



AMI Primary Training Course Trainee Handbook September 2019-May 2020

Montessori Training Center of Minnesota
(DBA Montessori Center of Minnesota)

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Licensed by:
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108

Montessori Center of Minnesota is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections [136A.821](#) to [136A.832](#). Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

This MACTE-accredited AMI training course is recognized by the Minnesota Department of Human Services. Students may request a copy of the Rule 3 Teacher Qualification Form at any time from the course administrator's office. Recent legislation has passed to include MACTE- accredited training courses. Please visit: <https://www.revisor.mn.gov/bills/bill.php?f=HF2749&b=house&y=2015&ssn=0>



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Montessori Training Center of Minnesota

DBA Montessori Center of Minnesota (MCM)

PRIMARY COURSE STUDENT HANDBOOK

CONTACT INFORMATION

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Association Montessori Internationale

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

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Philip O'Brien, President

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MISSION STATEMENT

Our mission is to transform lives and society by broadening access to the power of Dr. Maria Montessori's proven method of education.

VISION STATEMENT

All humanity working for the common good in our shared world.

VALUES

Transformation: Provoking powerful change in our shared world.

Work: Engaging in meaningful and purposeful activity.

Community: Building connections to foster human solidarity.

Intentionality: Bringing clarity and thoughtfulness to all we do.

Civility: Acting with respect, courtesy, and compassion.

APPLICATION AND ENROLLMENT

Application Materials

Candidates will be considered for admission after completion of the application form, payment of the application fee, and receipt of all supporting documents, including college transcripts, letters of recommendation, and a brief life sketch. Once all application materials have been received, a personal interview will be held with the director of training. There are additional requirements for international trainees.

Application Procedures

When to apply: Prospective trainees should apply as early as possible. Once the course has been filled, a waiting list for future courses may be established.

How to apply: Forms can be requested by mail, phone, or email, and should be returned completed with all supporting documents and fees to:

Montessori Center of Minnesota
1611 Ames Avenue
Saint Paul, MN 55106

Background Study

In accordance with state law, all trainees must complete background checks, which include fingerprints and a photograph; one cannot complete Primary training without successful completion of a background check.

Enrollment Policy

Trainees wishing to enroll for the academic year are requested to do so prior to June 1 to ensure placement availability and proper processing of their applications. All applications are considered and processed based on availability of spots. Applications submitted after June 1 may be accepted based on availability. Late applications will be considered on a case-by-case basis. Once full enrollment has been reached, a waiting list will be established.

International Trainees

International trainees must ensure that they have all appropriate governmental permissions prior to arrival at the MCM. The MCM has been approved for student visa status (F-1) by the United States Department of Immigration. Requirements include: Proficiency in English as determined by the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score (which must arrive before the first day of class), financial documentation demonstrating the ability to pay tuition and living expenses, and a valid passport. For more information and a complete list of requirements visit www.ice.gov/sevis, the official website of US Immigration and Customs Enforcement. All transcripts not in English must be translated into English. While it is preferred that transcripts be certified as equivalent to a bachelor's degree, exceptions for these documents may be made by the Director of Training. (Certification of documentation can be obtained from the World Education Service, P. O. Box 745, Old Chelsea Station, New York, NY 10011, Phone: 202.460.5644, www.wes.org).

All components of the course will be conducted in English. Applicants whose native language is not English are required to complete the TOEFL with a minimum score of 550 on the paper-based test or 80 on the iBT, or the IELTS with a minimum score of 6.5. This requirement is waived for applicants who have a baccalaureate or graduate degree in the United States or Canada. If the TOEFL is not taken, such as in the case of a candidate living in an English-speaking country for many years, in regards to albums and exams, the student will be considered to have English proficiency as a native speaker.

In the case of applications from non-English-speaking countries, transcripts must be translated into English and certified as equivalent to a U.S. bachelor's degree. (Certification of documentation can be obtained from World Education Services, P.O. Box 5087, Bowling Green Station, New York, NY 10274-5087, Phone: 212-966-6311, www.wes.org).

Course Prerequisites

A bachelor's degree in any field of study is preferred. However, at the discretion of the MCM, other studies, work, or life experience may be accepted in lieu of the degree.

