

SANTA MONICA MONTESSORI INSTITUTE

**Teacher Training Program
2009-2010 Catalogue**

1909 Colorado Avenue, Santa Monica, CA 90404 (310) 829-3551

Mission Statement

Maria Montessori was a doctor of medicine and one of the foremost educators of our time. After her graduation from medical school in 1896, Dr. Montessori became interested in the study of children who were deemed unable to be educated. In 1907, she opened the famous Casa dei Bambini in Rome, Italy. Dr. Montessori opened this school based on her discovery that children follow a developmental pattern of human potential from the moment of conception.

Dr. Montessori's teachings and work are born of exacting research and study throughout her life. They are founded in medical principles and grounded in spirit. Dr. Montessori devoted herself to life, not just an education system. It is for that reason she did not want herself aligned with the word "method". Dr. Montessori has proven that the child is universal and all children of all countries of the world are born with the "absorbent mind". Montessori education has proven itself in every known culture of the world regardless of race, creed, religion or nationality.

The mission of the Santa Monica Montessori Institute is to continue the work of Dr. Montessori, building a foundation of peace through education and a network of teachers and administrators who will model her legacy.

Program Statement

The program introduces the teacher trainee to the materials in the context of the prepared environment of a Montessori classroom. The materials are designed to be presented and then reinforced with the three part lesson and require meticulous preparation on the part of the teacher trainee. In addition, there is a significant body of work in which the teacher trainee must demonstrate accomplishment. The teacher trainee is required to prepare curriculum manuals, write papers, prepare formal notes on their texts and pass formal written and oral exams. In addition, because our Institute has a Montessori School as its foundation, the teacher trainee will be required to record observation hours on both teachers and students commensurate to their certification level.

The teacher trainee will be expected to understand the laws of the State of California as it relates to child care and child safety. In addition, they must demonstrate the ability to work with a team of teachers and with their lead teacher in a cooperative and supportive manner.

The Santa Monica Montessori Institute will only certify those teacher trainees who demonstrate competence in the classroom and interacting with children in all environments necessary to guiding a Montessori child.

Teacher Trainee Standard of Conduct

1. You agree to uphold the philosophy of Montessori education, always striving to meet its goals.
2. You agree to teach to the best of your ability in order to maintain the atmosphere of a Montessori school where individual work is fostered in each student.
3. You agree to the confidentiality and propriety of all instructional materials, to include but are not limited to, any trademarks, patents, financial information, registrations and other accepted forms of intellectual rights such as authorship and creation of materials.
4. You understand that as a teacher trainee in the Institute you are responsible for the health and safety of the children and as you work with them, you must take every precaution to maintain safeguards.
5. You agree to maintain a professional and cooperative attitude in your relationships with the instructional and school staff.
6. You agree to prepare the environment to the best of your ability to maintain the atmosphere of a Montessori school while adhering to the laws of the State of California as you know them and safeguarding the children from harm.

Confidentiality

The Santa Monica Montessori Institute agrees to hold **confidential** all personal, financial and educational information pertaining to students enrolled in the Teacher Training Program. Students have access to their records in accordance with relevant laws. Record requests must be submitted in writing.

Non-Discrimination Policy

The Santa Monica Montessori Institute does not discriminate on the basis of sex, race, religion, national or ethnic origin in the administration of its educational, admissions or personnel policies.

Educational Goals, Student Objectives and Outcomes

When a student enrolls in the Santa Monica Montessori Institute, the teacher training program commits to provide to the following:

1. An understanding of the characteristics of the child and the child's relationship to his or her needs.
2. An understanding of the theories pertaining to the Montessori method and their application in the classroom.
3. An understanding of these theories and how they relate to presentation of the Montessori materials.
4. Analysis of the characteristics of the child as it relates to presentation of the materials.
5. Analysis, assessment and observation methods used to evaluate the child's needs.
6. An understanding of the physical classroom, the placement and preparation of the materials.
7. An understanding of how a Montessori teacher directs the classroom, the flow of the schedule and record keeping.
8. An understanding of the role of the teacher in tandem with the assistant teacher, fellow teachers, school administration, parents and the community at large.
9. An understanding of administrative, legal and licensing issues in a Montessori school.

