



Montessori of Alameda  
Teacher Education Program

# Adult Learner Handbook

Montessori Teacher Education for

Infant and Toddler  
Ages Birth to 3 years

and

Early Childhood  
Ages 2 ½ through 6 years

2016-2017 Academic Year  
4210 N.E. Going  
Portland, Oregon 97218  
503-335-3321

[www.montessoriofalameda.com](http://www.montessoriofalameda.com)

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## Montessori of Alameda Teacher Education Program

### Mission Statement

The Mission of Montessori of Alameda Teacher Education Program (MOATEP) is to build a strong Montessori community committed to educating, preparing, and supporting teachers, professionals, and parents.

The Montessori of Alameda Teacher Education Program, dedicated to educating Montessori teachers, has as its guiding values the fundamental principles upon which Maria Montessori based her philosophy. The same principles that pertain to children's education are applied whenever possible to adults. When this same philosophy is adhered to, adult learners taking the course will develop a love for knowledge of Montessori that will continue long past the completion of their certification.

Montessori of Alameda (MOA) is an American Montessori Society (AMS)-affiliated and Montessori Accreditation Council for Teacher Education (MACTE) accredited teacher training center. MOA offers adult learners the opportunity to earn a MACTE AMS credential through our Teacher Education Program at the infant and toddler or early childhood level.

### History

In 2002, MOA expanded services to offer infant and toddler care. With the shortage of Montessori Infant and Toddler accredited teachers, MOA was sending Adult Learners to Seattle for training. The school was offering scholarships to staff to attend training, but the cost of transportation and lodging and time away made it difficult for working teachers. This prompted Tammy Kennedy to attend a course on starting a teacher education program. In 2008, the self-study was written and staff have been attending the teacher education programs at both the infant and toddler and early childhood levels ever since. MOA is excited to offer our training to other adults working with children. We have many schools all over Portland that sponsor their staff to attend. We are thankful to be able to help working teachers and offer an opportunity for professional development. MOA started out with instructors from just our school and have grown to collaborate with many teachers and guides from all over the city.

### Owner

Tammy Kennedy is the founder & owner of Montessori of Alameda and the MOATEP.

### Faculty

The Executive Administrator, Program Directors and all Instructors are Montessori credentialed and bring many years of hand-on, Montessori classroom experience to the training course.

Program staff include:

- Tammy Kennedy, Executive Administrator and Practicum Coordinator
- Padmini Alphonse, Program Director, Instructor, Field Consultant

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- Meghan Gwin, Infant Toddler Level Coordinator, Instructor, Field Consultant
- Claire Garcia, Instructor
- Amy Gard, Instructor
- Yosuary Gurrera, Instructor
- Julie Davis, Instructor

## Description of the training facilities and location

MOATEP is located at the Montessori of Alameda facility, a 5000 square foot building with carefully prepared indoor and outdoor environments for infant, toddler and primary communities. The building is located at 4210 N.E. Going, Portland, Oregon 97218. MOA is conveniently located in N.E. Portland, close to downtown, and on trimet bus lines.

## Adult Learner Handbook

This Adult Learner Handbook is designed to familiarize the adult learner with various aspects and requirements of the course. It is important that the adult learner carefully read this handbook in order to clarify course requirements, to gain an understanding of the course sequence and to achieve maximum progress throughout the year. The adult learner needs to understand the training center's policies.

## Nondiscrimination Statement

MOATEP admits adult learners to its programs without regard to age, race, ethnicity, gender, religious affiliation, nationality, handicap or sexual orientation. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

In situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior, the school's policies governing employees will be enforced.

## Certification Course Identity

MOATEP offers courses in Montessori Education at both the Infant and Toddler and Early Childhood levels. The Infant and Toddler Montessori training is designed for people interested in assisting children ages birth to 3 years in their development during this critical early stage of development. The Early Childhood Montessori course is intended for persons wishing to support children ages 2.5 to 6 years in their development as active learners.

The Infant and Toddler Course will educate adult learners in Child Development, Montessori Philosophy, Observation, Pedagogy, Environmental Design, Child, Family and Community, Personal Growth and Development, Program Leadership, Early Childhood Course Overview.

The Early Childhood Course will educate adult learners in Child Development/Psychology, Montessori Philosophy/Theory, Observation, Practical Life/Everyday Living, Sensorial, Physical and Life Sciences, Social Studies, Art, Music and Movement, Classroom Leadership, Language, Mathematics, Parent Involvement/Education.

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The following principles are applied to these courses:

1. In following Montessori's concern for freedom of choice of the adult learner, we are guided by a deep respect for each adult learner's individual process of development. Open-ended discussion questions and individually selected projects are examples of methods used to implement the adult learner's freedom of choice.
2. Because Montessori emphasized the active participation of the learner, this course focuses on the activity of the adult learner. Numerous written assignments, creating Reference Albums and final performance evaluations are methods by which the adult learner is actively engaged.
3. Montessori felt that the process of development was much more important than the end product. Therefore, an atmosphere of positive co-operation among all the individuals involved in the program is created. Methods used to implement this belief include closely supervised self-evaluation, constructive feedback, and emphasis on objective evaluation.

MOATEP offers both Infant and Toddler (ages Birth to 3 years) and Early Childhood (ages 2.5 to 6 years) Montessori education for adult learners who have minimum of a high school diploma.

## **Current Course Cohort**

The Infant Toddler Course begins January 2016 and ends December 2016 with a 10 month Supervised Practicum 540 hours (September – June; Self-directed practicum will begin after all of Academic Phase is completed) ending June 2018.

The Early Childhood Course begins January 2016 and ends December 2016 with a 10 month Practicum completing a 540 practicum hours (September through June beginning after all of Academic phase is completed) ending June 2018.

## **Infant Toddler Clock Hours**

Academic course - January - November 2016, Final exams in December - Total 248 hours.  
Practicum - 10 month supervised teaching practicum completing a minimum of 540 practicum hours (September 2017 - June 2018 beginning after all of Academic phase is completed).

## **Early Child Clock Hours**

Academic course - January - November 2016, Final exams in December - Total 337 hours.  
Practicum - 10 month supervised teaching practicum completing a minimum of 540 practicum hours (September 2017 - June 2018 beginning after all of Academic phase is completed).

## **Practicum Phase**

The practicum phase provides the adult learner the opportunity to fully experience being a Montessori teacher in the classroom from a practical viewpoint. The Montessori adult learner will work in an approved Montessori classroom. Adult learners will enter the Practicum phase through the Course Director's recommendation. This usually occurs when the Course Director

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feels that the adult learner has demonstrated an understanding of Montessori Philosophy and has completed sufficient additional course work to insure success in the Practicum Phase.

During the practicum, the adult learner will:

- Make observations in Montessori classrooms
- Prepare a year-long project
- Prepare Resource Albums
- Complete self-evaluation reports
- Be evaluated by the supervising teacher
- Be observed and mentored by a Field Consultant

## **Educational Level**

The MOATEP offers a Montessori credential but we do not offer college credit at this time.

