



Montessori Institute of Bucharest

COURSE HANDBOOK

2015-2017 AMI PRIMARY COURSE 3



Association Montessori Internationale 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.

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.
- * Required reading seminars on Montessori books as stipulated by the training course.

Also required is:

- * Attendance at supervised practice (minimum 140 hours)

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

1. Successful written and oral examinations.
2. To complete:
 - (a) Compilation and submission of acceptable and original albums in all areas;
 - (b) Compilation and submission of acceptable materials as required by the course;
 - (c) Observation 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 re-sit 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 fulfil that part the subsequent year in compliance with the recommendations and dates laid down by the Board of Examiners/Faculty.

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. Clarification of this will be given by the Director of Training. In the aforementioned case, if a student wishes to obtain an AMI diploma it will be necessary to re-take 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:

For the Faculty:

Introduction

This Primary Montessori course is conducted in four blocks over two years, leading to the internationally recognized Primary Montessori Diploma of the Association Montessori Internationale. It is preparing adults to work with children from three to six years of age according to Montessori principles.

During the course the students will receive lectures on Montessori philosophy and psychology, demonstrations of the Montessori apparatus as well as practice with the materials under supervision and observe and conduct teaching practice in between blocks in Montessori schools approved by the Training Center. All lectures and demonstrations will be held in English with translation to Romanian.

Staff at the Training Center

Marja-Leena Tyrväinen - trainer

Marja-Leena has over 30 years of experience of working with children. She graduated from the Helsinki Teachers College in 1979. After working as a preschool teacher in Finland for a few years, she moved to California where she attended the AMI 3-6 Course, obtaining her diploma in 1984. After working as a Montessori teacher, she spent three years of training to become Montessori trainer with Ulla Wikefeldt in Sweden. Her last year in the training of trainers was in Helsinki with Hildegard Solchbacher and Nikki Hughes and she graduated in 2001.

Madlena Ulrich - trainer

Madlena Ulrich is trained as a Preschool Teacher in Norway and took her AMI 3-6 training in Dublin, Ireland in 1994-95. Since then she worked at Jareteigen Montessori, a 0-12 environment situated in Eastern Norway. She did her AMI Training of Trainers with Molly O'Shaughnessy in Minnesota, USA and Ulla Wikefeldt, Sweden. She is a member of the China Faculty who holds 3-6 courses in Hangzhou, China. She is lecturing frequently in Norway and other countries.

Course Assistant

Mariana Ulita - Assistant trainer

Mariana Ulita took her Montessori Training Course in San Diego. She worked for two years in US as a Montessori guide and then she returned to Romania. She is a founder member of the Montessori School of Bucharest, The Association for the Development of Montessori Education in Romania which is affiliated to AMI and of the Montessori Institute of Bucharest. She guide 3-6 children for five years and is now part of the AMI trainer in training program for primary level.

Diana Janitzek - Assistant Manager

Diana Janitzek is the Assistant Manager at MIB and she is available for any problem related to the administrative or finance part.

Admission Requirements

Montessori Institute of Bucharest does not discriminate on the basis of gender, race, color or ethnic origin. All qualified students are afforded the rights, privileges, programs and activities generally accorded or made available to any student on the course.

For admission to the course, a bachelor's degree in any field of study is preferred, although the Trainer may make exceptions to this requirement under special circumstances.

Applicants must provide transcripts of college records, two recent photographs and a completed application form. An application fee must accompany a submitted application. A personal interview is required during the application process. Application will be reviewed until enrollment has reached capacity, at which time a waiting list will be established. If enrollment does not reach the necessary numbers, as defined by the Board, the course will not be given.

AMI Primary Course Dates

The first module: 30 October to 1 December 2017 (5 weeks)

The second module: 12 February to 16 March 2018 (5 weeks)

The third module: 29 October to 30 November 2018 (5 weeks)

The fourth module: 11 February to 15 March 2019 (5 weeks)

Note: In addition to weekdays, lectures will be held on most Saturdays during each block.

