



# STUDENT CATALOG

AMI 2016-2017 Primary  
Teacher Training Course

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## INTRODUCTION

The Montessori Institute of San Diego directs a course of study for one academic year preparing adults to work with children three to six years of age according to the Montessori principles. This course is MACTE accredited (see [www.macte.org](http://www.macte.org)) and leads to the internationally recognized Primary Montessori Diploma of the Association Montessori Internationale (AMI).

The curriculum includes lectures on the Montessori philosophy, psychology (theory and practice), demonstrations of the Montessori apparatus and supervised practice sessions with these materials, as well as observation and practice teaching in AMI approved Montessori schools. Lectures include early childhood development and a comparative study of the child, family and community. The contrasts between Montessori education and common practices in early childhood settings are also discussed. AMI examinations are given by a panel selected by AMI and MISD jointly. Students reaching a satisfactory standard at these examinations will be awarded the AMI Primary Diploma.

Instruction is in residence, with instructor to student ratios not to exceed 1:45 students. The course is conducted from September until the end of May/beginning of June each academic year.

All classes at the Montessori Institute of San Diego are given in English. The institution does not require documentation of English language proficiency nor does it provide English as a second language instruction. Please also note that we do not provide lodging or transportation. MISD currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition fees.

Notice concerning international students: Following acceptance, the institution will provide an I-20 form so that international students may obtain an F-1 visa from the US Embassy or Consulate.

Notice concerning transferability of credits and credentials earned at our institution: The transferability of credits you earn at MISD is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the AMI diploma you earn in MISD is also at the complete discretion of the institution to which you may seek to transfer. If the AMI diploma that you earn at this institution is not accepted at the institution you seek to transfer, you may be required to repeat some or all of your coursework at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MISD to determine if your AMI diploma will transfer. Prospective students are encouraged to read the program catalog and review the MISD Fact Sheet prior to signing an enrollment agreement.

**The Montessori Institute of San Diego is a private institution and is approved by the Bureau for Private Postsecondary and Vocational Education.** Institution's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor filed a petition within the preceding five years. Institution has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

All information in the content of this school handbook (catalog) is current and correct, and is so certified as true by Cristina A. De León M., Director of Training

This handbook is updated annually.

## ADMISSION REQUIREMENTS

The Montessori Institute of San Diego does not discriminate on the basis of age, gender, race, color or ethnic origin. All qualified students are afforded the rights, privileges, programs and activities generally accorded to any student at the Center.

A bachelor's degree in any field of study is required, although the Director of Training may make exceptions to this requirement under special circumstances. Applicants must demonstrate personal suitability for training, including emotional maturity, integrity of character, intellectual creativity and the aptitude for psychological insight and understanding.

The applicant must provide transcripts of college records, a recent photograph (not used in the admissions process) and a completed application form. An application fee must accompany a submitted application. A personal interview is sometimes required during the application process. Applications will be reviewed on a rolling basis until enrollment has reached capacity, at which time a waiting list will be established. If enrollment does not reach quorum as defined by the Director of Training the course will not be given.

Notice concerning transferability of credits & credentials earned at our institution: The transferability of credits you earn at MISD is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the AMI diploma you earn in MISD is also at complete discretion of the institution to which you may seek to transfer. If the AMI diploma that you earn at this institution is not accepted at the institution you seek to transfer, you may be required to repeat some or all of your coursework at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MISD to determine if your AMI diploma will transfer.

MISD has not entered into a transfer agreement with any other college or university. However, if a student has taken a portion of this course at another AMI training center, the Director of Training will consider counting that work toward a diploma earned through this institution. Here is the process: The former institution will report to MISD about how many hours of coursework have been completed. MISD will then compare those hours to the total number of hours required per the AMI Requirements for Certification, and will pro-rate the remaining tuition based on MISD's current fee structure. The former institution will also provide us with a list of which course aspects have been completed (written exams, albums checked, observation hours, etc.), and any outstanding elements of the course will need to be finished in order for the student to sit for oral exams.

MISD abides by the rules of the Student Tuition Recovery Fund established by the State of California for California residents.

## REQUIREMENTS FOR GRADUATION

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

- 90 percent attendance of lectures, observation work and practical sessions with materials.
- personally prepared reference albums containing illustrated notes on demonstrations and lectures
- assigned material-making projects
- successful practice-teaching as scheduled in AMI classes
- assigned written reports
- passing grades on both written and oral examinations conducted by examiners of the AMI

Admission to the training course does not guarantee certification. All students are given progress conferences at the end of the first semester. See AMI Requirements for Certification for details, p. 14.

## **FACILITIES**

The Montessori Institute of San Diego is comprised of the following available space and facilities:

Approximately 10,000 square feet

Reception Area

Administrative Offices

Staff Restroom

Filing Room

Staff Kitchen/Lounge

Bookkeeping Office

Two Model Classrooms/Lecture Rooms:

Elementary

Primary

Student Kitchen/Lounge

Two Student Restrooms

Storage Room

Front Parking Lot – *for staff use only*

Student Parking Lot - Congregation Beth El parking lot off Gilman Drive or park on the street on La Jolla Scenic Drive North.

This institution with the facilities it occupies and the equipment it utilizes fully complies with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

## **LIBRARY**

There are bookshelves containing resources available for students to check out in both the Administrative office and the Director of Training's office.

## **HOUSING**

MISD maintains a Housing Page on its website with suggestions/options for student housing. The average housing cost in the La Jolla/San Diego area is approximately \$1500 per month, and varies considerably depending on size, amenities, and number of occupants.