## **Description of Certification Courses**

### **Academic Schedule**

Please see Course Specific Information in the back of the handbook

### **Instructor/Adult Learner Ratios**

MOATEP generally limits enrollment per level to twelve Adult Learners.

### **Course content & Competencies**

Please see Course Specific Information in the back of the handbook

### **Expected performance and standards for course completion**

#### **Attendance**

Attendance at 100% of the scheduled hours in both Academic and Practicum Phases of training.

#### **Assessment**

A written evaluation form will be given to the adult learner after the completion and assessment of each assignment, informing the adult learner of their performance.

#### **Written work, Resource Albums and Material assignments**

Obtain passing grades in all written work, resource album and materials assignments. (Note: Written assignments are evaluated based on content, evidence of understanding of the material, spelling, grammar, and creativity. Unacceptable or incomplete work will be returned to the adult learner for correction. Resubmitted work can receive no higher grade than a “passing” grade.

## **Grading Rubrics for Written Assignments**



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	<b>Mastered</b>	<b>Satisfactory</b>	<b>Unsatisfactory Resubmit</b>
	<b>3 points</b>	<b>2 points</b>	<b>1 points</b>
<b>Content</b>	Excels in meeting requirements	Complete and adheres to guideline	Incomplete or does not follow guidelines
	Accurate information, well supported by quotes and reading	Accurate information with little support	Inaccurate information / misleading, not supported
	Relevant with thoughtful logical conclusion	Relevant showing some conclusion	Irrelevant showing little conclusion

<b>Knowledge</b>	In-depth understanding and insight	Fundamental understanding	Little or no understanding
	Careful analysis and reflection	Limited analysis and reflection	Little or no analysis or reflection
	Well supported by personal examples and Montessori principles	Limited support through personal examples and Montessori principles	Not supported by personal examples or Montessori principles
	Examines topic from many perspectives	Explains topic from one perspective	Little or no examination of the topic

<b>Organization</b>	Well organized, development logically flows, very easy to follow	Organization scattered but development of points can be followed	Little or no apparent organization, erratic flow, hard to follow
	Exemplary grammar, punctuation /capitalization, spelling and references	Few grammatical, punctuation /capitalization, spelling or reference errors	Many grammatical, punctuation /capitalization, spelling or reference errors

### **Evaluations and testing**

To pass oral and written exams on course content the adult learner needs a 70% or better grade to pass.

### **Year-long Project**

Obtain a passing grade on the year-long project.

### **Practicum Experience**

Successfully complete the Practicum experience.

### **Time Limit for Course Completion**

All assignments must be completed within 3 years of the end of the Academic phase of training. Voluntary withdrawal from the program by the student is sometimes necessary due to other commitments. Adult Learners who withdraw are required to reapply and will need an instructor's recommendation for re-enrollment. Adult Learners who are asked to dis-enroll due to failure to meet the requirements of the program are not eligible to re-enroll. Adult learners, in either

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program, who need to make up course work may take the course in the next course cycle or pay \$40 per hour to the instructor for private instruction in order to make up classes missed. All assignments must be completed within 3 years of the end of the Academic phase of training for all MOATEP Adult Learners. After 3 years MOATEP is not obliged to provide the opportunity to make up missed classes.

### **Policy for Practicum Entrance**

In order to start the Practicum adult learners must have completed 100% of the academic work with a passing grade and recommendation by the Program Director. Practicums must be completed within 3 years of completion of the Academic course.

### **Policy for Extensions**

The only extension available at this time is for an unexpected extraordinary circumstance. An unexpected extraordinary circumstance may be a death in the immediate family, hospitalization or other life altering event. Extensions are considered on an individual basis by the Executive Administrator, Course Director and Level Coordinators. The adult learner must submit a written request for extension, which should include a description of the unexpected extraordinary circumstance, anticipated completion date and any other pertinent information. The decision for acceptance or denial will be made within 30 days.

### **Admission Requirements and Procedures**

All applicants are required to have a minimum of a high school diploma or its equivalent and to submit the following:

1. A completed application
2. 3 letters of recommendation from professional sources (not relatives)
3. A written statement on “How you were drawn to Montessori and how you hope this training will enhance your philosophy.”
4. Include information on your ideas and philosophy for educating young children.
5. A copy of your highest educational degree.
  - a. High School diploma, or
  - b. 2 official copies of college transcripts for your Bachelor’s Degree and a copy of the Bachelor Degree diploma
  - c. Payment of the non-refundable Application Fee

Once the above items have been completed and received by MOATEP, the adult learner’s file will be reviewed by the Executive Administrator or Program Directors. A letter will be sent to the adult learner notifying acceptance or denial within 30 days. If the adult learner is accepted, then an interview will be scheduled.

Once the adult learner is accepted into the teacher training program, he / she will be provided with a copy of the Adult Learner Handbook, course level syllabus, schedule, and requirements. The adult learner should begin reading the Adult Learner Handbook and required readings to be prepared for the Academic Phase of Montessori training. Payments of the Reservation Fee and Book / Materials Fee are due at this time.

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## **Ability to Benefit**

MOATEP will recruit individuals that have the ability to benefit from a Montessori training program. Adult learners will be evaluated for admission to the Montessori training program through the interview, written essay and completed application. All applicants are required to have a minimum of high school diploma or its equivalent.

## **Credential Description**

Upon successful completion the following credential will be awarded according to the adult learner's educational background:

Associate Credential: The Associate Certificate will be awarded to adult learners who have completed all certification requirements, but do not have a bachelor's degree.

Full Credential: The Full Certificate will be awarded to adult learners who have completed all certification requirements and hold a bachelor's degree from an accredited college. Full credential certificate will indicate the country at which the degree was received.

No units of credit are offered from a Institution of Higher Learning at this time and the Teacher Education Program does not lead to state teaching license.

The Oregon Child Care Division recognizes a MACTE/AMS credential on the Oregon registry as a Step 8.5.

## **AMS Credential Policies**

Holders of the AMS Associate Infant & Toddler or Early Childhood credential are strongly encouraged to obtain their Bachelor's degree within seven years of credentialing.

## **Professional Development Hours Required to Retain Active AMS Teacher Credentials**

50 hours of professional development will be required over a period of 5 years to retain an active AMS associate or full Montessori teacher credential at all age levels. If professional development hours are not completed within the 5-year period, the teacher's credential will be considered inactive until the requirement is met.

Equity access to professional development for international teacher members will be considered.

## **Transfer Adult Learners**

MOATEP does not accept transfer adult learners at this time. Adult learners wishing to transfer out of this program into another teacher education program may do so by making a formal request to the Executive Administrator or Program Directors. All arrangements for transfer, including financial arrangements will be made between the two programs.

## General Academic and Procedural Policies

### Cell Phones & Social Media

MOATEP expects cell phones to be turned off and social media is not allowed during class time.

### Smoking

Smoking, or the use of smoke-less tobacco, is not permitted on school property or at any school-related activities.