Written Exams	February 2019
Oral Exams	March 2019
Graduation	March 2019

Daily Course Schedule

09:00-12:00	Lecture, Discussion Group or Supervised Practice with a half an hour break
12:00 –13:00	Lunch
13:00 –16:00	Lecture, Discussion Group or Supervised Practice with a half an hour break

Note: This schedule is subject to change as determined by the Trainers. Students will be informed of any schedule changes as they are instituted.

Course fees and Payment Schedule

- Courses fee will be paid according to the contract.

The students are also asked to budget for supplies such as paper, printing and folders, textbooks and material- making, in addition to possible expenses in connection with Observation or Teaching Practice.

Academic Standards, Behavior and Attitudes

The following 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.

Attendance

The AMI Course Agreement specifies that the student's regular attendance shall be 90% in all activities of the program.

Activities of the program subject to the 90% attendance requirement are lectures, supervised practice, observations, and practice teaching. However, since course activities are visual and manipulative, the student should note that anything less than 100% attendance will be detrimental to their understanding and

progress. The percentage of attendance for each activity is calculated on the basis of the total number of scheduled minutes.

Attendance records are kept for all sessions. Attendance is taken promptly at the beginning of each session. Absences at the end of a session are also noted if a student leaves early.

Students are advised to ask permission regarding any necessary absence and should keep track of any absence/late arrival/early departure so as not to fall below a cumulative 90% attendance.

If you arrive late, you will be marked as late. If you are ill or cannot attend, please call to let us know. This is especially important when you are observing or practice teaching.

Students failing to maintain at least 90% attendance will be notified by the trainer. If attendance fails to improve, the students may be dismissed from the course at the discretion of the trainer.

Re-enrollment Policy

A student who has been terminated from the course may re-enroll to continue a 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. An additional fee may be charged. Re-enrollment is at the discretion of the trainer.

Quality of Work

The work submitted (albums and essays) is expected to be at college level.

Ethical Conduct

The Institute (complete name) upholds the dignity and worth of every person, and values the contribution everyone makes to the community. In order that a productive work environment exists, 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. Staff and students are expected to be conscious of their personal conduct.

Dismissal

At the discretion of the trainer, a student may be dismissed from school for behavior, creating a safety hazard to other persons at school, disobedient or disrespectful behavior to a student or faculty member.

Grievance Procedure

A grievance is defined as a written statement which alleges a specific violation of procedures, rules or regulations infringing on the personal professional and rights of the griever. 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 trainer, 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 procedure or rules or regulation which are the basis for the grievance.

A response from the trainer must be forthcoming by personal service or 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 board shall be a member of the hearing board. The trainer shall be a member of the hearing board. The trainer shall be present. Any witness whose testimony is to be considered may be present.

The formal hearing will be governed by procedures set by the board and administered by the trainer. If the decision reached at the formal hearing is not acceptable to the grievor, the grievor shall file a written request for appeal with the trainer within 10 days and request that all materials then be sent to the 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 grievor, the grievance will be considered void, the case will be closed, and all information will be sent to the board for filing.

The trainer and staff will give every possible assistance to all students in the course.

Course Requirements

AMI and the trainers set the policies and procedures for meeting course requirements. See attached contract for signature.

Lectures

The purpose of lectures is to impart the theory underlying the Montessori pedagogy and to demonstrate the use of the Montessori materials for the child from three to six. Lectures include discussion, reviews, and relaying of information relevant to the course.

Lecture Attendance

Lectures begin promptly according to the schedule. Attendance, tardiness, and early departure are recorded. Any lectures scheduled for the course, unless specifically excepted, are subject to the 90% attendance requirement.

If absence (calculated in terms of scheduled minutes) exceeds 10% of the total time of lectures, the time must be made up. The method of making up the time is determined by the Trainers. It is in the student's best interest to submit a dated note of explanation for any absence.