Motivation

The MCM recognizes that intellectual ability alone is not the only factor that determines a trainee's success. Interest and motivation may often be the determining factors of a trainee's performance. Accordingly, the MCM will review academic records, work history, and life experiences. Applicants must demonstrate personal suitability for training, including emotional maturity, integrity of character, intellectual creativity, and the aptitude for psychological insight and understanding.

Probationary Status

Trainees accepted into the course on a probationary basis (for academic or language reasons) are notified of this probationary status at the time of acceptance into the course. This probationary acceptance is effective through October 15. If the trainee is in good standing at the end of the probationary period, probationary status will be lifted and the trainee will be notified in writing. If a trainee is not in good standing by this time, the Director of Training will make a final review of the trainee's participation in the course and a decision will be made as to the trainee's continued participation. This decision will be based on an evaluation of work up to that date, extenuating circumstances, attendance and class participation, and the trainee's commitment to the completion of the course requirements.

ADDITIONAL OPPORTUNITIES FOR FURTHER EDUCATION

Metropolitan State University

Trainees who do not yet hold an undergraduate degree and who are enrolled in the Montessori Center of Minnesota Primary Training Course may have competencies gained through the MCM assessed for academic credit at Metropolitan State University. These can be applied toward an undergraduate degree through Metropolitan State University after completion of the Primary Training Course. More information is available from the course administrator.

St. Catherine University

Trainees who already have a bachelor's degree may enroll simultaneously (before the start of the course) in the St. Catherine University Master of Arts in Education (MAED) program. More information is available from Kristen Campbell and at <https://www.stkate.edu/academics/graduate-degrees/academic-programs/maed-montessori>. Students currently enrolled in the MAEd program should speak with Liza Davis regarding any questions or concerns.

Financial Aid

SELF (Student Educational Loan Fund) Loans are available through the State of Minnesota (www.selfloan.org). An informational brochure may be obtained through the MCM. Certain area schools may sponsor a trainee according to private arrangements between the school and trainee. Trainees who are simultaneously enrolled in the Primary Training Course and the St. Catherine University (St. Kate's) MAED program are eligible for federal loans through St. Kate's. Trainees using the SELF Loan or federal loan programs must sign a loan agreement with the MCM, as these funds are delivered after tuition due dates. Please contact the Course Administrator for more information about trainee loans and financial aid.

TRAINING COURSE

Course Title

The formal title of the course is The Primary Teacher Training Course of the Association Montessori Internationale (for teaching children ages 3 through 6 years).

The Diploma of the Association Montessori Internationale

The Association Montessori Internationale Primary Diploma for working with children ages 3 through 6 years is granted upon satisfactory completion of the course requirements, attendance at lectures and demonstrations, observations and submission of an observation journal, practice teaching, practice sessions with materials, submission of material books (reference albums) containing illustrated notes on the Montessori materials, samples of classroom materials constructed during the course, passing marks on final written and oral examinations conducted by examiners of the Association Internationale, and recommendation of the training staff of the MCM.

The MCM is very proud of our Association Montessori Internationale affiliation; our purpose is to deliver a course according to AMI standards. This is an internationally recognized training program, drawing trainees worldwide. We want our trainees to choose this training because it is what they want and how they wish to learn.

The diploma is recognized in the United States and internationally. It qualifies the holder to work in a preexisting classroom or to start a new classroom. All AMI diplomas state the holder “has studied the principles of the Montessori method for children from 3 to 6 years of age” and has “passed the written and oral examinations.” By itself, the diploma does not automatically qualify the holder to teach. The state or country in which the holder wishes to work may have other teaching requirements that must be fulfilled. Note that the diploma does *not* qualify the bearer to train other teachers, and so states as such.

Course of Study

The course is 1250 clock hours in length (including homework) and covers the application of the Montessori method of education to children 3 through 6 years of age. A timetable will be announced at the commencement of the course.