### Substance Abuse

Anyone who possesses, solicits/sells, traffics in or illegally uses drugs or controlled substances on school property, shall be subject to discipline, up to and including immediate discharge.

### Confidentially

The adult learner's education records are in the custody of Montessori of Alameda Teacher Education Program. Access to any education record is requested through the Executive Administrator. Upon request, an adult learner's file will be made available and reviewed with him/her. Upon written consent of the adult learner, and for a reasonable fee, MOATEP will transfer or provide official copies of the adult learner's records to a designate of the adult learner.

### Adult Learner Services

MOATEP is here to support each adult learner in his / her process of becoming a Montessori educator. Adult learners are encouraged to maintain open communication with the Executive Administrator and faculty members during all phases of the teacher training program.

### Academic Advising

MOATEP Executive Administrator and Program Director are available to support Adult Learners in the areas of academic advising, non-academic counseling and academic support with a set appointment on a case-by-case basis.

### Housing & Health Care Support

MOATEP Executive Administrator and Program Director provide referrals for housing, financial aid, health services, counseling as requested by adult learners on a case-by-case basis. MOATEP maintains a list of emergency phone numbers and local hospitals.

### Career Information and Opportunities

MOATEP does not offer job placement services or guarantee employment as a Montessori guide, salary, or advancement upon completion of this program.

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## Code of Ethics

Adult learners and faculty are expected to conduct themselves with dignity and respect for each other, all faculty / staff of the teacher education program, supervising teachers, administrators and other staff at the practicum sites. Adult learners are to be aware at all times that it is a privilege to work with children. As Montessori adult learners, it is important to remember to respect the dignity of each individual.

MOATEP makes every effort to ensure that every faculty member and adult learner has a safe and healthful place in which to work and study. This objective can only be reached through cooperation. Rules and recommendations are not aimed at the restriction of any person's activity, but to assure the safety and security of all at the training. To this end, MOATEP has adopted (Adopted 10/16/07) the following Code of Ethics.

## Academic Integrity

MOATEP is aligned with the AMS Commitment to the Adult Learner.

In fulfillment of the obligation to the children, the educator:

1. Shall encourage independent action in the pursuit of learning
2. Shall protect the opportunity to provide for participation in educational programs without regard to race, sex, color, creed or national origin
3. Shall protect the health and safety of Adult Learners
4. Shall honor professional commitments, maintain obligations and contracts while never soliciting nor involving Adult Learners or their parents in schemes for commercial gain
5. Shall keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law

## Attendance Policy

Attendance is required at all scheduled sessions of the academic and practicum phase. A daily sign-in book will be available at the start of each training session for adult learners to sign in. The instructor will sign in all adult learners arriving after the start of class to record tardiness. A student is considered tardy if they are more than 15 minutes late. The Executive Administrator or Program Directors will review and place the adult learner's individual sign-in sheets in his / her file at the end of the course.

100% attendance is required to complete each course component. Adult learners are responsible for making up work covered during if there is an absence.

## Make Up Policy

It is the expectation of MOATEP that adult learners make every effort to be in class as scheduled. Since content covered during class time is difficult to make up and cannot be replaced with notes or assignments, adult learners who are absent will be required to make up actual class time to ensure they receive the information as originally intended. Adult learners, in either program, may take the course in the next course cycle or pay \$40 per hour to the instructor for

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private instruction in order to make up classes missed. All assignments must be completed within 3 years of the end of the Academic phase of training for all MOATEP Adult Learners. After 3 years MOATEP is not obliged to provide the opportunity to make up missed classes.

### **Withdrawal, Dismissal or Cancellation Refund Policy**

MOATEP requires an application fee and material and book fees that are non refundable after 5 business days after enrollment in the program.

The Tuition Refund policy is that adult learners will be charged at pro-rated amount of \$125.00 for each day a class is scheduled. Once over 50% of the scheduled course has been completed, no refunds will be given. All fees and tuition will be due for the entire course and processed via tuition express, as agreed to in the MOATEP application for enrollment. If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rated refund of the tuition when the amount paid exceeds the charges owed to the school as provided by OAR 715-045-0036.

MOATEP requires that all withdrawals must be given in writing. In all cases postmark on the envelope will be considered as the date of withdrawal. Under no conditions will hand delivered notifications, emails, or verbal notices be accepted. Written notification must be sent to the Executive Administrator at 4210 N.E. Going, Portland, OR 97218.

MOATEP does not require prepayment of any fees and/or tuition. Therefore, cancellation of the Teacher Education courses prior to the coursework beginning will not require a refund to the adult learners. MOATEP does maintain a Tuition Protection Fund as mandated by the Oregon Department of Education. In the event that classes are canceled after the coursework has begun, this fund will be used to reimburse any fees and tuition paid by the adult learners.

### **Professional Conduct and Program Dismissal**

Adult learners are expected to conduct themselves in a professional and respectful manner. They are expected to follow the rules of the Montessori of Alameda Teacher Education Program. In the event of serious inappropriate conduct every effort will be made to solve the problem. However, dismissal is at the discretion of the Executive Administrator and Program Director in collaboration with the faculty. Reasons for dismissal include:

- Inability and / or unwillingness to meet program requirements and standards. (Falling behind by more than 2 assignments shall indicate unsatisfactory progress and may be cause for review of a adult learner's status by faculty and course Co-Director)
- Failure to develop skills necessary to meet the basic competencies
- Poor attendance
- Failure to follow policies and procedures of the site, directors and / or instructors
- Unethical and / or inappropriate professional or personal behavior including plagiarism
- Non-payment of tuition or fees

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If the Executive Administrator or a Program Director in conjunction with the instructors determines that an adult learner is violating one or more of the above, a consultation with the adult learner will be set up and the adult learner will be informed of the violation and counseled regarding necessary corrective action. The adult learner will be given a specific time period to take corrective action. If after the specified time, the adult learner's performance is still unsatisfactory, dismissal will occur.

An adult learner who has withdrawn/dismissed from the program may be readmitted through an interview with the Executive Administrator and Course Director to determine that they can successfully complete the program. The re-admittance will be for the next course cycle.

### **Grievance and Arbitration Procedures**

#### Purpose

1. To arbitrate significant complaints or grievances by adult learners, faculty, or field consultant.
2. To decide on a course of action, in response to a grievance.

#### Composition of the Arbitration Committee

The Arbitration Committee is composed of the following people:

- ❖ The Executive Administrator
- ❖ One faculty member, appointed by the Executive Administrator
- ❖ One adult learner enrolled in the program, elected by the adult learners in the program when an Arbitration Committee is convened
- ❖ Program's legal counsel (ex officio)

#### Areas of Grievance

The Arbitration Committee will consider grievances against the program and its management and faculty in the following areas:

1. Seriously inadequate or deficient performance by an instructor
2. MOATEP's failure to meet the requirements during the Practicum
3. MOATEP's failure to meet the financial obligations where legally due

#### Grievance Procedure

A person initiating a complaint must first consult with the person against whom the complaint is being brought and attempt to work out a satisfactory solution. The Executive Administrator or the Course Director must give final approval to any solutions negotiated in this manner.