## **ADULT LEARNER SERVICES**

MISD faculty and staff provide academic counseling to students on a regular basis throughout the course. For non-academic counseling and health care needs, students are encouraged to explore the resources at Family Health Centers of San Diego: [www.fhcsd.org/about.cfm](http://www.fhcsd.org/about.cfm).

## FACULTY

**Cristina A. De León M.**

**Director of Training**

Ms. De Leon holds a Bachelor of Arts degree in Clinical Psychology from Centro de Enseñanza Técnica y Superior in Tijuana, Mexico, a Masters in Pedagogy from State University of Pedagogy Studies and a Master of Education in Montessori education from Loyola University in Maryland, in addition to AMI diplomas at the Primary and Elementary levels. From 1998 to 2003 she worked as a Primary teacher at Scripps Montessori School in San Diego, CA. Cristina has been an integral part of the training course at MISD since 2003 and also serves as an AMI examiner. She also works with MISD training programs in Argentina, Costa Rica, and Spain.

**Kathleen Dian**

**Course Assistant**

Ms. Dian received her AMI primary diploma from MISD in 2010 and worked as a primary teacher at the MISD Children's House from 2010-2013. She holds a Master's in education from the University of Aix-en-Provence (France) and is a certified teacher from the French Ministry of Education

**Amy Rhodes**

**Student Services Coordinator**

Amy serves as the training center's Student Services Coordinator. Her love of traveling and learning about new cultures led her to study in London, work on a Mayan excavation in Belize, and teach English in Korea. She is excited to be in her home city of San Diego where she continues to help students follow their dreams at the Montessori Institute San Diego. She holds a B.A. from UCSD in Anthropology.

**Nasreen Yazdani**

**Director of Communications**

Nasreen oversees the internal and external communications at MISD, with a focus on marketing and admissions strategies. She holds a B.A. from Smith College in Northampton, Massachusetts, the AMI primary diploma from MISD and an M.Ed. from Loyola University Maryland. Her professional background includes grant writing, sociological research, customer service, and coordinating the M.Ed. Program in Curriculum and Instruction with a specialization in Montessori Education at the University of San Diego from 2010-2013.

## FINANCIAL AID

The Montessori Institute of San Diego welcomes students from a variety of financial backgrounds. If you are a student seeking financial assistance, please note the following resources:

- Each course offers a variety of **payment plans**.
- We do accept **credit cards**.
- The **MISD Financial Aid Form** is available for download from our website. The priority application deadline is March 21<sup>st</sup> of each year. Shortly before each AMI diploma course begins, we evaluate whether we have exceeded our enrollment goal. If there is additional revenue, we consider all students who have submitted a financial aid form for tuition reduction. This reduction is a **merit-based scholarship** which takes into consideration, as a secondary factor, demonstrated financial need. MISD tuition reduction is not guaranteed. If awarded, it is supplementary assistance and is not intended to finance a student's entire program.
- The **MES Fund** is a scholarship offered through AMI-USA. All students are encouraged to visit the AMI-USA website at [www.amiusa.org/financial-aid](http://www.amiusa.org/financial-aid) to see whether they qualify to apply.
- Students who are simultaneously enrolled in an MISD AMI training course and the Loyola University Maryland Master of Education program are eligible to apply for **federal student loans** through Loyola. Contact Loyola University Maryland for more information.
- **School sponsorship** is an excellent way to offset the cost of training. Students who have existing relationships with Montessori schools are encouraged to approach them to investigate the possibility of being sponsored by the school for training at MISD in exchange for an agreement to work for the school for a certain period of time. All sponsorship agreements are directly between the student and his or her sponsoring school.

## COURSE OF STUDY

Human Relations and Self Awareness Among Young Children	3 units
Foundations of the Montessori Method	3 units
Perceptual Motor Development	3 units
Practicum Part 1 (Observation)	3 units
Language Arts/ Reading – Curriculum and Instruction	3 units
Mathematics and Science Curriculum and Instruction	3 units
Creative Activities (Music, Art, Movement and Drama)	3 units
Teaching Strategies and Social Development	3 units
Practicum Part 2 (Teaching Practice)	3 units
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Total Semester Units:	27 units*

\* 27 semester units is equal to approximately 700 hrs.

*The Montessori Institute of San Diego is non-departmental in structure and curriculum and does not employ standard departmental subject divisions in the recording of credits. We supply a division of credits into traditional categories in response to specific inquiries, but it is to be understood that any such division is approximate, given the integrated nature of the curriculum.*

Clock Hours Clock hours are defined as hours in which the student is either:

Onsite-- Physically in class at the Montessori Institute of San Diego, receiving instruction and/or engaging in activities such as a group discussion and supervised practice which relate directly to the mastery of the subject matter.

OR

Offsite— Engaging in observation or practice teaching at designated facilities.

### System Used for Recording Attendance in Clock Hours

Absence from class is recorded in clock hours. For example, if a student is absent for one day which consists of 5 hours of instruction/supervised practice and 1 hour of lunch break, 5 hours are deducted from the student's total attendance.

## CONTENT & COMPETENCIES

### MO 635 PERCEPTUAL MOTOR DEVELOPMENT (3 credits)

**Content:** This course will demonstrate visual, tactile, gustatory, olfactory, and auditory aids for children from 3 to 6 years. The course will introduce the student the group of exercises known in Montessori education as Sensorial. These activities are designed to allow the child to classify his sensory impressions. Focus will be given to the child's ability to explore the world intelligently and imaginatively through the use of the senses.