Technical Details: The course will consist of the following:

1. Lectures on child psychology, the theory of the Montessori method, practical demonstrations of the materials, and cultural subjects
2. Practice classes: Trainees will handle the material and acquire the technique of its presentation under the supervision of qualified staff
3. Trainees are required to prepare the following:
 - a. A material reference book (album) for each of the four areas of the practical demonstrations containing illustrations and descriptions of the various materials, exercises, their aims, and so on
 - b. Language cards for reading, geography, biology, music, and so on
 - c. Other materials in the areas of Practical Life, Sensorial, and Mathematics
 - d. A theory album dealing with the pedagogical and philosophical concepts of the method

Child Psychology: These topics deal with the development of the child as the builder of the human personality, the successive phases of development, and their characteristics. This area also includes the origin and development of the Montessori method. The main emphasis will be on the psychological development of the child from birth through 6 years as found by Dr. Maria Montessori.

The Theory of the Montessori Method: These lectures and demonstrations deal with the role and attitude of the adult, the function of the prepared environment and of the scientifically prepared materials, and how these materials should be presented so that the child gains maximum benefit from using them.

Practical Demonstration Lectures: These classes deal with the function and practice of the materials offered to children from 3 through 6 years of age in a Montessori environment. According to their aims, they are divided into five groups, as follows:

1. The Exercises of Practical Life: for the acquisition of coordination of movement and independence in daily life
2. Sensorial Activities: a means for intelligent exploration of the environment and the development of consciousness
3. Language: the development of spoken and written language according to the child's natural interest
4. Mathematics: the development of the mathematical mind through concrete representation of the numbers 1–10, the decimal system, and the four operations of arithmetic as experiential activities

5. Cultural Activities: music, art, geography, history, and biology: factual information presented through sensorially perceptible material. These activities are incorporated into the above four areas.

Auxiliary Lectures: These lectures deal with the development, organization, and administration of the prepared Montessori environment, including the following:

1. How to start a new Children's House
2. Phasing in new and returning children
3. Parent communication and conferences
4. Recordkeeping
5. The role of the assistant
6. School administration
7. How to design and prepare Montessori materials
8. Conflict resolution
9. Overview of children with special needs

THE PERSONAL RECORDING OF LECTURES, AUDIO OR VIDEO, IS NOT PERMITTED. UNDISCLOSED RECORDING OF ANY KIND WILL RESULT IN THE DISMISSAL FROM THE COURSE.

Observation (90 hours required)

A total of 90 hours of observation in different Montessori environments directed by AMI-trained adults is required for completion of the course. This includes two weeklong sessions (five consecutive days, 30 hours each session) that will be arranged for dates set by MCM staff. Trainees are also required to complete 30 individual hours of observation before regular class time at the MCM. Trainees may not complete this requirement until participating in the lectures on observation. Trainees will make notes on these observations to be used for class discussion and will maintain an observation journal. Additional information will be given to trainees during the year.

Practice Teaching (180 hours required)

A minimum of 180 hours of practice teaching are required, taking place in two different environments under the guidance of an AMI-trained guide. This includes two three-week-long sessions (five consecutive days, 30 hours each week, 90 hours each session) that will be arranged for dates set by MCM staff. Trainees must make up missed time, regardless of hours completed. Trainees may or may not be required to make up time missed due to schools' schedules. Trainees may not complete this requirement until all 90 observation hours are completed. Additional information regarding practice teaching will be given during the year.

Albums

Each trainee will complete an album of original written and illustrated exercises for each of the four areas, plus a theory album. These exercises must be written out according to the prescribed format and must include individual illustrations of each exercise. Please note the following:

- Submission of unoriginal work, or that of another person (plagiarism), constitutes cause for immediate dismissal from the course. Both parties involved in the passing and sharing of work will be held responsible and accordingly will be accountable and subject to consequences.
- All people who assist classmates with work for legitimate reasons must fill out a shared notes form to acknowledge their assistance and to avoid misunderstandings and complications.
- All trainees who accept assistance from others must fill out a shared notes form to acknowledge their assistance and to avoid misunderstandings and complications.
- If questions arise about originality of work, staff will contact the student.