If a complaint is not resolved to the participant's satisfaction by this initial contact, then the problem can be submitted as a formal complaint. The Grievance must be submitted in writing stating the specific nature of the grievance and steps that have been taken to work out the problem. Upon receipt of formal submission of the written grievance, the Executive Administrator will review the complaint and the steps taken to work out a solution and either:

- A. Bring the parties together to work out a solution or
- B. Convene the Arbitration Committee in a timely fashion. Any individual named in the formal written grievance will not serve on the Arbitration Committee

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In the event of a hearing, the Arbitration Committee shall hear from both sides of the dispute and shall first attempt to negotiate a satisfactory solution. Failing that, the Arbitration Committee shall decide, by majority vote, upon a course of action.

## Appeal Procedure

Adult learners who feel that they still have legitimate grievances after all the above procedures have been exhausted may contact: The Higher Education Coordinating Commission, 775 Court St., NE, Salem, OR 97310. After consultation with appropriate Department staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 581-045-0001 through 581-045-0210, the Department will begin the complaint investigation process as defined in OAR 581-045-0023 Appeals and Complaints.

**American Montessori Society**  
281 Park Avenue South - 6th Floor  
New York, NY 10010  
Phone: 212-358-1250

or **MACTE**  
313 2<sup>nd</sup> Street Suite 112  
Charlottesville, VA 22902  
Phone: 434-202-7793

## **Code of Rights and Responsibilities**

### **Adult Learner Rights and Responsibilities**

MOATEP maintains its rights as an institution of post secondary education and expects the adult learners to be responsible for the following:

In the area of academic programming:

1. To enroll only out of your need and desire to learn rather than a wish to manipulate the course for other ends—getting a certificate without growth, or qualifying for financial aid because you'd rather not have a job.
2. To be informed—by reading the information disseminated by the course.
3. To take an active part in planning and executing your course of study within the context of stated requirements and existing institutional resources.
4. To continually monitor your academic progress.
5. To attend class and participate in other learning activities, come prepared, and complete assignments on time.
6. To embrace the principle of academic honesty.
7. To respect the freedom of our staff to inquire, publish, and teach.
8. To respect the facilities and property of the course, including buildings.

In the area of finances:

9. To be informed—about the full cost, refund policies, and financial stability of the program, by reading published statements on fees and policies, and by consulting the administrators if you have questions.
10. To read and fully comprehend contracts before signing them, and to keep a copy of all contracts and receipts.
11. To report tuition costs completely and accurately.



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12. To satisfy financial obligations to the program in a timely fashion.

In the area of admissions:

13. To be knowledgeable about other available courses/programs and assure yourself and the course that your enrollment is based on an informed decision. Published information should be read; adult learners, former adult learners, and staff should be contacted and questioned about the level of satisfaction in their relationship to the course, ethics, and general quality—and we expect adult learners to do this with any other course/program they may be considering. When at all in doubt, call your state department of education about potential problems.
14. To represent yourself honestly in applying to the course.
15. To complete the application process promptly by submitting requested materials and fulfilling pre-training requirements.

### MOATEP Rights and Responsibilities

In order to preserve and protect the rights of adult learners, the program makes a commitment to the following responsibilities:

In the area of academic programming:

1. To emphasize quality.
2. To award credit where; and only where, it is due.
3. To maintain clear written policies for accepting credit from other institutions.
4. To disclose accurate information about the acceptability of credit for this course to other institutions.
5. To ensure fair and reasonable academic evaluation, with grades and evaluations that are meaningful, timely, and based on quality of adult learner performance; to maintain transcripts or records of grades properly; to guarantee confidentiality and adult learner access to records.
6. To award certifications when they are merited; to inform adult learners regularly of their academic progress and award certifications after all stated requirements are satisfied.
7. To provide adequate facilities and services to support academic goals.
8. To offer quality instruction through instructors who have appropriate training and expertise, are up-to-date in their fields, meet scheduled classes, come to class prepared, and are available to adult learners outside of class.
9. To describe course requirements in clear, specific and accurate terms, in written form; to ensure that requirements are educationally meaningful.
10. To notify adult learners of unusual features of the course that cannot be readily anticipated (such as a summer phase with intensive format).
11. To forgo unconditional changes in requirements for adult learners who have already enrolled in the course.
12. To offer coursework that is comparable to its catalog description.
13. To embrace the principle of academic honesty.
14. To publish causes for dismissal in clear and specific form; to dismiss an adult learner only for appropriate cause, and after due process.

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In the area of advertising:

15. To publish advertising that is accurate and reliable, up-to-date, and understandable.

In the area of finances:

16. To inform adult learners of the full cost of education.
17. To inform potential adult learners with regard to financial aid.
18. To employ fair and accurate, published refund policies.
19. To charge fair and reasonable fees for infractions such as breaking equipment or non-returned library books.
20. To make reasonable tuition increases and provide notice of raises.
21. To keep records of fees paid by each adult learner.
22. To inform adult learners about financial instability in the event such a condition should exist.

In the area of admissions:

23. To make available written policies on admission.
24. To give prospective adult learners as complete and accurate a picture of the course as possible, encouraging them to visit the facility and talk with staff and adult learners.
25. To maintain clear and specific policies on job requirements.

**Montessori of Alameda  
Teacher Education  
Program**

***Infant and Toddler Course  
Specific Information***

# MOATEP Adult Learner Handbook

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## Course Fees 2016

### Application Fee

\$150.00 (due with submission of application & non refundable)

### Book and Materials Fee

\$200.00 (payable upon acceptance into course & non- refundable)

### Tuition

\$4,150.00 (payable as explained below)

Reservation Fee - \$400.00 (due upon acceptance into course)

Remaining Tuition of \$3750.00 payable according to options listed below.

### Tuition payment options

1. Full payment of \$3750.00 due January 1, 2016
2. Ten (10) monthly payments of \$375.00, due on the 1<sup>st</sup> day of the month beginning January 1, 2016. If choosing this option, contact Executive Administrator for details of the Tuition Express plan.

### Audit Fees

Montessori credentialed teachers are able to audit portions of the training as a refresher. The cost for auditing portions of the training program is \$125.00 per day. Contact the Executive Administrator for more details.

### Scholarships / Financial Assistance

MOATEP does not offer scholarships or financial assistance for its teacher education program unless student is an employee of Montessori of Alameda and the Admin team has recognized them for outstanding ability to work in the Montessori field. All employees eligible for this program will be contacted by the Admin team and be offered a scholarship option in exchange for a 2 year commitment after graduation. If the student defaults on the contract the scholarship becomes a loan and the adult learner is expected to pay back the scholarship.

### AMS Scholarship

Every year, the American Montessori Society awards teacher education scholarships to aspiring Montessori teachers. Through the awarding of Teacher Education Scholarships, AMS supports the growth of Montessori teachers of tomorrow. Those eligible to apply for scholarships are individuals who have been accepted, are in the process of being accepted, or are already enrolled in an AMS-affiliated teacher education program. Please visit their website for more information <http://amshq.org/teachereducationscholarships>.