The Santa Monica Montessori Institute is a unique environment for the student teacher trainee in that we have an ongoing Montessori school for children of all ages. The student will when taking their training have the opportunity to practice presenting materials to children as well as work under accomplished Montessori teachers. The student will have the opportunity to perform their observations in an actual classroom environment.

The committed student teacher trainee will be able, at the time of certification, to:

1. Demonstrate knowledge of human development and education.
2. Demonstrate knowledge, application and analysis of the theoretical and philosophical basis of the Montessori early childhood and/or elementary method.
3. Plan curriculum that meets the individual needs and interests of the child appropriate to their age level, development, socio-cultural background and experience level.
4. Evaluate the curriculum and objectives as it relates to the child's individual growth and learning.
5. Design and make materials to support the needs of the child and objectives of the curriculum.
6. Demonstrate interest and involvement with the parent population and community served.
7. Demonstrate program and classroom leadership capabilities.

The quality of the work of the teacher trainee will be assessed in the following areas:

1. Evaluation of classroom teaching by supervising teacher and field supervisor.
2. Evaluation of albums, papers and course projects.
3. Evaluation of observations and notes.
4. Ability to demonstrate the Montessori materials.
5. Written and oral exams.
6. Attendance.
7. Ability to comport oneself as a Montessori teacher embodying the principles of Montessori educators and model the Montessori adult.

The student teacher trainee can expect to have a variety of personal experiences when learning the Montessori method and materials. These experiences and the knowledge the student teacher gains should mature the student teacher much in the way a Montessori education matures the child.

The Early Childhood Teacher Training Program

The teacher training program for early childhood covers primary grades ages two to seven years. A bachelor's degree is not required for this program at this time. The following are the requirements and program areas:

The program is divided into three areas and requisite number of hours:

1. Academic Lectures 200 hours

The academic lectures include presentation of and practice with the Montessori materials. Additionally, there will be presentation of individual projects along with student discussions regarding books read and homework assignments.

2. Practicum 400 hours

The practicum includes practice teaching in the classroom or with fellow students, observations, additional practice with the Montessori materials along with the design and preparation of the teacher trainee's materials.

3. Independent Research 200 hours

Independent research consist of album preparation, independent research papers and projects and teacher materials made.

Homework generally is a ratio of one hour of lecture time to one hour of homework and may not qualify as independent research in areas such as reading assignments, note and observation typing, studying for exams or personal practice for presentation to the teacher trainees in your class of individual projects.

The Elementary I-II Teacher Training Program

The elementary teacher training program is for primary and middle school ages six through 12 years. This program requires a bachelors degree, however, it need not be in the field of education. The program is divided into three areas:

1. Academic Lectures 200 hours

The academic lectures include presentation of and practice with the Montessori materials. Additionally, there will be presentation of individual projects along with student discussions regarding books read and homework assignments.

2. Practicum 400 hours

The practicum includes practice teaching in the classroom or with fellow students, observations, additional practice with the Montessori materials along with the design and preparation of the teacher materials

3. Independent Research 600 hours

Independent research consist of album preparation, independent research papers and projects, album preparation and materials made.

Homework generally is a ratio of one hour of lecture time to two hours of homework and may not qualify as independent research in areas such as reading assignments, note and observation typing, studying for exams or personal practice for presentation to the teacher trainees in your class of individual projects.

Grading System

Letter grades of A, B, C (+ or -) or Fail will be assigned to all work covering written, oral and classroom performance. "Incomplete" ratings must be cleared within a six-week period following notification.

A satisfactory grade is based on passing 80% of all written and oral examinations in a satisfactory manner. Students failing any test will be given the opportunity to re-take the test within a one month period.

Course Requirements

Students are expected to attend all meetings. Observation of classes of children shall be done through the summer and school year on an individual basis during school hours.

Practice teaching is a mandatory segment of the training and will be scheduled on an individual basis through the school year.