Books, Readings, and Other Assignments

Students may be asked to read selected books by Maria Montessori and to make use of them for their written work, discussions, essays, examinations, and practice with materials.

Required Reading:

Books by Dr. Maria Montessori

The Absorbent Mind

The Child in the Family

The Secret of Childhood

The Formation of Man

The Discovery of the Child

Recommended Reading:

Other books by Dr. Maria Montessori

To Educate the Human Potential

The Advanced Montessori Method, Vols. 1 & 2

Education and Peace

The Four Planes (Booklet)

Education for a New World

What You Should Know About Your Child

The Child, Society and the World (ed. Schulz-Benesch)

From Childhood to Adolescence

Creative Development in the Child, Vols. 1 and 2

Books by Mario M. Montessori Sr

The Human Tendencies and Montessori Education

Books by Mario M. Montessori Jr

Education for Human Development

Practice Sessions

The purpose of supervised practice sessions is to provide each student with the opportunity for active manipulation of the materials together with the associated verbalization. Such manipulation serves to clarify the use of the materials and to assist progress toward mastering them. Note that equal importance is given to the practice of presentations requiring only visual material and verbalization. Specific guidelines will be given for the practice sessions and students are expected to practice in accordance with these guidelines.

Practice sessions begin promptly at the scheduled hour. Attendance, tardiness, and early departure are recorded. Practice sessions scheduled for the course, unless specifically excepted, are subject to the 90% attendance requirement.

If absence (calculated in terms of scheduled minutes) exceeds 10% of the total time of supervised practice, the time must be made up. The method of making up the time is determined by the Trainers. It is in the student's best interest to submit a dated note of explanation for absence.

Course Albums

The AMI Course Agreement requires "the making by each student of albums which illustrate the use of the Montessori material." Therefore, each student is required to personally produce original course albums, which reflect the contents of the course in which the student is enrolled.

Notes taken and sketches made during the lectures are the base from which the student prepares course albums. The process of writing and illustrating albums is an internalization and playback 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 aged three to six.

Submission Dates

Students are expected to submit album work on the scheduled due dates and at the time specified. Only work which is submitted on schedule will be read and commented. Albums that have been checked completely will be given a stamp of approval from the Training Center.

In addition, if any assignment or part of an assignment is submitted on schedule but cannot be readily followed due to insufficient text, insufficient illustrations, this fact will be noted and that work will be returned to the student unread.

Albums that contain assignments that have not been checked during the course will not be given a stamp of approval to show that the Training Center cannot be fully responsible for its contents.

Assignments

Please note that weekly album checks will take place on Fridays and will encompass some or all of the presentations given the previous week.

Other assignments will be handed in as paper copies or as digital files on Mondays according to a Handing-in schedule that will be announced for each block. Further notice will be given as regarding the different assignments.

Changes, Corrections and Resubmissions

It is the responsibility of the student to revise text or illustrations in an album as instructed by the Trainer. Trainer comments may indicate that the work is incorrect, unclear, insufficient, or missing. Students uncertain about the action required by a comment should seek clarification from the Trainers.

Students who do not attend to changes, corrections, and resubmissions or who do not finish all assignments (read or unread), risk having albums which do not pass at the final evaluation.

Assembled, accepted original course albums must be submitted to the Board of Examiners at the final AMI oral examinations.

Classroom Observations (off-site between blocks)

Observation of children in Children's House classrooms provides the student with the opportunity to begin to develop insights into the nature of children as observed and documented by Maria Montessori. 90 hours of observation are required by AMI to qualify for the AMI diploma. Verification of observation is assessed through submission of the signed hours sheet, the observation notebook and the reflections at the end of each observation session

If a student is unable to attend a scheduled observation, the student must notify both the training center and the school.

Practice Teaching (off-site between blocks)

Practice teaching provides students with the opportunity to apply their training to teach children in actual classroom situations. Such practice helps the student to gain practical and realistic expectations regarding children's responses.