# MOATEP Adult Learner Handbook

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## Field Consultant Fees

\$125 per visit are the responsibility of the adult learner. For Supervised Practicum 3 visits are required. For the Self Directed practicum 5 visits are required. Adult Learners are responsible for these fees.

## Competencies

### MACTE Competencies

Competencies for Montessori Infant and Toddler Teacher Adult learners

The Adult learner for certification:

1. Montessori Philosophy and Human Development
  - a. Demonstrates understanding of and implements Montessori Philosophy with a focus from prenatal stage to age three.
  - b. Comprehends and utilizes an understanding of the stages of human growth and development with an emphasis on prenatal to age three.
  - c. Demonstrates evidence of personal growth through self-evaluation and Introspection.
  - d. Demonstrates knowledge of developmental and behavioral norms and potential recommendations toward early intervention services.
2. Environmental Management and Leadership
  - a. Demonstrates observation, documentation, and analytical skills necessary for planning and recording the progress of children.
  - b. Effectively interacts with the whole child and supports development in a culturally sensitive manner.
  - c. Demonstrates leadership skills and an understanding of professional standards.
  - d. Incorporates an understanding of administrative functions.
3. Curriculum and Environments
  - a. Demonstrates an ability to design and integrate environments that meet the child's needs for exploration and independence in:
    1. Sensory and motor experiences
    2. Language experiences
    3. Positive social experiences
    4. Self-care
    5. Routines and procedures
    6. Peace education
  - b. Demonstrates an awareness and understanding of governmental regulations.
4. Community Involvement and Partnerships with Families
  - a. Develops supportive partnerships with culturally diverse families
  - b. Demonstrates an awareness of community resources to support children and families.
  - c. Identifies and has knowledge of professional standards and associations.

## MOATEP Adult Learner Handbook

### Course Schedule

### *MOATEP Infant and Toddler (I & T) Class Schedule 2016*

<b>Course Title</b>	<b>Date</b>	<b>Time</b>	<b>Hours</b>	<b>Instructor</b>
Child Development	January 22	8:00 - 5:00	8	Meghan Gwin
Child Development	January 23	8:00 - 5:00	8	Meghan Gwin
Child Development	January 24	8:00 - 5:00	8	Meghan Gwin
Child Development	February 19	8:00 - 5:00	8	Meghan Gwin
Child Development	February 20	8:00 - 5:00	8	Meghan Gwin
Child Development	February 21	8:00 - 5:00	8	Meghan Gwin
Total Hours			48	
Montessori Philosophy	March 18	8:00 - 5:00	8	Julie Davis
Montessori Philosophy	March 19	8:00 - 5:00	8	Julie Davis
Montessori Philosophy	March 20	8:00 - 5:00	8	Julie Davis
Montessori Philosophy	April 8	8:00 - 5:00	8	Julie Davis
Montessori Philosophy	April 9	8:00 - 5:00	8	Julie Davis
Montessori Philosophy	April 10	8:00 - 5:00	8	Julie Davis
Total Hours			48	
Observation	May 6	8:00 - 5:00	8	Meghan Gwin
Observation	May 7	8:00 - 5:00	8	Meghan Gwin
Total Hours			16	
Pedagogy	June 17	8:00 - 5:00	8	Meghan Gwin
Pedagogy	June 18	8:00 - 5:00	8	Meghan Gwin
Pedagogy	June 19	8:00 - 5:00	8	Meghan Gwin
Total Hours			24	
Environmental Design	July 15	8:00 - 5:00	8	Yosuany Gurrera
Environmental Design	July 16	8:00 - 5:00	8	Yosuany Gurrera
Environmental Design	July 17	8:00 - 5:00	8	Yosuany Gurrera
Environmental Design	August 19	8:00 - 5:00	8	Yosuany Gurrera
Environmental Design	August 20	8:00 - 5:00	8	Yosuany Gurrera

## MOATEP Adult Learner Handbook

Environmental Design	August 21	8:00 - 5:00	8	Yosuany Gurrera
Total Hours			48	

Course Title	Date	Time	Hours	Instructor
Child, Family & Community	Sept 16	1:00 - 5:00	4	Julie Davis
Child, Family & Community	Sept 17	8:00 - 5:00	8	Julie Davis
Child, Family & Community	Sept 18	8:00 - 5:00	8	Julie Davis
Total Hours			20	
Personal Growth And Development	October 14	8:00 - 6:00	10	Yosuany Gurrera
Personal Growth And Development	October 15	8:00 - 1:00	5	Yosuany Gurrera
Program Leadership	October 15	1:00 - 6:00	5	Yosuany Gurrera
Program Leadership	October 16	8:00 - 6:00	10	Yosuany Gurrera
Total Hours			30	
EC Overview	November 18	8:00 - 6:00	9	Meghan Gwin
EC Overview	November 19	8:00 - 6:00	9	Meghan Gwin
EC Overview	November 20	8:00 - 5:00	8	Meghan Gwin
Total Hours			26	
Final Exams	December 9 & 10	8:00 - 5:00		
Total Program Hours			234	
With overview			260	

Revised February 28, 2016

## Course Descriptions

### **Child Development**

Component Hours: 48 contact hours + 10 independent study hours

Course Instructor: Meghan Gwin

#### Description:

This course focuses on the growth of the child from conception through age three and the development of physical, cognitive, social, and emotional abilities inherent to this age level. We will study many theories of development, including those of Erickson, Piaget, Bowlby, Ainsworth, and Freud, as well as the latest findings concerning physical growth, brain development, and the effects of experience on language, emotional intelligence, and personality integration. These will be discussed both in their historical context as well as their relevance and relationship to the Montessori perspective.

### **Montessori Philosophy**

Component Hours: 48 contact hours + 14 independent study hours

Course Instructor: Julie Davis

#### Description:

This course consists of readings about Maria Montessori's life and experiences and Maria Montessori's own works detailing her observations, theories, and materials. Discussion and sharing of personal experiences will further elaborate on the Montessori ideas of "sensitive periods", "planes of development", "the spiritual embryo", and "the absorbent mind" as well as the importance of independence in the prepared environment and the adult's role in the child's experience. The Montessori perspective in regards to human development, environmental design, and the adult's role will guide the adult learner in developing a curriculum designed to meet the needs of the whole child in the Infant and Toddler classroom.

### **Observation and Classroom Management**

Component Hours: 16 contact hours + 10 independent study hours

Course Instructor: Meghan Gwin

#### Description:

These classes are designed to give the adult learner an understanding of different methods of observation and record keeping. Observation is key to understanding a child's behaviors, levels of development, and needs within the classroom as well as a necessary part of your growth as a teacher. There will be opportunities for observations both in class and in a real classroom setting as well as opportunities for reflection and discussion.

It is through strong observation skills that we gain insights to the needs of individual children and the group as a whole. The ability to know when and how to intercede, react, redirect, and discipline in the classroom is a key skill to a successful Montessori teacher. We will discuss



## MOATEP Adult Learner Handbook

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positive approaches to discipline, attaining normalization, and promoting cooperation and peace in the classroom.