In the event that a student is absent due to illness or for any other reason they will be expected to secure class notes from fellow trainees and will be held responsible for all homework assignments, papers, projects, etc regardless of the circumstances. The daily demonstration of the Montessori method and materials is unique and requires the presence of the teacher trainee to assimilate the information.

General Requirements

Conferences:

Evaluation conferences will be held with the student throughout the school year with reference to their progress in the training.

Dress Code:

The student's dress code befitting the teaching profession without extreme style, body adornment, piercings or tatoos shall be maintained at all times. A professional image reflects to our children and school community our trainee's attitude towards their profession and the students they serve.

Suspension and Expulsion:

The school reserves the right to expel a student at any time for behavior or attitude deemed unprofessional in the opinion of the school administration or training director. Students may be asked to leave the Institute for medical, psychological, academic or other cogent reasons without recourse.

Absences, failure to return to the Institute and inadequate quality of performance in coursework will elicit verbal and written warnings. The student will be expected to submit a plan for correction to the Director of Training for approval. If the plan does not come to fruition the student will be expelled.

Certification

The Santa Monica Montessori Institute's Montessori Teacher's Certificate will be issued upon successful completion of all phases of the training program. This course is approved by the Superintendent of Public Instruction under the California Education Code, Section 94311(d).

Accreditation

The Teacher Training Program of the Santa Monica Montessori Institute is accredited by MACTE (Montessori Accreditation Council for Teacher Education) and approved by the Council for Private Postsecondary and Vocational Education.

Fees and Payment Schedules

The tuition of \$3,500.00 is due and payable at the time of entrance to the Santa Monica Montessori Institute. With approval of the administration, the student may elect to pay quarterly or monthly installments. Should this be the case, an installment note will be drawn for signature by the student.

The following fees are due beyond tuition and are non-refundable:

Application Fee	\$100.00
Materials Fee	\$200.00
Diploma with Transcript Fee	\$100.00
Test Retake Fee	\$50.00
Transcript Fee	\$10.00

Refund Policy

A student intending to withdraw from the Institute must give written notice to the administration. A review of the student's academic and financial records will be made at that time. Since the Institute is on a rotation schedule, the Board of Directors will review the case for refund and base their decision on the current cost to educate per student. This is determined by amount of students enrolled, the facilities cost and Institute trainer recruitment costs for that particular fiscal quarter as well as any pre-purchased materials on behalf of an enrolled student. The departing student will receive a written accounting of the decision and will have the opportunity to discuss the decision with administration.

Location and Hours

All classes are held in the facility the Santa Monica Montessori School at 1909 Colorado Avenue in Santa Monica, California. The Institute has a six week summer intensive each school year in both early childhood and elementary teacher training. Classes meet through out the year on Saturdays as well. The schedule for each school year comes under separate cover with your catalogue and application package.

Parking is available on Colorado Avenue on certain blocks with ten hour meters. If classes are held on a day when the school is not in session the student may park in the teacher's lot adjacent to the school. Required books may be purchased at the school or through the various booksellers on-line and in our area.

Calendar

The Institute observes the same holidays as the nearby colleges and universities. Students will be given the Institute's annual calendar either with the catalogue or within the first week of training. The Institute works on a rotational calendar to accommodate international students, working students as well as those concurrently enrolled in colleges or universities.

Entrance Procedures

The applicant must submit along with their Institute paperwork, transcripts, three letters of reference, a small photo and the non-refundable entrance fee of \$100.00 before an interview can be scheduled. The Institute after review of the applicant's package will schedule an interview with the Director of Training. The applicant must be prepared to discuss their scheduling needs, financial circumstances as it relates to tuition payment and any other circumstances that may directly or indirectly effect their ability to complete the Institute training.

International Students

All international students regardless of status must meet with the SEVIS designated officer in the Institute. We are a M-1 certified vocational school for training teachers in Montessori education. We issue I-20 to those international students with current visas registered with the Department of Homeland Security and USCIS. We recommend you retain an attorney to assist you in filing your request for the M-1 visa. The Institute has neither the ability nor the authority to issue a visa. We will, however, do all we legally can to assist you in obtaining your M-1 visa.