Required Individual Homework

Trainees are advised that a considerable number of hours should be allotted for their course work outside of scheduled classes and activities. A *minimum* of 20 hours of work each week is usually needed for preparing albums, illustrating exercises, making materials,

reading, and studying. All illustrations are to be done outside of class hours. Typed or neatly handwritten write-ups and illustrations of each demonstrated activity are to be handed in for correction as scheduled per the course calendar.

Reading List

Books may be purchased through the MCM, Nienhuis Montessori at www.nienhuis.com or AMI/USA at www.amiusa.org or NAMTA at www.montessori-namta.org/books-by-montessori.

* Indicates required reading for the Primary course

By Dr. Maria Montessori

*The Absorbent Mind

*The Advanced Montessori Method: Volume One

The Advanced Montessori Method: Volume Two

*The Child in the Family

*The Child, Society and the World

*Creative Development in the Child: Volume One

*Creative Development in the Child: Volume Two

*The Discovery of the Child

*Education for a New World

*Education and Peace

*The Formation of Man

From Childhood to Adolescence

*The 1946 London Lectures

Psychoarithmetic

Psychogeometry

*The Secret of Childhood (We require the version from Kalakshetra Publishing.)
To Educate the Human Potential

By Rita Kramer

Maria Montessori: A Biography

By Angeline Stoll Lillard

Montessori: The Science Behind the Genius

By Paula Polk Lillard

Montessori: A Modern Approach

By Paula Polk Lillard and Lynn Lillard Jessen

Montessori from the Start: The Child at Home from Birth to Age Three

By Silvana Montanaro

Understanding the Human Being: The Importance of the First Three Years of Life

By Mario Montessori, Jr.

Education for Human Development: Understanding Montessori

The Human Tendencies and Montessori Education

By E.M. Standing

Maria Montessori: Her Life and Work

The Montessori Revolution in Education

Practice with the Montessori Apparatus

Trainees must practice for a minimum of 140 hours under the supervision of an MCM staff member. Supervised practice is the time for each trainee to become familiar with each exercise before attempting to write instructions for its use as demonstrated. Supervised practice is scheduled weekly, and trainees are required to attend and participate. During supervised practice, trainees are expected to manipulate the materials rather than illustrating them (including photographing materials), editing notes, making materials, or socializing. Only practice with the materials meets the AMI requirements for practical sessions. Computers are not allowed in the practice room.

Independent Practice

The MCM will be open for independent practice before class time during normal business hours. Additional hours will be available on a scheduled basis with MCM staff. Trainees are strongly encouraged to practice independently, as practice allows students to be successful in the course and in their work with children.

Observation

Trainees will observe in several AMI Children's Houses in or near the Twin Cities. Out-of-town sites may be considered with prior approval of the director of training. At least 90 hours of observation are required (see "Course of Study"). Written observation journals pertaining to specific topics are to be handed in as scheduled by MCM staff.

Practice Teaching

For course completion, 180 hours of practice teaching are required. Before beginning practice teaching, 90% of album assignments must be completed. Each trainee must demonstrate satisfactory knowledge of the theory and practical use of the Montessori apparatus in a classroom with children to the satisfaction of the supervising teacher and the training staff of the MCM. During each of the practice teaching assignments, trainees are required to complete assigned records in order to pass. Trainees must meet their observation requirement before they may begin their practice teaching.

Conferences

Trainees are given one progress conference in November. Trainees may request conferences with the director of training at any other time during the course by appointment. Staff may request conferences with trainees when required.

SYSTEM OF EVALUATION

Evaluation of Work

All assignments must be completed to the satisfaction of the training staff. A "satisfactory"/ "unsatisfactory" grading system is used for course work. This system of grading applies to written papers, reference albums, practice with the Montessori apparatus, practice teaching, material construction, and general course assignments. Work must be complete in order to be considered "satisfactory." Numerical grading is used for final written examination papers and final oral examinations. Letter grading will be used for trainees enrolled in the St Catherine University graduate program and those without a bachelor's degree (with the exception of material construction). A separate grading rubric will be given to those enrolled in the St Catherine University graduate program.