### **Pedagogy**

Component Hours: 24 contact hours + 13 independent study hours

Course Instructors: Meghan Gwin

#### **Description:**

The Montessori prepared environment is the cornerstone of the Montessori approach to learning as well as the child's experience of independence and self-discovery. We will discuss the essential components of the Montessori classroom as well as aesthetics, use of space, age groupings, materials and furnishings, the role of the teacher, and nutrition, health, and safety.

### **Environmental Design**

Component Hours: 48 contact hours + 13 independent study hours

Course Instructors: Yosuaney Gurrera

#### **Description:**

Pedagogy is understood as both the curriculum in a classroom as well as the art and science of teaching. This course is intended to bring the understanding of child development and the use of the environment as a way to provide experiences that enhance a child's natural growth together. The areas of the Montessori classroom will be explained in terms of their relationship to particular skills the child is developing. Other aspects of the classroom such as approaches to discipline and special consideration in our interactions with children, peace education, education about nutrition, and the importance of contact with the natural worlds will also be discussed.

### **Child, Family, and Community**

Component Hours: 20 contact hours + 10 independent study

Instructor: Julie Davis

#### **Description:**

This course is a discussion of the larger community's role in the lives of children. As educators, we are a resource for parents and families as it is not only children that are learning but the adults in their lives are as well. We will examine the importance of our relationships with the families of the children in our care, as well as communication skills that are sensitive to the needs and experiences of individual families. Topics will include the psychology of parenting, discipline techniques, health and nutrition, early intervention, and other community resources.

### **Personal Growth**

Component Hours: 15 contact hours + 10 independent study hours

Course Instructor: Yosuaney Gurrera

#### **Description:**

Working through a Montessori credentialing program and working as a teacher in a classroom requires introspection and a re-examination of your own beliefs and behaviors. This course is meant to be a resource for adult learners as they manage their stress and emotions, have

## MOATEP Adult Learner Handbook

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questions about their experiences, re-evaluate themselves and their techniques, and work on their Infant and Toddler Albums.

### **Program Leadership**

Component Hours: 15 contact hours + 10 independent study hours

Course Instructor: Yosuary Gurrera

#### Description:

The relationships between the teachers in the classroom and the teachers with the administration are vital to the success of the children and the program. This course is designed to help the adult learner become comfortable in a leadership role within his/her own classroom, including staff training and delegating responsibilities as well as understanding the basic functions of school administration including licensing regulations, staffing and scheduling, wage and hour laws, adult supervision, and interpersonal communications.

### **Early Childhood Overview**

Component Hours: 26 contact hours + 10 hours independent study

Course Instructor: Meghan Gwin

#### Description:

The function of the Early Childhood Overview is to provide the adult learner with the opportunity to learn about the Montessori Early Childhood materials and what children will be working with after leaving the Infant/Toddler environment. An Early Childhood Montessori guide will present the materials in the Early Childhood Practical Life, Sensorial, Language, and Math areas. These will be presented in a sequential order so that the adult learner can understand how such concepts are introduced to the child and how each builds on the one before to help the child succeed through small increments of increasing difficulty moving from the concrete to the abstract. Adult learners will be shown how to present the lesson for each material and will be given the opportunity to practice giving these lessons themselves.

### **Practicum**

Component Hours: Minimum of 540 hours completed over 10 months

Practicum Coordinator: Tammy Kennedy

Field Consultant: Meghan Gwin

#### Description:

The function of the Practicum Phase is to provide you, the adult learner, with a supervised teaching / learning experience and a period of observation, adult learners utilization, and further study, to bring together the theory and practice of Montessori education. The environment must be prepared with materials and modes of activities that respond to the developmental and varied needs and interests of the infant and / or toddler. It is the adult learner's responsibility to procure an infant and / or toddler. Practicum teaching placement in an approved Montessori school, which agrees to cooperate with the MOATEP in all matters relating to the practicum.

# **Montessori of Alameda Teacher Education Program**

## ***Early Childhood Course Specific Information***

# MOATEP Adult Learner Handbook

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## Course Fees 2016

### Application Fee

\$150.00 (due with submission of application & non refundable)

### Book and Materials Fee

\$400.00 (payable upon acceptance into course & non- refundable)

### Tuition

\$4150.00 (payable as explained below)

Reservation Fee - \$400.00 (due upon acceptance into course)

Remaining Tuition of \$3750.00 payable according to options listed below.

### Tuition Payment Options

Full payment of \$3750.00 due January 1, 2016.

1. Ten (10) monthly payments of \$375.00, due on the 1<sup>st</sup> day of the month beginning January 1, 2016. If choosing this option, contact Executive Administrator for details of the Tuition Express plan.

### Audit Fees

Montessori Credentialed teachers are able to audit portions of the training as a refresher. The cost for auditing portions of the training program is \$125.00 per day. Contact the Executive Administrator for more details.

### Scholarships / Financial Assistance

MOATEP does not offer scholarships or financial assistance for its teacher education program unless student is an employee of Montessori of Alameda and the Admin team has recognized them for outstanding ability to work in the Montessori field. All employees eligible for this program will be contacted by the Admin team and be offered a scholarship option in exchange for a 2 year commitment after graduation. If the student defaults on the contract the scholarship becomes a loan and the adult learner is expected to pay back the scholarship.

### AMS Scholarship

Every year, the American Montessori Society awards teacher education scholarships to aspiring Montessori teachers. Through the awarding of Teacher Education Scholarships, AMS supports the growth of Montessori teachers of tomorrow. Those eligible to apply for scholarships are individuals who have been accepted, are in the process of being accepted, or are already enrolled in an AMS-affiliated teacher education program. Please visit their website for more information <http://amshq.org/teachereducationscholarships>.

# MOATEP Adult Learner Handbook

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## Field Consultant Fees

\$125 per visit are the responsibility of the Adult Learner. For Supervised Practicum 3 visits are required. For the Self Directed practicum 5 visits are required. Adult Learners are responsible for the Field Consultant fees.

## Competencies

### MACTE Competencies

Competencies for Montessori Early Childhood Course Adult learners

The adult learner for certification:

1. Montessori Philosophy and Human Development
  - a. Demonstrates an understanding of and implements Montessori philosophy with a focus on the early childhood years.
  - b. Comprehends and utilizes an understanding of the stages of human growth, development, and educational theories with an emphasis from two and half (2 ½) through six (6) years of age.
  - c. Demonstrates evidence of personal growth through self-evaluation and introspection.
  - d. Demonstrates knowledge of developmental and behavioral norms and potential recommendations toward early intervention services.
2. Classroom Leadership
  - a. Demonstrates observation, documentation, and analytical skills necessary for planning and recording the progress of children.
  - b. Utilizes cultural sensitivity in support of the development of individual children.
  - c. Demonstrates an ability to implement effective classroom strategies.
  - e. Demonstrates leadership skills and an understanding of professional standards.
  - f. Incorporates an understanding of administrative functions.
3. Curriculum Implementation
  - a. Demonstrates the principles of Montessori environmental and material design.
  - b. Articulates the rationale and sequence of the Montessori curriculum.
  - c. Demonstrates proficiency in applying Montessori principles in the context of the curriculum, didactic materials, and lesson presentations.
    - a. Designs and maintains a developmentally appropriate Montessori environment in response to the needs of adult learners.
    - e. Utilizes a variety of instructional strategies and assessment methods.
    - f. Demonstrates an awareness and understanding of governmental regulations.
4. Community Involvement and Partnership with Families
  - a. Demonstrates cultural sensitivity in communications and work with families and children.
  - b. Demonstrates an awareness of community resources for additional support of children and families.
  - c. Identifies and has an awareness of available professional associations.