Housing and Employment Placement

The Santa Monica Montessori Institute is not in a position to assist with housing. We recommend that you use the traditional means of finding housing such as newspapers, the internet , etc.

The Santa Monica Montessori Institute cannot guarantee employment but, will make a sincere effort to guide those, who receive their Montessori certificate, toward suitable employment.

Student Grievance Policy

If you have any complaints, questions or problems, they should be addressed the School Administrator. If the concern is not resolved, it will be referred to the Institute Board of Directors. If the Board cannot resolve it satisfactorily, it will be referred to the MACTE Independent Review Committee Chairperson, Sandi McDonald-West, 2005 Marshall Road, Denton, TX 76207, after which it will go to the MACTE Commission, 900 Wood, Box 2000, Kenosha, WI 53141-2000 and then, finally, to the Bureau of Private Post Secondary Education and Vocational Training.

Student Recovery Fund

State of California

California law requires that, upon enrollment, a fee be assessed of a given school in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss due to a school closure. Institutional participation is mandatory.

It is important that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment; tuition receipts or cancelled checks to document the total amount of tuition paid; and records which will show the percentage of coursework completed. Such records would substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within 60 days following school closure. For further information or instructions, contact:

Office of Private Post Secondary Education
California State Department of Education
721 Capitol Mall
Sacramento, CA 95814
(916) 445-3427

The Course of Study

EARLY CHILDHOOD

EDUCATIONAL FOUNDATIONS

- 300 Early Childhood Education
Growth and Development
- 301 Child Psychology
Comparative Philosophies
- 302 Cognitive Skills
Development of Learning
- 303 Child and the Family
Interaction in Relationships
- 304 Community Resources
Childcare Programs

MONTESSORI EDUCATION

- 305 Practical Life Exercises
Coordination Development of the Pre-School Child
- 306 Sensorial Training
Development of the Senses
- 307 Language Development
Early Reading and Speech
- 308 Mathematics for the Young Child
From Concrete to Abstract

EDUCATIONAL ARTS AND SCIENCES

- 309 Science Concepts for the Young Child
- 310 Developing Musical Senses
- 311 Creative Art for Children

EDUCATIONAL ADMINISTRATION AND SUPERVISION

- 400 Program Administration
Supervisory Principles and Techniques

EDUCATIONAL ADMINISTRATION AND SUPERVISION (continued)

- 401 Planning, Financial Budgets
Directing Child Care Centers
- 402 Staff Relations, Personnel Management
- 403 Disaster Training, First Aid

PRATICUM

- 404 Observation, Case Studies
- 500 Practice Teaching, Supervised
- 501 Seminars, Evaluations
- 502 Independent Study and Projects

The Course of Study

ELEMENTARY I-II

EDUCATIONAL FOUNDATIONS

- 350 Child Growth and Development
Elementary Child
- 351 Child Psychology
Comparative Philosophies
- 352 Cognitive Skills
Development of Skills
- 353 Child and the Family
Interactions in Relations
- 354 Community Resources

MONTESSORI EDUCATION

- 355 Language Arts for Elementary Children
- 356 Creative Writing for Elementary Children
- 357 Mathematics for Elementary Children
- 358 Geometry for Elementary Children
- 359 Geography for Elementary Children
- 360 History for Elementary Children

EDUCATIONAL ARTS AND SCIENCES

- 361 Life Science - Biology, Zoology, Physiology
- 362 Physical Science - Experiment Science
- 363 Earth Sciences - Earth Studies
- 364 Fine Arts for Elementary Children
- 365 Physical Education and Movement

EDUCATIONAL ADMINISTRATION AND SUPERVISION

- 450 Program Administration - Supervisory Principles and Techniques
- 451 Planning, Financial Budgets, Directing Schools
- 452 Staff Relations, Personnel Management
- 453 Disaster Training, First Aid

PRACTICUM

- 454 Observation, Case Studies
- 550 Practice Teaching, Supervised
- 551 Seminars, Evaluations
- 552 Independent Study and Projects