#### Competency Objectives

- Learn how the Sensorial materials educate the senses and promote clarity of perception by isolating a single quality within each material.
- Understand how these materials enable the child to make sense of his natural surroundings.
- Create developmental visual, tactile and auditory aids for children from three to six years.
- Identify the intended outcomes of working with each material, including coordination and the development of movement and language.
- Explain the characteristics, purposes, and appropriate ages associated with the Sensorial materials.
- Discuss the theory behind each activity and exercise in relation to the development of intelligence.

### MO 636 TEACHING STRATEGIES AND SOCIAL DEVELOPMENT (3 credits)

**Content:** This course researches teacher-student interactions which facilitate growth of functional independence and individual exploration, as well as interactions that would hinder individual and social development. There is a focus on planning techniques, general classroom management, environments conducive to learning, and interpersonal relationships. Methods of guidance without interference, fostering self-help, and eliminating unnecessary aid to the child are primary goals for the course.

#### Competency Objectives

- Learn the stages of social development with an emphasis from three to six years and the effects of the environment during these stages.
- Be able to identify and explain Montessori's theory of education as an "aid to life" throughout the social stages of development as well as obstacles to freedom and independence in the children's environment.
- Gain an understanding of how to prioritize various techniques of classroom management.

### MO 626 PRACTICUM PART 1: OBSERVATION (3 credits)

**Content:** This course will enable students to witness the different stages of child development in action by observing preschool teachers and child care providers in a classroom setting. By observing the child from three to six years the student will begin to understand the needs of the very young child and learn to respond to these needs appropriately. Students will experience observation both as a tool for helping parents and also as a preparation for future teaching.

#### Competency Objectives:

- Learn to observe actions and behaviors without the interference of emotional reactions or preconceived ideas.
- Express in writing objective observations of children from birth to six years of age—their needs, efforts toward independence, work, and how parents and teachers interact with the children. These written observations will help the students identify key developmental stages and sensitive periods of growth which are experienced by all children of all backgrounds.
- Exercise restraint in determining whether a child's condition requires interference from an adult or whether the child will work through to a solution on his own.

## **MO 628 PRACTICUM PART 2: PRACTICE TEACHING (3 credits)**

**Content:** This course researches teacher-student interactions which facilitate growth of functional independence and individual exploration, as well as interactions that would hinder individual and social development. There is a focus on planning techniques, general classroom management, environments conducive to learning, and interpersonal relationships. Methods of guidance without interference, fostering self-help, and eliminating unnecessary aid to the child are primary goals for the course.

### **Competency Objectives**

- Learn the stages of social development with an emphasis from three to six years and the effects of the environment during these stages.
- Be able to identify and explain Montessori's theory of education as an "aid to life" throughout the social stages of development as well as obstacles to freedom and independence in the children's environment.
- Gain an understanding of how to prioritize various techniques of classroom management.

## **MO 630 HUMAN RELATIONS AND SELF AWARENESS AMONG YOUNG CHILDREN (3 credits)**

**Content:** This course will introduce the student to the group of exercises known in Montessori education as Practical Life. We will explore their function in the development of the child, with particular emphasis on how they promote concentration and prepare the child for later activities. Focus will be on understanding how interest, attention, concentration and independence are fostered by these exercises, in relation to the child's immediate environment as well as the larger society in which he lives. Attention will also be given to activities which invite the child to practice social etiquette.

### **Content Objectives**

- Be able to identify and explain the characteristics, purposes, and appropriate ages of the Practical Life activities, including the rationale behind each exercise.
- Understand the importance of analyzing the sequence of movements that compose everyday activities.

## **MO 631 LANGUAGE ARTS/READING: CURRICULUM & INSTRUCTION (3 credits)**

**Content:** This course will provide students the appropriate skills required to support and enrich a child during their formative years of language acquisition and to gain a deeper understanding of the Montessori theory and philosophy by which the materials and exercises were created. Content includes a focus on self-confidence and self-expression within an social setting. There is also emphasis on spoken and written language in the areas of daily life, story-telling, composition, literature, geography, history, biology, science, music, art, as well as the functional aspects of grammar, syntax, and reading analysis

### **Competency Objectives**

- Be introduced to language exercises for the 3-6 year old dealing with communication, writing, pre-reading, reading, and reading comprehension. (1c, 2a, 2b)
- Gain a deeper knowledge of geography and the cultural diversity of peoples and places, and apply this knowledge to the creation of materials and classroom activities. (1c, 2j)
- Identify the purposes and appropriate ages for the Language materials, exercises and extensions, and be able to explain the theory behind each group of exercises. (1a, 1b, 1c)

### **MO 632 MATHEMATICS AND SCIENCE CURRICULUM & INSTRUCTION (3 credits)**

**Content:** This course will assist students to comprehend the theory behind basic mathematical principles and the ideology by which the Montessori materials were designed. We will investigate the concept of the *mathematical mind*, as Montessori describes it, and its spontaneous development in human beings from ages 2 ½ - 6. Specifically, we will show by demonstration and lecture the exercises of mathematics and science which give sensorial foundations for counting, arithmetic, geometry, algebra, and fractions of whole numbers, as well as for biological and physical science experiences appropriate for young children.

#### **Competency Objectives**

- Learn all presentations belonging to the group of exercises known in Montessori education as Mathematics, including the following topics: numbers 1-10, decimal system as materialized abstraction, and standard mathematical operations such as addition and multiplication.
- Learn to identify a child's readiness to proceed from one level of work to the next.
- Identify and explain the purposes of mathematics exercises and science activities through supervised practice with the Montessori materials.