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### Course Schedule

### *MOATEP Early Childhood (EC) Class Schedule 2016*

<b>Course Title</b>	<b>Date</b>	<b>Time</b>	<b>Hours</b>	<b>Instructor</b>
Child Development/ Psychology	January 22	8:00 – 6:00	10	Amy Gard
Child Development/ Psychology	January 23	8:00 – 6:00	10	Amy Gard
Child Development/ Psychology	January 24	8:00 – 6:00	10	Amy Gard
Total Hours			30	
Montessori Philosophy/ Theory	February 19	8:00 – 4:00	8	Amy Gard
Montessori Philosophy/ Theory	February 20	8:00 – 4:00	8	Amy Gard
Montessori Philosophy/ Theory	February 21	8:00 – 4:00	8	Amy Gard
Montessori Philosophy/ Theory	March 4	8:00 – 4:00	8	Amy Gard
Total Hours			32	
Observation	March 5	8:00 – 6:00	10	Meghan Gwin
Observation	March 6	8:00 – 6:00	10	Meghan Gwin
Observation	April 15	8:00 – 6:00	10	Meghan Gwin
Observation	April 16	8:00 – 6:00	10	Meghan Gwin
Observation	April 17	8:00 – 6:00	10	Meghan Gwin
Total Hours			50	
Practical Life/ Everyday Living	May 13	7:00 – 7:00	12	Meghan Gwin
Practical Life/ Everyday Living	May 14	7:00 – 7:00	12	Meghan Gwin
Practical Life/ Everyday Living	May 15	7:00 – 6:00	11	Meghan Gwin
Total Hours			35	

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Sensorial	June 10	7:00 – 7:00	12	Padmini Alphonse
Sensorial	June 11	7:00 – 7:00	12	Padmini Alphonse
Sensorial	June 12	7:00 – 6:00	11	Padmini Alphonse
Total Hours			35	
Physical & Life Science	July 8	7:00 – 7:00	12	Padmini Alphonse
Social Studies	July 9	7:00 – 7:00	12	Padmini Alphonse
Art, Music & Movement	July 10	7:00 – 6:00	11	Padmini Alphonse
Total Hours			35	
Classroom Leadership	August 12	8:00 – 6:00	10	Meghan Gwin
Classroom Leadership	August 13	8:00 – 6:00	10	Meghan Gwin
Classroom Leadership	August 14	8:00 – 6:00	10	Meghan Gwin
Total Hours			30	
Language	September 9	7:00 – 7:00	12	Claire Garcia
Language	September 10	7:00 – 7:00	12	Claire Garcia
Language	September 11	7:00 – 6:00	11	Claire Garcia
Total Hours			35	
Mathematics	October 7	7:00 – 7:00	12	Claire Garcia
Mathematics	October 8	7:00 – 7:00	12	Claire Garcia
Mathematics	October 9	7:00 – 6:00	11	Claire Garcia
Total Hours			35	
Classroom Leadership	November 11	8:00 – 6:00	10	Meghan Gwin
Parent Involvement/ Education	November 12	8:00 – 6:00	10	Meghan Gwin
Total Hours			20	
Final Exams	December 9 & 10	8:00 - 5:00		
Total Program hours			337	

Revised February 23, 2016

## Course Descriptions

### **Child Development and Psychology**

Component Hours: 30 contact hours plus 60 hours Independent Study

Course Instructor(s): Amy Gard

#### **Description:**

The Child Development, Family, and Community course explores the development of the young child as a whole. It discusses the cognitive, emotional, physical, social, and spiritual developmental patterns of the young child. Using Maria Montessori, her history, ideas, and methodology as a background other past and current educational theorists and trends in family dynamics are discussed, compared and contrasted. This course explores interaction among peers, families, school and children, along with local community resources.

### **Montessori Philosophy/Theory**

Component Hours: 32 contact hours plus 100 hours Independent Study

Course Instructor(s): Amy Gard

#### **Description:**

The Montessori philosophy course will discuss and read about the life of Maria Montessori, the Montessori Method and its growth from the early 1900's to present. Key factors such as freedom of movement, sensitive periods, self correcting hands on materials, absorbent mind, spiritual and moral development and the role of the prepared environment will all be presented. The course will evaluate the role of the adult, environment and observation and how it relates to the development of the childbirth to age six.

### **Observation**

Component Hours: 50 contact hours and 15 Classroom observations with reports, plus 40 hours Independent Study

Course Instructor(s): Meghan Gwin

#### **Description:**

Observation is the key to the Montessori environment. It is through observation that the guide can study the individual child to prepare the environment and meet the individual needs of each child. This course will provide a framework for observation that connects both theory and practice. This course will talk about different types of record keeping and will utilize the child's skills as a foundation for meeting the needs of children.

Besides lecture, discussion, and observation techniques studied during the contact hours, this course component consists of five (5) 3-hour observations, four (4) in a Montessori classroom and one (1) in a traditional early childhood classroom with observational reports.

At least three (3) of the Montessori observations must be done at sites other than the school in which the adult learner is working. If there are no other Montessori Schools within in reasonable distance of the adult learner's school and the adult learner must observe in his/her own classroom, the adult learner must not teach during the observation period.



# MOATEP Adult Learner Handbook

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## **Practical Life and Everyday Living**

Hours: 35 contact hours plus 25 hours Independent Study

Course Instructor(s): Meghan Gwin

### **Description:**

The Practical life materials are the foundation for the Montessori classroom. Young children are naturally drawn first to the Practical Life area because children want to do what they see adults doing. The exercises have objects and materials normally encountered in everyday living experiences such as activities that they would see in a garden, kitchen, garage or bathroom. Examples are cleaning, dressing, caring for a pet, and caring for a seed. The exercises of Practical Life are divided into the following areas: Grace and Courtesy; Control of Movement; Care of the Environment; Care of the Self; and Food Preparation. These activities help the child develop self-esteem, empower them to feel capable, build coordination, concentration, independence, and order. Along with learning how to present / share these lessons with young children, the adult learner will learn the philosophy and purpose behind the Practical Life area of the Montessori curriculum.