Evaluation Records

Training staff members are available to advise the trainees throughout the course. Detailed records of academic progress in regard to album work, practice teaching, material construction, practice sessions, observation journals, and theory papers will be kept during the year. Successful completion of the course will be based on records reflecting complete and satisfactory work during the year, as well as satisfactory completion of the final written and oral examinations. Although the course is unique in nature with regard to its instruction, intensity, and the importance of continuity, the MCM will maintain written records of previous education and training of all trainees. Appropriate credit will be given by the MCM and the training period will be shortened proportionately at the discretion of the Director of Training.

Resubmits

Trainees will be required to resubmit work that is not completed to the satisfaction of the training staff and AMI requirements.

Grading Criteria

A Primary AMI Training Course is graduate-level work and, as such, is demanding and exacting. Periodic evaluations of the theory and practical work of the trainees will be made by the Director of Training throughout the year as required. Any trainee not performing at the expected standards may be asked to withdraw from the course.

Grading Criteria for Albums

- Timely submission of album work
- Clear, ordered, and complete written presentations and illustrations
- Accurate reflection of the presentation given in class
- Neatness and legibility
- Editing for correct grammar and spelling
- **MUST BE THE TRAINEE'S OWN WORK. Plagiarism is grounds for dismissal from the course.** See "Scholastic Conduct."

Grading Criteria for Theory Papers

- Timely submission of theory papers
- Completed cover sheets
- Proper formatting: title, name, page numbers, and so on
- Logical organization
- Completeness and accuracy of information
- Adequate quotations from source material (at least five quotations from Dr. Montessori per paper), appropriately cited in American Psychological Association (APA) style
- Evidence of understanding of the nature of the topic
- Neatness and legibility: easy-to-read font, 1.5 line spacing
- Editing for correct grammar and spelling
- Quality writing: developed sentences
- **MUST BE THE TRAINEE'S OWN WORK. Plagiarism is grounds for dismissal from the course.** See "Scholastic Conduct."
-

Grading Criteria for Materials

- Timely submission of material
- Completeness according to material description
- Attention to aesthetics
- Application of the principles of the material and underlying theory
- **Plagiarism is grounds for dismissal from the course.** See "Scholastic Conduct."

Grading System for St. Catherine University* Graduate Students and those without a Bachelor's Degree

A	Excellent	Denotes high achievement and indicates intellectual initiative beyond the objectives of the course
B	Good	Denotes work that meets the objectives for the course and intellectual command expected of a graduate student
C	Unsatisfactory	Denotes work of inferior quality compared to the objectives of the course; it is the lowest passing grade
F	Failure	Academic Dismissal
W	Withdrawn	Authorized departure from the course without completion; does not enter into the grade point average calculation
I	Incomplete	Denotes that work remains to be submitted and evaluated; trainees may not graduate with a grade of "I" in any course of their record (St. Catherine University trainees may not continue each subsequent semester with a prior grade of "I" remaining on their record.)

* Students enrolled in the MAED program must maintain a B- average or better.

Grading Criteria for Written Examinations

Two final written examinations are administered by training staff. The trainee will sit for exams toward the end of the course. Exams consist of

- a three-hour written examination regarding Montessori theory and
- a three-hour written examination on the practical aspects of the Montessori method.

One day is set aside for each examination. Trainees select four of the seven questions offered at each examination. The minimum passing grade on each examination is 50 points out of 100 total points. The following accommodations apply:

- Trainees for whom English is not the native language may be allowed three and a half hours to complete the written exam, at the approval of the director of training.
- Trainees with a documented learning difference will be allowed accommodations as determined to complete the written exam, once documentation is presented and accepted by the director of training. Documentation must be provided within two weeks of the start of the course.

To receive a passing score, the trainee must answer all parts of the question, reflecting an understanding of Montessori theory and the ability to relate examples to theoretical points. The answer must include definitions of all relevant terms.