### **MO 633 CREATIVE ACTIVITIES (MUSIC, ART, MOVEMENT & DRAMA) (3 credits)**

**Content:** This course provides an introduction to supporting the child's absorption of art and later creativity in reference to the visual arts, music, movement, and drama. Students will explore the importance of music for the development of the brain, the importance of movement for self-expression, and the connection between body, mind, and spirit. Students will research, design and demonstrate appropriate materials and activities in each of these areas for children from three to six years. They will learn how to incorporate creative activities into the everyday life of the group in the infant community and primary environment.

#### **Competency Objectives**

- Learn how to provide developmentally appropriate music for singing, dancing, listening, and moving for children from three to six years of age.
- Identify the purpose and ages associated with basic creative activities for the Montessori classroom.
- Design materials and presentations for artistic expression which will provide for open-ended experimentation and exploration in order to ignite and facilitate a young child's curiosity.

### **MO 634 FOUNDATIONS OF THE MONTESSORI METHOD (3 credits)**

**Content:** This course is designed to provide students with insight into the underlying theories guiding Montessori education which will allow them to work with children and their families from birth to six years. Focus will be on understanding child psychology and child development from a Montessori perspective as well as that of new research. There will be an emphasis on early childhood education as candidates learn to understand the physical and psychological characteristics of the developing child, the importance of education from birth, how to establish collaborative parent-professional relationships and development of programs in accordance with the theories of Maria Montessori and the principles of the Montessori method.

#### **Competency Objectives:**

- Each student will demonstrate knowledge and understanding of the special psychological and physical characteristics of the developing human being, especially from birth to six years of age.
- Each student will understand the principal of education that starts at birth, as an aid to life, and develop a reference album with the topics related to the Montessori System of Education.
- Each student will demonstrate through classroom observations and practices their understanding of the principles and standards of the Montessori philosophy of education.

## COURSE INFORMATION

### Duration of School Year

The Montessori Primary Teacher Training Course will begin September 8, 2016 and will end with graduation held on May 19, 2017.

Office hours: 8:00am to 3:30pm, Monday through Friday

Course hours: 8:00am to 2:00pm, Monday through Friday

All classes will be held at the Montessori Institute of San Diego, located at 8745 La Jolla Scenic Drive North, La Jolla, CA 92037, unless otherwise specified by the Director of Training.

### Observation and Teaching Practice Hours

First semester:

3 weeks of assigned classroom observation: 8:00am to 3:00pm, Monday through Friday

Second semester:

6 weeks of assigned classroom Teaching Practice: 8:00am to 3:00pm, Monday through Friday

### Lectures and Demonstrations

Lectures will focus on the philosophy and psychology behind the Montessori Method, as well as its practical application. Although most lectures will be given by MISD staff members, periodic sessions will be held with guest lectures and will be announced ahead of time.

An introduction and detailed demonstrations of Montessori activities will be presented in each of the following four areas of work:

1. Practical Life

2. Sensorial

3. Language

4. Mathematics

\*Art, Music and Movement are included in these areas

Students are required to observe and record all demonstrated exercises according to the prescribed form, including related materials illustrations as assigned. Students are expected to turn in their typed notes on the lectures and demonstrations, as well as written notes on the recommended readings, for review on specific dates given by the lecturer.

### Supervised and Independent Practice

Practice sessions provide the student with hands-on experience using the materials. It is this experience which ultimately enables them to compile original written records of the sequence of each presentation which will serve as a professional reference guide. Each student is required to attend a minimum of 140 hours of supervised practice schedule by the Director of Training. The student will be responsible for making sure that the minimum number of 4 practice hours has been met each week. In order to make optimum use of supervised practice periods, students are encouraged to independently explore each exercise soon after it has been demonstrated to the group, recording questions or difficulties they would like addressed during supervised practice.

### Required Individual Work (Homework)

Students should expect to dedicate a considerable number of hours on their coursework outside of Institute-scheduled classes and activities. A minimum of 15 hours of work each week are usually needed for preparing albums, illustrating exercises, making language and cultural materials, reading and studying. This time expectation is in addition to the required supervised practice at the Institute.

All compositions and artistic renderings are considered to be individual work and 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 on

specific due dates.

### Observations

Ninety (90) hours of assigned observation will be scheduled at AMI Montessori schools. Students will also select three additional non-Montessori preschools to observe comparatively. Students will be required to arrange their transportation to accommodate their visits to these selected schools. Written observation notes are to be handed in after each observation period. Discussions on observations will be periodically arranged and any questions arising during observations must be held until these designated discussion periods.

### Teaching Practice

Beginning in February, each student will be given the opportunity to do practice teaching in selected AMI classrooms. The student will work full-time at the assigned sites so as to fulfill the required minimum 100 hours of student teaching. Students will coordinate their schedule in order to practice with the assigned supervising AMI guide

### Requirements for Entry into Student Teaching

- Students must have attended all theory lectures and material presentations for all subject areas (Practical Life, Sensorial, Language, and Mathematics)
  - Missed lectures should be made up by using notes from fellow students.
- Students must submit a reference album for each of the four subject areas and make any necessary corrections based on faculty feedback.

### Projects & Assignments

Each student will complete an album of written and illustrated exercises for each of the four areas as noted above. These exercises must be written out as each student's original work, according to the prescribed format, and must include illustrations of the materials used in selected exercises. Please see the calendar for album due dates.