Practice teaching in Children's House classrooms also provides the student with the opportunity to continue to develop insights into the nature of children as observed and documented by Maria Montessori.

Practice Teaching has to be done in a classroom lead by an AMI trained teacher. The Training Center will inform the students which schools and classrooms are suitable to arrange Practice Teaching.

If a student is unable to attend a scheduled practice teaching, the student must notify both the training center and the school.

Evaluation of Practice Teaching

The Trainer's consult with or receive written feedback from the cooperating teacher as to the student's progress, and may hold a conference with the student.

The student teacher is assessed on criteria which include the following:

- Knowledge of Montessori pedagogy
- Ability to apply the Montessori method with children in a classroom setting
- Knowledge of presentations to the children
- Deportment (appropriateness of voice level, movement, dress, awareness of children and their needs etc.);
- Rapport with children
- Attitude (punctuality, assumption of class responsibilities, interactions with the cooperating teacher, ethical behavior)

The Prepared Environment

Care of the environment is a critical part of training, and of the Montessori method. Students are expected to reflect this component of the training by maintaining all common areas, leaving rooms as they would wish to find them.

On a daily basis, students should bring only what is needed for lecture or practice.

Childcare must be arranged for all children away from the Training Center.

The Training Center is a "No Smoking" facility.

Students are asked to enter and leave the building quietly.

Visitors

Local Administrators, whose schools participate in the teacher training program, and persons holding AMI diplomas, may audit classes on an appointment basis.

Family members and friends of students are welcome to visit the Center outside of class hours or during Open Houses. Please notify a staff member if you are planning to have a visitor. During classes and during supervised practice we ask that you do not invite family or friends to come into the Prepared Environment.

Written Examinations

An AMI written examination, theory and pedagogy, is given once during the course. Examination questions are provided by AMI.

Students are eligible to take AMI written examinations only if they have fulfilled the 90% attendance requirement for all course components and have paid required tuition and fees.

The basis for the content of these examinations is to be found in the course record albums. However, students are expected to have read Maria Montessori's books to supplement their knowledge.

Each student writes one three-hour essay examination in Montessori theory and one three-hour essay examinations in Montessori pedagogy (theory as related to practice).

Students' examination papers are numbered rather than signed by the students in order to ensure an impartial evaluation.

Oral Examinations

An AMI oral examination is given once during the course.

Students are eligible to take AMI oral examinations only if they have fulfilled the 90% attendance requirement for all course components, have fulfilled all administrative requirements and have paid required tuition and fees.

A panel of examiners is chaired by an *external examiner* appointed by AMI. The other members of the panel are chosen by the Trainers. This panel of examiners administers an oral examination of approximately two and a half hours duration, although there is no strict time limitation. Each student delivers a presentation chosen randomly from topics in each of four subject areas (practical life, sensorial, language, mathematics). This presentation is followed by oral questioning.

Students are required to present their course albums to the examiners and leave them with the examiners until the end of the examination period.

Academic Integrity Policy

Students are expected to adhere to the following Academic Integrity Policy throughout the course.

Students must not allow others to do the work of the course for them. However, students are responsible for verifying that any such work meets the acceptable standard of the course or making the necessary corrections.

Academic dishonesty jeopardizes the quality of the course and depreciates the genuine achievements of others. Any of the following acts are considered to be acts of academic dishonesty:

- Plagiarism: Students may not intentionally or knowingly represent the words or ideas of another as their own work. Therefore, all textual material turned in by the student must represent the personal work of the student.
- Cheating: In any examination external assistance (e.g., books, notes, communication with others) is not allowed unless specifically authorized.

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- Facilitating academic dishonesty: Students may not intentionally or knowingly help or attempt to help another to commit an act of academic dishonesty.

Academic dishonesty is a serious offense, which may result in dismissal. The Trainers have the authority to take disciplinary action after investigation of incidents or allegations of academic dishonesty. The record of this investigation and final action taken will be a part of the student's permanent file.