Grading Criteria for Oral Examinations

Each trainee is required to demonstrate his or her knowledge during a two-hour oral examination before an examining committee from the Association Montessori Internationale (AMI). Committee members are AMI trainers and others who are certified as qualified examiners by the AMI. An AMI-appointed examiner heads the examination team. A grade of 12.5 out of 25 points in each of four areas (Practical Life, Sensorial, Language, and Mathematics) is required to pass the oral examination. To receive a passing mark in each subject, a trainee must demonstrate that she or he knows the following:

- How to present the material written on a slip chosen in a blind draw
- The purposes and direct and indirect aims of the material, and the age(s) of the children to whom the material is presented
- The exercises that precede the presentation, those that would follow it, and what the exercise prepares for
- The control of error or points of interest
- Some general theory about the particular area
- The highlights and progression of each of the subjects

NOTIFICATION OF RESULTS

Album Work

Cover sheets listing the work to be submitted will be made available for download on the course website by the time each album is introduced. Trainees will submit assignments online via Google Docs. Illustrations will be turned in on paper on the same date the assignment is due electronically. Readers will share suggestions for refining or correcting the work on the cover sheets, and the cover sheets and work will then be returned to the trainees on the following Friday. All changes must be incorporated into write-ups and illustrations for inclusion in final albums. It is best to make the necessary changes immediately after the work is returned.

Theory Papers

Outlines for the papers to be submitted will be made available for download on the course website by the time the corresponding lectures are given. Trainees will submit their papers via Google Doc. Readers will note and number areas requiring refinement or correction on separate comment sheets. Comment sheets and annotated papers will be returned to the trainees electronically. All changes must be incorporated into the trainees' papers for inclusion in their final albums. It is best to make the necessary changes immediately after the papers are returned.

Exams

Each trainee will be notified in writing of the results of the written examinations. Each trainee will be notified of the results of the oral examination. For those not passing the exams, a letter outlining the steps for completion of the course will be sent to an address designated by the trainee.

The decision of the AMI examiners is final. Trainees must complete the course with the grade of Pass, both on the written examinations and on the international oral examinations, in order to graduate and be granted the AMI Primary Diploma.

Deadline for Completion of Course Work

It is our experience that trainees who turn in their work consistently on time are better prepared for the final written and oral exams. To this end, due dates are firm and it is expected that all work be turned in on time; trainees will be notified well in advance of work deadlines. In addition, trainees who are chronically late with their work will be required to meet with the director of training and develop a plan to get back on track. Any exception to this policy must be discussed prior to deadlines with the Director of Training.

Make-Up and Retake of Work or Examinations

Trainees not satisfactorily completing any portion of the course work must make special arrangements for completion with an MCM staff member. Missed supervised practice hours will need to be made up on a staff-designated day.

Trainees failing any portion of the final written or final oral examinations may retake the failed portion(s) of the examinations the following year. These examinations may be taken the second time at any certified AMI training center during the center's regularly scheduled examination periods, with prior written approval given by that center. Additional practice with the apparatus, written work, and/or attendance at lectures may be required as a prerequisite for retaking the examinations. Final examinations may be taken only twice (see "AMI Requirements for Certification"). The charge for oral reexamination is \$450. The charge for written reexamination is \$200.

Late Work Policy

It is expected that work will be turned in on time. This allows the work to be read thoroughly and returned to trainees in a timely manner. Work that is submitted after the start of class time (generally 1:00 pm) on the due date will be considered late and will not be reviewed or returned with comments until the following week.

If an emergency or unusual situation arises, the trainee must speak with the course administrator to discuss the situation. The course administrator will consult with the director of training. Late work will cause the student to be placed on academic probation (see "Academic Probation Terms"). All students on academic probation will be provided with a mentor assigned by the training staff. The student must contact the mentor weekly to receive help and support. Mentors have designated areas of expertise and will use resources to help the student get and stay on track with course work.

Students in the St. Catherine graduate program will lose one-third of a letter grade for work that is turned in late. Students will lose a full letter grade for final albums that are turned in late.

If at any time a trainee's conduct or work appears to be unsatisfactory during the course, the trainee may be placed on probationary status. Unsatisfactory conduct or work would include, but is not limited to, habitual lateness to lectures or practice sessions, written assignments that contain many errors and/or do not cover the assigned materials, and poor use of the supervised practice sessions. The trainee will be contacted by the course administrator and notified about being placed on academic probation. A trainee on academic probation must meet with the Director of Training to discuss the situation and submit a plan for satisfactory participation in the course. This plan must be specific to the trainee's situation and must include a timeline for bringing the trainee into good standing. Trainees on academic probation will be required to sign an agreement with the MCM.