In addition, students are required to prepare:

1. A theory album consisting of lecture notes and colleague's essays
2. Selected materials for each area which will be the student's property
3. Two essays on theory lectures – *(Students in the Loyola M.Ed. program may be required to submit additional essays and other assignments which will be discussed at the beginning of the year.)*

The four completed materials albums, the theory album and the additional hand-made materials are to be handed in for final evaluation as arranged by the Director of Training. These albums and materials must meet the required standards set by the Director of Training before the student can be allowed to take the oral examinations.

### Due Dates and Deadlines

Students must complete each unit of study in a satisfactory manner before proceeding to the next unit of study. Students are expected to turn in essays, albums, observations journals and hand-made materials on the specific due dates given by the course staff. Late work can only be accepted for review if a student has made special prior arrangements with the Director of Training. Any work which does not meet acceptable standards will have to be upgraded and resubmitted by the student. *There will be \$25 fee for the review of any album submitted more than one week after the specified due date.*

### Grading Overview

The MISD Primary Teacher Training Course is graded pass/fail. Although letter grades will not be assigned, students must meet all academic requirements as stipulated by AMI in order to obtain their diploma. If a student turns in work that is below standard, it will be returned to him/her with feedback so revisions can be made and the work resubmitted. Students attending the MISD Primary Course who are also enrolled in a cooperative master's program will receive grades for their Montessori coursework according to the established conventions of their university. The Director of Training serves as an adjunct professor for the Loyola graduate program.

### Grading Criteria: Albums & Papers

- Timely submissions of album work by the due date
- Clear and complete written presentations
- Accurate reflection of the presentations given in the course in which the student is enrolled. (Presentations vary slightly from year to year and depending on the trainer. Students are expected to submit album work that is based on the current course in which they are enrolled, not any other course from the past or from another trainer.)
- Evidence of understanding the nature of the assignment
- Neatness and legibility
- Correct grammar and spelling
- Adequate and accurate illustrations
- Must be the student's ORIGINAL WORK

### Grading Criteria: Materials

- Timely submissions of materials by the due date
- Completeness, care, and accuracy of materials
- Attention to aesthetics, including neatness and legibility

### Final Written Examinations

Three-hour written exams to be scheduled on each of two subsequent days, generally in March or April and focused as follows:

Day 1: Exam A - Montessori Philosophy and Psychology

Day 2: Exam B - Theory and Methods of Application

Examinations are administered by the training staff of MISD during the two day period. Students will select 4 out of 7 questions offered on each examination. Each question is worth 25 points and a passing grade of 50 points out of 100 is required on each exam.

### Final Oral Examinations

Each student is required to demonstrate his/her knowledge of Practical Life, Sensorial, Language and Mathematics, during a two hour oral examination before an examining committee from the Association Montessori Internationale and the Montessori Institute of San Diego. These tests will be held on dates determined by the Executive Board of AMI (headquartered in Amsterdam) usually in late May or early June. A passing grade of 12 ½ points out of 25 points in each of four areas is required to pass the oral examination.

Scoring Criteria:

- Technique when presenting material
- Knowledge of the purpose of the material
- Understanding of how the material relates to other exercises in the area
- Knowledge of the control of error or points of interest for each exercise
- Overall understanding of each area
- Articulation of the connections between different materials and areas
- Understanding of child development

### Make-Up Work/Retaking Examinations

Students not satisfactorily completing any portion of the course must make special arrangements for its completion with the Director of Training. Any assignments not submitted by the due dates given during the year will be accepted for evaluation up to one month prior to oral exams. Assignments received after that time will not be guaranteed evaluation before exams and could jeopardize the student's eligibility to graduate.

Students failing certain portions of the final written or oral examinations may be allowed to retake the part(s) of the examinations the following year at any certified AMI Training Center offering the appropriate level of training. See AMI

Requirements for Certification, p. 14, for details. Students may inquire with other training centers about when their examinations take place. *Additional practice with the apparatus, written work and/or attendance at lectures may be required as a prerequisite for retaking the examination(s).*

- **Final examinations may only be taken twice.**
- **There is a \$125 fee for retaking one area of the oral examination.**
- **There is a \$50 fee per day for retaking written examinations.**

Each student will be notified by the Director of Training regarding the results of the examination. *The decision of the AMI examiners is final.* Students must pass all written and oral examinations in order to be granted the AMI Primary Diploma by the Association Montessori Internationale.

### The Diploma

The Diploma will be awarded by the Association Montessori Internationale to those students who have satisfied the AMI examiners in each of the above requisites. The diploma must bear the signatures of the General Secretary and the President of the Association Montessori Internationale, and be signed by the Director of the Training Program and the AMI External Examiner. The AMI diploma certifies that the person has successfully completed the Primary Montessori Training Course and is, therefore, qualified to apply the Montessori Method with children between the ages 3 to 6, and to be employed as a Montessori primary classroom teacher.

### Graduate Program in Montessori Education

#### **Loyola University, Maryland**

Students admitted to this graduate program may take their Montessori coursework at the Montessori Institute of San Diego. Additional course work (9 credits) must be completed in residence at the Loyola campus in Baltimore, Maryland. Loyola has designed a special, intense summer session for Montessori graduate students who are completing their course of study. Graduates receive both the internationally recognized AMI diploma from the Montessori Institute of San Diego and the Masters of Education (M.Ed.) degree from Loyola University. Applicants seeking admission to the program in Montessori Education at Loyola must have completed a bachelor's degree from an accredited college or university. Students apply separately to the Loyola M.Ed. program and should contact Loyola for further details if interested: <http://www.loyola.edu/soe/academics/graduate/montessori>

#### **University of San Diego ECE Unit Partnership**

MISD has recently established a partnership with the University of San Diego so that current MISD students, as well as MISD alumni, may count their MISD Assistants to Infancy or Primary training towards the 12 Early Childhood Education (ECE) units required to work in a licensed preschool facility. This is an optional service and the cost is \$900, payable to USD. Registration and payment occurs during the final six months of the AMI training program. Details will be made available at that time.