Withdrawal

Students who elect to withdraw from the course must submit an official letter of withdrawal to the Trainers.

Registered students who formally withdraw are entitled to an official letter confirming registration in the course from the beginning date of the course to the date of the letter of withdrawal.

Students who withdraw and subsequently wish to resume studies must submit a new application.

It must be noted that, should a student wish to transfer to another AMI training course at the same level, it is entirely at the discretion of the Director of Training at that center to evaluate the student's work to date and set the conditions for transfer. Transcripts are not issued from the prior center to the new center, nor are applications and accompanying documentation transferred. As is required by colleges and universities, no official transcripts can be shared with other institutions.

Final Evaluation and the AMI Diploma

All AMI diplomas state that 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 country/state/county in which the holder wishes to work may have additional teaching requirements, which must be fulfilled.

Students should also note that all AMI diplomas state that the diploma does not qualify the holder of such diploma to train others.

Note that the diploma and transcripts will not be issued unless the diploma has been conferred, all administrative papers are in order, and financial obligations have been met.

While the Center and its staff are sensitive to special circumstances, which affect a student's ability to satisfy all course requirements on time, it is the responsibility of the Trainers to maintain and enforce procedures designed to support the meeting of major course objectives by all students.

Special circumstances may cause students to achieve their goal of obtaining an AMI diploma over a period longer than the opening and end dates of the course for which they enroll. The length of time permitted is subject to regulations set down by the Association Montessori Internationale for award of its diplomas.

The trainers and staff of the Center will endeavor to support students having special circumstances. However, such students must accept that some special circumstances will ultimately prevent them from obtaining an AMI diploma.

Diploma Conferred

All required course components are reviewed as to completion by the Board of Examiners at the time of oral examinations.

After the student has met the standard in the written and the oral examinations, has completed all other required course components, and has met administrative and financial obligations, the student is passed and issued with an AMI Primary Diploma.

Diploma Deferred

If the student completes all course requirements but fails to meet the standard in some portion of the written or the oral examinations, the student will be allowed to take the failed portion in the next course given at the training center, provided at least six months have elapsed from the last day of the oral examinations of the course to the first day of the written or oral examination of the next course.

The date and timing of a repeat written or oral examination is set by the Trainers in consultation with AMI and is determined in part by the need to give the student ample time to study.

The written or oral examination in question may only be taken twice for successful completion of the particular course. The student will receive a *fail* grade if the written or oral examination is not passed the second time. Students who have received such a *fail* grade, yet who wish to continue studies toward a Diploma, must reapply as a new applicant.

Statement of Confidentiality and Accessibility of Files

The Training Center maintains student records throughout the context of the course. Attendance records for class or lecture, supervised practice and unsupervised practice are kept by the Training Center.

Evaluations of course work including Course Albums, Theory Essays and Material Making are also prepared and kept by the staff. Progress in record reviews is also recorded.

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

- The original application for admission
- The original signed and dated course and tuition contracts
- The summary sheet with the scores from the written and oral examinations
- A copy of the signed and dated Montessori diploma and Award letter
- The original staff and supervising teachers' evaluation forms from Practice Teaching.

These files are maintained for three (3) years, following which only the original application, a transcript and the copies of the Award letter and the AMI diploma are kept for a minimum of 25 years.

All student files are held in the strictest of confidence and are accessible upon request by the student only through the trainer.

All parts of the permanent file remain in the sole possession of the Training Center.

A student may request access to their permanent file at any time during the course. A verbal request must be authorized by one of the Trainers and will be sent on to the office. At the conclusion of the course, a graduate may submit a written request for access to their permanent file it may be granted upon the authorization of

the Trainers. Permanent files may only be viewed at the Center office in the presence of one of the trainers or the Administrative Assistant.

A student may appeal in writing to the Trainers if questioning or rebutting any documentation in their file. The Trainers have sole authority to correct or change any information in the permanent files.