorized Departure of a Student**

Individual students may be dismissed from the course for behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to a student or faculty member, for plagiarized work, or any other stated or determined infraction of conduct. Students may be asked to discontinue the course for medical, academic or other cogent reasons.

Students 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.

### **Dropout or Leave of Absence Policy**

Since this is a three-summer course, students who drop out or ask for a leave of absence for legitimate reasons such as medical emergency, death in the family, etc. must request arrangements in order to complete the course requirements and take the examination. These arrangements may include attending the next three-summer course offered by an AMI Training Center or applying to a different summer format course. If another course is able to accommodate the student, it is understood that the student may incur additional fees as a result of attending a course in which she is not originally enrolled.

### **Disability Statement**

Students must disclose the need for special considerations/accommodations with regard to learning style before the course begins. In this regard, the student is responsible for providing the MTCM with a

written copy of the supporting diagnostic test results and professional prescriptions for auxiliary aids. Instructors are not required to compromise essential elements of the course or the AMI evaluation standards. While MTCM will provide reasonable accommodations as needed, academic success is the student's responsibility.

**FEE SCHEDULE**

**Tuition and other Charges for the Three-Summer Course**

Application Fee	\$ 100	<i>To accompany application</i>
Deposit for Foundation Course	\$ 500	<i>Due within two weeks of acceptance into the Course and applied foundation course tuition</i>
<b>Total Foundation Course Fee</b>	<b>\$1,800</b>	<i>Balance of \$1,300 due June 1, 2010</i>
<b>Total Elementary Course Fee</b>	<b>\$ 9,100</b>	
Deposit for Elementary Course	\$ 1,500	<i>Due within two weeks of acceptance into the Course and applied to tuition</i>
Remaining amount due for Elementary Course	\$ 7,600	
Due as follows:		\$2800 <i>due on or before June 1, 2010</i>
		\$2400 <i>due on or before June 1, 2011</i>
		\$2400 <i>due on or before June 1, 2012</i>
<b>AMI Dues</b>	<b>\$ 140</b>	<i>due on or before July 1, 2010</i>
Approximate Estimated Additional Course Expenses for books and materials	\$ 1,500	
Fee to Retake Written Exams	\$ 200	
Fee to Retake Oral Exams	\$ 350	
Fee Per Album for albums submitted after album due date	\$ 100	
Fee for checking required materials submitted after last date for submission	\$ 100	

**All delinquent payments incur a 1% monthly finance charge.**

**Refund Policy**

The Montessori Training Center of Minnesota has adopted the following refund/buyer's right to cancel policy. This policy holds for both the Foundation and the Elementary Courses.

- 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.
- Tuition may be transferred once to an alternate school term, upon the prior approval of the Montessori Training Center of Minnesota Board of Directors.

## **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 Avenue and White Bear Avenue.

### **Transportation and Lodging**

Students are responsible for their own transportation to and from class at the MTCM and during the academic years to schools for observation and practice teaching. Students are responsible for their own lodging during the summers, winter seminars, and school visits.

### **Parking**

There are 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 Avenue and White Bear Avenue.

### **Days and Hours of Operation**

The MTCM is open to students from 7:30 a.m. – 5:30 p.m., Monday through Friday, except on July 5. Class hours are **Monday-Friday, 8:30 p.m. – 4:45 p.m.** If you are in the classroom unsupervised you have the responsibility for the safety of the environment.

### **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 students will be given advance notice. Observations and practice teaching with children will be done in AMI accredited and affiliated Montessori schools during the academic year in a location

arranged by the student. The practice room contains a full complement of Montessori apparatus to enable each student 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.

**Students are required to replenish materials as they use them up.** Students are required to have a demonstration of the laminator before using it. The price for laminating is \$0.50 per foot. The price per copy is 10 cents. MTCM will supply copier paper.

MTCM will provide basic janitorial service, but the care of the environment is the primary responsibility of the students. This care includes the coffee bar, materials, shelves, plants, etc., and should be overseen daily. The students will design a system for the accomplishment of these tasks during the first days of class.

### **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 and each student will take personal responsibility for maintaining an appropriate appearance and manner. Students are required to dress in a professional manner for observations and practice teaching.

#### **Food and Beverage**

Students may bring their lunch 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. Absolutely no food or beverage, including water, may be brought into the museum.

#### **Protection of Personal Articles**

The MTCM strongly urges students to protect their valuables and cautions against leaving valuables unattended, even in the classroom. Backpacks and other large bags are to be stored in lockers. 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, students are urged to bring only those items necessary to class.