## **AMI REQUIREMENTS FOR CERTIFICATION**

Admission to the course does not guarantee certification. Basic requirements (hereunder) must be met by each student in all areas of the course. Individual training centres may have additional requirements.

### **Eligibility**

A. In order to be eligible to sit for the written and oral examinations a minimum attendance of 90% is required in the following:

- Theory lectures;
- Demonstrations of materials in each area;
- Discussions/reviews as organised by the training course;
- The required reading seminars on Montessori books as stipulated by the training course.

Attendance at supervised practical sessions (minimum 140 hours)

### **Certification**

B. In order to receive a diploma at the end of the training course the following requirements must be met:

1. A pass mark for written (Papers A & B) and oral examinations
2. To complete:
  - (i) Compilation and submission of acceptable and original albums in all areas;
  - (ii) Compilation and submission of acceptable materials as required by the course;
  - (iii) Observation and observation reports;
  - (iv) Practice teaching as scheduled

### **Deferral Examination**

Students deferred for any part of the examinations (see B1) must retake that part the subsequent year (within 12 months) and may re-sit each examination only once. It will be necessary to comply with the recommendations made by the AMI Board of Examiners. If this necessitates travel to an AMI affiliated training centre other than where you took the course, all expenses involved are for the account of the student, as well as any examination and related fees charged by the host centre.

### **Failure to Complete Course Work**

Students failing to complete any part(s) of the other requirements (see B2) must fulfil that part(s) the subsequent year (within 12 months) in compliance with the recommendations and dates laid down by the Board of Examiners and/or the Director of Training.

### **Issue of Diploma**

In both cases (BI and B2, as above) the AMI Diploma will be issued no later than the end of the course/academic year in which the result has been finalised.

### **Courses Offered Once Only in Current Location**

Students deferred who are enrolled at a training centre that is offering a one-time course will be informed by the Director of Training of the nearest centre where s/he can appear in the examinations the following year (within 12 months). These arrangements will be settled in conjunction with the Director of Training. All the expenses involved are for the account of the student.

### **Fail status**

Students who fail Paper A, Paper B and two out of four subjects during the Oral examinations have failed the course. Clarification of this will be given by the Director of Training. In this case, if a student wishes to obtain an AMI diploma it will be necessary to re-take the entire course.

### **Academic Honesty**

The Centre has an obligation to deal with acts of academic dishonesty. Acts of academic dishonesty which will result in suspension or dismissal from the course are: Plagiarism in all its forms and facilitating academic dishonesty on the part of another student.

Students caught in acts of academic dishonesty during written examinations will be immediately dismissed from the course and will not be eligible to complete the examination process, resulting in a fail grade recorded for the course.

## GUIDELINES FOR STUDENT ACHIEVEMENT

The following guidelines are set forth in order to prepare students for the task of guiding children and to bring students' coursework 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.

### Attendance

**Attendance is required at all lectures, demonstrations, practices and observations sessions as scheduled.** Attendance will be taken at all lectures, supervised practice, laboratory and independent practice classes. Attendance records are also kept on students' outside observations and practice teaching.

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

The work of the course is already condensed to a tight schedule, and absences will be difficult to make up and will therefore affect your academic and practical performance.

*Students failing to maintain at least 90 percent attendance will be notified by the Director of Training or Primary Trainer. If attendance fails to improve, the Director of Training, acting at her discretion, may dismiss a student for unsatisfactory attendance.*

Extension and Re-enrollment Policy for Students Terminated Due to Absence or Incomplete Work. A student who has withdrawn or been terminated from the course, or has taken a leave of absence in order to complete work (extension), may re-enroll to continue the course for lectures missed during the time he/she did not have sufficient attendance, to receive special tutoring by a trained staff member, or to attend selected units or lectures during the subsequent course, up to one year later. An additional fee will be charged. Re-enrollment is at the discretion of the course Director of Training. Students requesting extension must write to the Director of Training no later than two months prior to the end of the course, detailing the reasons for non-compliance and a proposal for completion. This request must be approved by AMI.

### Quality of Work

**College-level work is expected.** All papers must be written in clear English, with correct spelling and grammar. Papers must be organized with headings and subheadings. Periodic evaluations of the theoretical and practical work of the students will be made by the course staff throughout the year. Any student not performing at the standards expected will be expected to correct/complete their work within a determined length of time. A student who is unable to bring work up to standard may be asked to withdraw from the course.

### Commitment of Time

Since it will be to your advantage, it is suggested you keep your outside activities and part-time work to a minimum. The greater commitment you can make to the work of the course the better you will be able to prepare yourself for the AMI examinations, and for the work that you will carry out in the future. Characteristics of behavior and qualities of personality will be taken into account and related observations will be discussed with you throughout the year.

### Examination and Results

Association Montessori Internationale standards and goals for teacher trainees are set very high, and albums compiled by the trainee will be critically evaluated by the AMI examiners. A student failing in any one section of the written or oral exams must repeat that part of the examination in the following year. A student who has failed both the oral and written exams will not be allowed to retake exams as part of the same course. If a diploma is still desired, the student will be required to repeat the course in its entirety with full payment.