## **Sensorial**

Component Hours: 35 contact hours plus 16 hours Independent Study

Course Instructor(s): Padmini Alphonse

### **Description:**

The sensorial materials are designed to refine the five senses, assist the child in an awareness of the environment and the world around him/her. The Sensorial materials involve assessment and classifying of shape, size, color, and are designed to allow the child to explore, discriminate, organize, and pattern. The sensorial materials are a self-correcting work that the child can use through repetition to discover. The sensorial materials help the child to focus and concentrate and lay the foundation for later lessons in math and language. This course covers the philosophy and rationale of the Sensorial area along with presentation of the sensorial materials.

## **Physical and Life Science**

Component Hours: 12 contact hours plus 27 hours Independent Study

Course Instructor(s): Padmini Alphonse

### **Descriptions:**

Because Montessori believed that the classroom was a prepared environment to develop the whole child many other areas are included in the Montessori curriculum. These areas include art, music, physical science, geography, natural sciences (botany and zoology). The guide's task is to expand the child's awareness and put the child in touch with the things around him/her.

Montessori observed that even youngest child was interested in the smallest detail and how things work. To this end Maria included physical science activities to support the child curiosity and understanding of his / her world. The Montessori method encourages an interrelated curriculum in all areas, but particularly in the sciences, biology, history, science, geography and the arts. In this course component the adult learner will become familiar with the Montessori presentations that help the young adult learner classify his / her world based on physical

## MOATEP Adult Learner Handbook

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characteristics.

Natural Science, biology, includes the study of plants (Botany) and animals (Zoology) as a part of the holistic cultural and arts curriculum. Understanding plants and animals and their role in the world develops a healthy respect for nature and an appreciation of the interrelation of all things. In this course component the adult learner will become familiar with the Montessori presentations that introduce plants and animals to the young child.

### **Social Studies**

Component Hours: 12 contact hours plus 27 hours Independent Study  
Course Instructor(s): Padmini Alphonse  
Inclusive Dates: January 2016 – November 2016  
Meeting Schedule: See training schedule provided

#### Descriptions:

Because Montessori believed that the classroom was a prepared environment to develop the whole child many other areas are included in the Montessori curriculum. These areas include art, music, physical science, geography, natural sciences (botany and zoology). The guide's task is to expand the child's awareness and put the child in touch with the things around him/her.

Knowing one's place in space and time is one of the "Human Tendency" that Maria Montessori observed. To address this tendency, Maria incorporated the study of Geography and History into the Early Childhood curriculum. In this course component the adult learner will become familiar with the Montessori presentations in these cultural areas through study of globes, landforms, puzzle maps, flags, timelines, and the concept of time.

### **Art, Music and Movement**

Component Hours: 11 contact hours plus 27 hours Independent Study  
Course Instructor(s): Padmini Alphonse

#### Descriptions:

Because Montessori believed that the classroom was a prepared environment to develop the whole child many other areas are included in the Montessori curriculum. These areas include art, music, physical science, geography, natural sciences (botany and zoology). The guide's task is to expand the child's awareness and put the child in touch with the things around him/her.

The Montessori art curriculum draws out the child's inner creativity by incorporating hands on lessons using everyday materials. This course looks at various art mediums, tools, and elements.

Montessori observed the young child needs to move and has a natural affinity for rhythm. Building on Maria's insights the music and movement components support the child's development in body awareness and rhythm through line activities, finger play, songs, silence activities and musical activities.

# MOATEP Adult Learner Handbook

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## **Classroom Leadership**

Component Hours: 40 contact hours plus 20 hours Independent Study

Course Instructor(s): Meghan Gwin

### **Description:**

The Montessori philosophy builds on the idea that a carefully prepared environment and freedom of movement aids in the creation of a positive environment where the child is free to construct himself through exploration and discovery. This course component will cover the role of the adult in the classroom, classroom management, effective communication tools, individual classroom instruction, group activities, transitions and normalization within the prepared environment. The course will discuss how to build cooperation, and confidence and mutual respect between teacher, child and environment.

This course will evaluate the role of the environment in normalizing children and the role of the adult in guiding the child to activity and discovering the joy of work. This requires careful preparation of the adult in planning and preparing the environment.

## **Language**

Component Hours: 35 contact hours, 24 hours Independent Study

Course Instructor(s): Claire Garcia

### **Description:**

The Montessori Language materials are concrete in nature, starting with the sandpaper sounds, preparing the hand for writing and in unison introducing a phonetic approach to language. Language development is of prime importance in the early childhood years. The Language course covers the philosophy and rationale of the Language area and its materials. Major topics covered are the materials and exercises that foster receptive and expressive language experiences, visual and auditory perceptual experiences, vocabulary development and enrichment along with reading and writing development: pre-writing exercises: metal insets, small muscles exercises; vocabulary cards, story reading, letter recognition games, sequencing activities, etc.; early writing exercises: tracing and writing individual letters; early reading exercises: sounds of individual letters, moveable alphabet to form words, object or picture classification to isolate individual vowel and consonant sounds; non phonetic words; blends; diagraphs; long vowel patterns; reading as a tool: word definition cards; grammar: noun, verb, adjective; writing simple sentences; writing poetry; and writing descriptions. Adult learners will also learn skills in reading books to children using expression, intonation, inquiry and imagination.

## **Mathematics**

Component Hours: 35 contact hours plus 22 hours Independent Study

Course Instructor(s): Claire Garcia

### **Description:**

Maria Montessori discovered that children understand the world through their senses, and that only by making use of this knowledge can their understanding be developed to its highest potential. The Montessori math materials move from the concrete to the abstract setting the child

## MOATEP Adult Learner Handbook

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up for success to understand higher levels of math concepts. The Montessori math materials are self-correcting. The child is given a lesson and then allowed to explore the material until mastery. The child is allowed to learn at his own pace developing a mathematical mind. The child that has mastered the basic concepts involved with the Practical Life and Sensorial materials progresses naturally to the beginning Math activities. This course covers the philosophy and rationale of the Math area along with presentation of the Montessori math materials.

### **Parent Involvement and Education**

Component Hours: 10 contact hours plus 20 hours Independent Study

Course Instructor(s): Meghan Gwin

#### Description:

This course will provide the adult learners with an overview of the issues, concerns, and requirements for starting and operating a Montessori school. The organizational structure and licensing requirements of different types of programs will be reviewed.

### **Practicum**

Practicum Hours: Minimum of 540 hours for an academic year for a supervised practicum and an academic year and a one-half (minimum of three (3) hours a day, five (5) days a week) for a self-directed practicum

Practicum Coordinator: Tammy Kennedy

Field Consultant: Padmini Alphonse

#### Description:

The function of the Practicum Phase is to provide you, the adult learner, with a supervised teaching / learning experience and a period of observation, adult learner utilization, and further study, to bring together the theory and practice of Montessori education. The environment must be prepared with materials and modes of activities that respond to the developmental and varied needs and interests of the Early Childhood adult learner. It is the adult learner's responsibility to procure an Early Childhood Practicum teaching placement in an approved Montessori school, which agrees to cooperate with the MOATEP in all matters relating to the practicum.

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