A small storage shelf is provided to each student for work in progress and MTCM mail in the Material Making Studio. Additionally, each student will be provided a locked cubby in the Material Making Studio. Lost key charge is \$25.

#### **Smoking**

The entire MTCM campus 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 students. Students should limit personal use of this phone to 3 minutes during break time for local calls only. 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**

Visitors, such as family members of students, 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 Director of Training for trained Montessorians who wish to review specific content. The materials in the practice room are for the use of the MTCM students only.

## **PERSONAL and LEGAL CONCERNS**

### **Child Protection Reporting**

As professionals involved in education and childcare, 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 and Legal 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 students 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.

Because individuals will be spending time in the school systems and the MTCM shares space with the Cornerstone School, a background check on each student will be conducted at the beginning of each summer of the Elementary course, as required by Minnesota state law.

### **Safety**

Staff and students 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 students 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 student's performance. While it is recognized that not every advance or comment of a sexual nature constitutes harassment, employees or students 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 student 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.

### **General Attitudes**

A professional and positive attitude must be maintained at all times during summer work, observations and student teaching. Additionally, a high degree of independence is required for success throughout all aspects of the course. Characteristics of behavior and qualities of personality will be taken into account and related observations may be discussed with you throughout the training. This policy is instituted in fairness to yourself, other students, the faculty and staff, and the children and their parents with whom you will be working during the academic year. Please feel free to discuss your observations and opinions with the Director.

### **Job Placement**

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

### **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.

## **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 members are entitled to receive the official publication *Communications*, published at intervals throughout the year. A student membership can be purchased through their website.

AMI Head Office  
Koninginneweg 161  
1075 CN Amsterdam  
The Netherlands  
Phone: + 31 20 6798932  
Fax: + 31 20 6767341  
E-Mail: [info@montessori-ami.org](mailto:info@montessori-ami.org)  
Website: [www.montessori-ami.org](http://www.montessori-ami.org)

### **Association Montessori Internationale/USA**

AMI/USA is the national Montessori office representing AMI in the United States. It serves to unify efforts to promote the work of Dr. Montessori in this country. Membership is required during course. \$150 for AMI dues are required by July 1, 2010.

Virginia McHugh Goodwin, Executive Director

AMI/USA

410 Alexander Street

Rochester, NY 14607

Phone: 585-461-5920

Fax: 585-461-0075

E-Mail: [montessori@amiusa.org](mailto:montessori@amiusa.org)

Website: [www.amiusa.org](http://www.amiusa.org)

### **Association Montessori Internationale/ Elementary Alumni Association**

The AMI-EAA, a member-run professional association of AMI elementary teachers and trainers, provides a supportive community for the exchange of ideas and promotes the principles of Montessori education. The AMI-EAA Newsletter, available only to members, features lesson extension stories from teacher-trainers as well as great tips, booklists, reviews, websites, articles and resources shared by members. An Internet list-serve is available to current members for online discussions. AMI-EAA also hosts an annual summer conference and co-hosts the annual refresher course.

Andrea Fleener, President

1582 Boulderwoods Drive SE

Atlanta, GA 30316

(707) 457-7261

Website: <http://www.ami-eea.org/>

E-Mail: [headcowgirl@gmail.com](mailto:headcowgirl@gmail.com)

### **North American Montessori Teachers Association**

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 students in the AMI course.

NAMTA

13693 Butternut Road

Burton, Ohio 44021

Phone: 440-834-4011

E-Mail: [staff@montessori-namta.org](mailto:staff@montessori-namta.org)

Website: [www.montessori-namta.org](http://www.montessori-namta.org)

### **ABOUT THE MTCM**

#### **Montessori Training Center of Minnesota**

The Montessori Training Center of Minnesota was founded in 1973. Molly O'Shaughnessy, who is the Director of Training of the Primary Course, is the Executive Director. 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.

### **Faculty and Staff**

Molly O'Shaughnessy, Executive Director, 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 Training Group.

Nicole Olson serves as administrator for both the Primary and Elementary courses. 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.

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 Maryland. She was a Montessori child and has taught for seven years in six-to-nine and nine-to-twelve classrooms. She has served on the board of Montessori schools and other organizations, including the AMI Elementary Alumni Association. Ms. Awes is an AMI Trainer and Examiner, and has lectured on AMI training courses at the Montessori Institute of Milwaukee and at the Montessori Training Center of Minnesota.