## BEHAVIOR AND ATTITUDES

### General Attitudes

A professional and positive attitude must be maintained at **all** times. This is in fairness to yourself, the children, your colleagues and the MISD staff with who you will be in contact during the school year. Students must maintain a professional demeanor at all times when they are guests at a school for observation and teaching practice.

### Ethical Conduct

The Montessori Institute affirms the dignity and worth of every person and values the contribution each makes to the learning community. In order for a productive work environment to exist, verbal or physical conduct by any staff member and/or student which harasses, disrupts or interferes with another's work performance, or which creates an intimidating, offensive or hostile environment, will not be permitted. **Mutual respect of individuals is expected at all times. Bullying, teasing or any type of malicious gossip is completely unacceptable.** All staff and students are expected to be conscious of their personal conduct and how it reflects on the integrity of the Montessori Institute. *Discipline of these policies is fair and consistent.*

### Punctuality

Punctuality is a virtue of primary importance for all teaching professionals. Students are expected to be in their places at the beginning of each lecture/presentation. It is therefore recommended that students plan to arrive at least 10 minutes before the official class time. Latecomers are a disruption to the class and to the lecturer. To avoid being a distraction to the class, latecomers are asked to sit near the door until the next break. Students are marked for tardiness and 3 late arrivals are counted as 1 absence. A student who must leave early for an essential appointment must ask permission of the lecturer or staff person in charge.

### Manner of Dress

**You are required to dress in a professional manner, both at the Institute and at all visited schools during observation and practice teaching periods.** Each student will take personal responsibility for maintaining an appropriate appearance and manner.

### Respect for Lecturers

The information that students will be receiving during the course lectures is vital to their understanding of the Montessori philosophy and method of education. Therefore, the Montessori Institute of San Diego requires the full attention of all students during any lecture, discussion or presentation of material. Any side conversations, whispering, internet browsing, social networking, texting or any other distracting behavior while a speaker is presenting is considered extremely disrespectful and will not be tolerated.

### Cell Phones

Cellular phones will not be permitted in the lecture room or model classroom **at any time**. Students will have breaks throughout the day during which they may check phones and make calls/texts.

### Eating and Drinking

Please note that there will be absolutely no eating or drinking within the lecture room or model classroom (a small water bottle with a secure lid is the **only** exception). Any food items, including coffee and snacks, will need to be kept in the student kitchen at all times.

### Smoking, Drugs and Alcohol

Drugs and intoxicating beverages are completely forbidden and will not be allowed under any circumstances while attending the Montessori Institute of San Diego. This also applies to any center activity. The only exception to this rule is drugs taken under medical prescription. Furthermore, any prescribed drugs must be kept out of reach of children attending classes. No smoking is allowed on the school premises.

### Dismissal

At the discretion of the Director, a student may be dismissed from school for behavior which creates a safety hazard to other persons at school, disobedient or disrespectful behavior to a student or faculty member, or any other stated or determined infraction of conduct.

## GRIEVANCE PROCEDURE

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 grievant. An informal meeting may reach a resolution to solve the problem. An informal request for a meeting to resolve the problem must be filed, 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 **formal hearing** will require an appeal letter to the Director of Training, giving a factual statement or evaluation of a problematic area. The letter must specifically name the person or persons to whom the grievance is directed, and the procedures, rules or regulations which are the basis for the grievance.

A **response** from the Director of Training must be forthcoming by personal delivery 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. One 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 also be a member of the hearing board. The Director of Training or a designee shall be present, along with any witness whose testimony is to be considered.

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 of Training until 30 days following the completion of the appeal process.

If the decision reached at the formal hearing is not acceptable to the grievant, the grievant shall file a written request for appeal with the Director of Training within 10 days and request that all materials then be 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 grievant, 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 Institute of San Diego will give all possible assistance to all students enrolled in the course.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), 888-370-7589 or by fax 916-263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement

## STUDENT INFORMATION

### COURSE FEES AND PAYMENT SCHEDULE

Course fees of \$ 11,650 are payable as follows:

\$125.00 - Application fee to be submitted with application (*non-refundable*)

- |    |                    |                                                     |
|----|--------------------|-----------------------------------------------------|
| 1) | \$1,000.00         | Deposit, due upon acceptance as part of the tuition |
| 2) | <u>\$10,650.00</u> | Remaining tuition balance                           |

**Total tuition:** \$11,650.00 Paid through either **Plan A, B or C** as described below

**Plan A\*:** One Payment

**Plan B\*:** Two Semester Payments

**Plan C\*:** Monthly Payments

\*See payment plans for details.

*Students should also budget approximately \$500-\$1200 for books, supplies, fingerprinting (about \$100), CPR (about \$50), AMI membership fee\*, album preparation, transportation to and from observation and practice teaching, and material-making, all of which will be retained by the student as personal property for their future work.*

\*An AMI membership is a required purchase for students who do not already hold an AMI membership valid through the duration of the course. Annual fees are approximately \$75 for U.S. residents and can be purchased from the AMI-USA website: <http://amiusa.org/members>

The Montessori Institute of San Diego may retain up to \$100.00 if the Enrollment Agreement is not canceled before midnight of the first class session, or the seventh day after enrollment, whichever is later. Reimbursement related to later course withdrawal will be pro-rated.

The Montessori Institute of San Diego does not participate in any federal or state financial aid programs nor does it currently have access to sponsored programs, government or otherwise, to provide grants or pay for portions of tuition.

#### Student Records

The institution shall maintain current records for a period of no less than five years.