Malinda Holte serves as elementary course assistant. Ms. Holte received a Bachelor's Degree in French and Humanities from the University of Minnesota. She received the AMI Elementary Diploma in 1994. Ms. Holte has been an Elementary teacher for 17 years at both the lower and the upper elementary levels and served as course assistant on the previous two elementary courses. Ms. Holte also has served on the boards of AMI-EAA and Lake Country School.

Liesl Taylor serves as elementary course secretary. Ms. Taylor received her AMI Elementary diploma in 2006. She holds undergraduate degrees in Psychology and Family Studies from St. Olaf College in Northfield, Minnesota. Ms. Taylor assisted in a nine-to-twelve classroom for three years and has taught for the last five years in a six-to-nine classroom.

The following individuals will serve as lecturers on the elementary course. Additional lecturers will be announced as applicable:

Phyllis Pottish-Lewis holds a Bachelor's Degree in Zoology from the University of California at Los Angeles and a Master's Degree in Education from Loyola College in Maryland. She received the AMI Primary Diploma from the Montessori Institute of Los Angeles in 1971 and the AMI Elementary Diploma from the Washington Montessori Institute in 1977. She has taught at the Primary level and, since 1977 until the present, has been teaching at the Elementary level. Ms. Pottish-Lewis began lecturing on AMI Elementary courses in 1980, and has been an AMI Elementary Trainer since 2000. She has been the Director of Training for two Elementary courses at MTCM and one at the Montessori Institute of San Diego. She also is an AMI Consultant and presenter at various workshops, including a number of Refresher Courses.

Diane Haldane received a Bachelor's Degree in Art History from Lake Erie College and a Master's Degree in Special Education, Learning Disabilities from the University of Virginia. She has both primary

and elementary AMI diplomas and fifteen years of Montessori classroom experience in both private and public schools. She is an AMI recognized music lecturer and an AMI consultant.

*All information in the content of this student handbook is current and correct, and is so certified as true by Alison Awes, Director of Elementary Training and Molly O'Shaughnessy, Director of Primary Training and the Executive Director of the Montessori Training Center of Minnesota.*

## REQUIREMENTS FOR CERTIFICATION

Admission to the course does not guarantee certification. Basic requirements must be met by each student in all areas of the course.

- A. In order to be eligible to sit for the written and oral examinations 90% attendance is required in the following:
- theory lectures
  - demonstrations of materials in each area
  - discussions/reviews as organized by the training course

Also required is:

- full attendance at supervised practicals
- the reading of Montessori books as stipulated by the training course

- B. In order to receive a diploma at the end of the training course the following requirements must be met:
- 1) Successful written examinations (Paper A and Paper B) and oral examinations
  - 2) The completion of the following:
    - a) compilation and submission of correct and original albums in all areas
    - b) compilation and submission of correct materials as required by the course
    - c) observation hours and observation reports
    - d) practice teaching as scheduled

Students deferred for any part of the examinations (see B1) must retake that part the subsequent year and may resit only once. It will be necessary to comply with the recommendations made by the Board of Examiners.

Students deferred for any part of the other requirements (see B2, a/b/c/d) must fulfill that part the subsequent year in compliance with the recommendations and dates laid down by the Board of Examiners/Director of Training.

In both cases (B1 and B2) the diploma will be issued at the end of that course/academic year.

Students who fail Paper A, Paper B and the oral examinations have failed the course. If they wish to obtain the AMI diploma they must retake the whole course.

The undersigned declare that these requirements and conditions have been presented to the student, who has read and agreed to the contents.

Date:

Student:

Director of Training:

**MONTESORI TRAINING CENTER OF MINNESOTA  
STUDENT CODE OF ETHICS**

- I will follow the highest standards of honesty and integrity. My behavior will be professional and nondiscriminatory.
- I will represent the Montessori Training Center of Minnesota and the general Montessori community in an exemplary manner.
- I will discuss confidential information only with authorized persons.
- I will follow the doctrine of the Montessori philosophy of childhood to the best of my ability.
- I will strive to work cooperatively within the Montessori community to promote goodwill and maximize communication.
- I will not knowingly falsify or misrepresent records or facts about myself, other students, children, parents or colleagues and will work to actively avoid or suppress gossip and other harmful behaviors.
- I will not let personal affairs interfere with my responsibilities or my professionalism.
- I will adhere to the policies and procedures as set forth in the course handbook.
- I will demonstrate respect for myself, others, and for the environment.
- I will treat others with kindness, fairness and respect.
- I will seek to resolve conflict in a fair and responsible manner.
- I will respect the privacy of others.
- I will submit work that represents my own efforts and originality.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_