#### Job Opportunities

The Institute receives many job offerings and this information is made available to the trainees. These opportunities are posted in the Jobs Marketplace page on our website, [www.misdami.org](http://www.misdami.org). Job placement information is also available through communication with the international Montessori community, addresses of which are also made available to the trainees. It should be noted that AMI Montessori certified personnel continue to be in great demand worldwide. The demand always surpasses the availability of teachers. *No specific job placement assistance is offered through the Institute, nor are employment, salary, or occupational advancement guaranteed.*

## NOTICE OF STUDENT'S RIGHT TO CANCEL CONTRACT

Institutions shall refund 100% of the amount paid for institutional charges, less an application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or seventh class day after the enrollment, whichever is later.

The institution shall provide the student with two cancellation forms at the first class attended by the student. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

After the end of the cancellation period you also have the right to stop training at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the enrollment agreement. If you have lost your enrollment agreement, ask the school for a copy of the refund policy.

The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Student shall pay or credit refunds within 30 days of a student's cancellation or withdrawal.

If the training center closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education, at the address and telephone number printed below, for information:

BPPE

2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833

Telephone: (888) 370-7589

[www.bppe.ca.gov](http://www.bppe.ca.gov)

## STUDENT TUITION RECOVERY FUND

MISD will pay on your behalf the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program; and
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with, the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

## REFUND POLICY

Refund policies are in accordance with the Bureau for Private Postsecondary Education.

The student has a right to a full refund of all charges less the amount of \$100.00 for the application fee and \$100.00 for the registration fee if he/she cancels before midnight of the first class session, or the seventh day after enrollment, whichever is later.

In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only 30 hours of a 90 hour course and paid \$300.00 tuition, the student would receive a refund of \$200.00.

$$\frac{\$300.00 \text{ (amount paid for instruction)} \times 60 \text{ clock hours of instruction paid, but not received}}{90 \text{ clock hours of instruction for which the student has paid}} = \$200.00 \text{ refund}$$

The school will also refund money collected for sending to a third party on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

\*In the event that the student is dismissed from the program, the same pro-rata refund policy applies as it would if the student had withdrawn.

## **POLICIES ON CELL PHONES, VIDEOTAPING/AUDIOTAPING, AND PARKING**

The following policies have been established for the overall benefit of our learning community this year, and in order to comply with AMI guidelines.

### **Cell Phones & Videotaping / Audiotaping**

**Cell phones are not permitted** inside the lecture room or model classroom environments at any time, unless explicit permission is given by the instructor. You may leave your cell phone in the wall cubby and use it freely in other parts of the MISD campus during breaks and lunch periods, or before and after class. If you have an extreme emergency and need to use your cell phone during class, you may leave the classroom to do so.

**Students are not permitted to videotape or audiotape their instructors** in the classroom environments. Feel free to take videos of social aspects of the MISD experience, like lunches or extracurricular activities. We do want you to thoroughly enjoy your time here and to have memories to take with you back home!

- 1<sup>st</sup> Infraction: Student will receive a verbal and written warning.
- 2<sup>nd</sup> Infraction: Student will be excused from campus for the day.
- 3<sup>rd</sup> Infraction: Conference with MISD administration and possible dismissal from program.

### **Parking**

Students are not permitted to park in the MISD parking lot (the lot directly in front of our building) at any time. Please use the large Congregation Beth El parking lot, which is located just down the driveway from our building. You may also park on La Jolla Scenic Drive.

- 1<sup>st</sup> Infraction: Student will receive a verbal and written warning.
- 2<sup>nd</sup> Infraction: Student's car will be towed.

If you have any questions about these policies, feel free to contact the MISD office at (858) 535-0500 x101. Thank you for your cooperation.

**ACKNOWLEDGEMENT: RECEIPT OF STUDENT HANDBOOK - ACCEPTANCE OF ALL POLICIES & PROCEDURES CONTAINED THEREIN**

I acknowledge receipt of the Montessori Institute of San Diego Student Handbook (AMI Primary Course, Academic Year 2016-17).

I agree to all policies, procedures and provisions documented in this Handbook, and I understand that my diploma will not be issued unless all requirements are met by the established closing dates and successful completion of examinations. In the event the diploma is not issued at the end of the course in which I have registered, I understand that, if the requirements are subsequently successfully completed in compliance with AMI and MISD directives and policies as described in the Handbook, the diploma will be issued at the end of a subsequent course held at MISD. If there is no subsequent course at MISD, I will work according to MISD guidance to make arrangements for completion at another center. I understand that there are time restrictions for meeting these requirements. I understand that I will not receive a diploma if all requirements are not met by the established dates.

I understand and acknowledge that copyright for all materials (including but not limited to classroom materials, material available for purchase, handouts, electronic postings, lectures) provided by the elementary course at the Montessori Institute of San Diego belongs to a staff member of the training center, to the training center, or to AMI. All materials are available for the personal use of the individual student only. Personal use means that none of these materials are to be copied by handwriting, typing, photocopying, photographing in detail, scanning, or any other means, during the course or later. Materials may not be circulated to others, included in other material without citation, or published in whole or in part without the written consent of the copyright holder.

<hr/>	
Print Student Name	
<hr/>	<hr/>
Student Signature	Date
<hr/>	<hr/>
Signature – Director of Training	Date

**Handbook Revision**

*The contents of this Handbook have been prepared in order to provide as accurate and complete a description of MISD's policies and procedures as is possible at the time. Should inaccuracies be identified, should it be discovered that a section (or sections) are incomplete or require modification, or should it be found that additional policies and procedures need to be included students accept that this Handbook is subject to change at the discretion of the Director of Training, and The Montessori Institute of San Diego. Any such changes will be provided in written form to students currently enrolled.*