AMI Requirements for Certification

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

- At least 90% attendance at lectures and demonstrations, and 100% (140 hours) of supervised practical sessions with materials
- Personally prepared reference albums containing required presentations and illustrations
- Assigned material-making projects
- 90 hours of observation in AMI classes
- Successful completion of practice teaching as scheduled in AMI classes
- Assigned theory papers
- Passing grades on both the written and oral examinations conducted by examiners of the Association Montessori Internationale

There will be a \$125 fee assessed for each late album and submitted after May 1, 2020.

ACADEMIC PROBATION TERMS

Academic probation may be imposed for various reasons and for varying lengths of time depending upon the circumstances. In general, academic probation is required for students without a college degree and/or who are English language learners.

Academic probation for these trainees is usually six weeks in length (from the first day of class until October 15, or for a six-week period later during the course if deemed necessary). Staff will determine the time period for students placed on academic probation during the year. For the probation to be lifted, the student must be in good standing.

In order to return to good standing, the student must demonstrate the following:

- All assignments must be turned in by the due date.
- All assignments must be at the cumulative grade point average of C or its equivalent (those enrolled in the MAED program must be at the cumulative grade point average of B- or its equivalent).
- The student will be able to complete the program within a maximum time frame that is no longer than 12 months.
- All assignments must be the student's own work.
- The student must be in attendance each day (unless absence is approved by MCM staff).

Upon successful completion of the probationary period, the student will be changed to full student status. For any student unable to attain full student status, the remaining tuition will not be required.

SATISFACTORY ACADEMIC PROGRESS TERMS

Satisfactory academic progress standards are imposed on all students.

- At the end of the first six weeks, the student must demonstrate all of the above five criteria to be in good standing.
- If any of the above criteria are not met at the evaluation point, the student will be placed on academic probation, but will remain eligible for financial aid through the SELF Loan. If any criteria remain unmet by December 15, the student will be suspended from receiving financial aid and will not achieve full student status.

Failure to comply with terms of academic probation will result in a meeting with the director of training to determine eligibility for completion of the course. If deemed necessary by staff and accepted by the trainee, a two-year plan may be offered. The two-year plan includes a \$1,500 course fee for the following year. Work and payment plans will be arranged between the MCM and the trainee.

STATEMENT OF CONFIDENTIALITY AND ACCESSIBILITY OF FILES

The MCM maintains records throughout the duration of the course. Course staff members take records of attendance at lectures and supervised practice on a daily basis. Evaluations of course work, including album work, are maintained in the office.

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

- The original application for admission
- The summary sheet with scores from the written and oral examinations
- The Montessori course transcript
- A copy of the signed and dated Montessori Diploma and award letter
- Supervising teachers' and staff members' final evaluation forms from practice teaching

All trainee files are held in the strictest confidence and are accessible only upon written request and authorization by the trainee to the director of training. All parts of the permanent files remain in the sole possession of the MCM and the director of training.

COURSE RESPONSIBILITIES

In order to preserve and protect the rights of the trainees, the MCM is committed to the following standards of fair practice:

Admissions

- To provide prospective trainees with a complete and accurate picture of the course; to encourage them to visit the course site as well as local Montessori schools
- To provide trainees with a written admissions policy
- To maintain a clear policy regarding job placement services

Academic Program

- To describe course requirements clearly and accurately
- To prepare course descriptions that accurately reflect the course that is offered
- To provide the facilities and learning resources required for an AMI-affiliated Montessori teacher training course
- To employ qualified instructors who will offer complete, quality instruction in theoretical and practical elements of all aspects of the Montessori method
- To constantly monitor the trainee's work and behavior; to advise the trainee adequately of his or her progress
- To dismiss a trainee only for appropriate cause after due process
- To award certification only when merited, after all stated requirements have been satisfied

TRAINEE RESPONSIBILITIES

In response to the standards of fair practice to which the MCM is committed, the MCM expects trainees to make their commitment to the following fair practices:

- To represent themselves honestly in applying to the course
- To submit an application for enrollment based upon a desire to learn and to serve children by implementing Dr. Montessori's principles
- To be fully informed about the total cost of the course and make all required payments in a timely manner
- To read and fully comprehend contracts before signing them; to fulfill all obligations required by signed contracts and to keep a copy of all contracts and receipts
- To be prompt and consistent in class attendance and attend a minimum of 90% of class sessions, including both lectures and practicals. Trainees failing to maintain at least 90% attendance will be notified by the course administrator.
- To read and be fully informed regarding the policies and conditions iterated in the Primary Course Trainee Handbook
- To notify the course administrator of all absences; to be responsible for making up all work missed during an absence and to inform the course administrator as to the source of the work provided
- To study all materials given in the course and to complete all assignments in a timely manner

- To fulfill the requirements of the course by creating the four instructional albums, one theory album, an observation journal, and the materials required for graduation
- To fulfill all course requirements in a timely manner
- To demonstrate polite and professional conduct with classmates, course personnel, and observation and practice teaching sites. Mutual respect of individuals is expected at all times.
- To produce work that is solely personal and not taken from the work of current or previous Primary trainees. To take work from others without their consent or the notification of the course administrator is grounds for immediate dismissal from the course.
- To sign the Code of Ethics Policy and AMI Requirements for Certification

TRAINING COURSE POLICIES

Course Schedule and Calendar

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

Attendance Policies

Full attendance and satisfactory participation are required for all lecture/demonstration sessions. Lectures begin promptly at the scheduled hour. As a prerequisite for the final examinations, trainees must demonstrate punctuality and regular attendance at lectures, supervised practice sessions, observation, and practice teaching. Due to the intensity of the course work, they are urged to keep their absences due to illness or family emergencies to a minimum. Trainees are requested to notify the MCM in advance of anticipated absence. Excessive absence will impair trainees' graduation prospects, as trainees must attain at least 90% attendance in order to sit for the written and oral exams. Arriving after 1:15 p.m will result in a half-day absence, as will leaving before 5:15 p.m. Those who are habitually late, even by a few minutes, will be required to meet with the director of training. If you arrive late or leave early, please sign in or out on the clipboard on the table in the lecture room.

Attendance is required at all lectures, demonstrations, practice, and observation sessions as scheduled, and AMI requires that attendance records be kept for every session. If you are ill or cannot attend class, please inform the MCM in a timely manner. Call the 651-298-1120 (leave a message if needed) or email the course administrator (kristen@mtcm.org). There are no excused absences. While we recognize that trainees must sometimes miss class due to extraordinary circumstances, such absences will still impact their attendance percentage.

Leave of Absence Policy

In the event of extended absence, trainees must provide a written, signed, and dated request that includes the reason for the request prior to the leave of absence. However, if unforeseen circumstances prevent a trainee from providing a prior written request, the MCM may grant the request if documented and if the trainee provides a written request at a later date. A trainee who has missed an excessive amount of course time may appeal to the director of training to meet the attendance requirement at another course. If another course is willing to accommodate the trainee, and the trainee is, in fact, able to make up the lost time and work, the trainee may continue on the course. It is understood that the trainee may incur additional fees as a result of attending a course in which he or she is not originally enrolled. Reenrollment of any student for any reason is at the discretion of the director of training.

Complaints

Should you have complaints or concerns regarding some aspect of the course or environment, please contact the director of training immediately. It is the intent of the course to channel all energies positively. A quick resolution of misunderstandings will aid this endeavor. We request that trainees refrain from using social media outlets (Facebook, Twitter, and so on) to voice opinions about the course or staff. Please speak directly to MCM staff regarding any issues that may arise.

MACTE Grievance Procedures and Appeals Process

A grievance is defined as a written statement that alleges a specific violation of procedures, rules, or regulations, infringing on the personal and professional rights of the complaining party. An informal meeting may first be used to resolve the problem. A request for an informal meeting to resolve the problem must be submitted, and that meeting 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:

Letter of Appeal

A letter of appeal to the Director of Training, giving a factual statement or evaluation of the problematic area is required to request a formal hearing. The letter must specifically name the person or persons to whom the grievance is directed, and the procedures, rules, or regulations which are the basis for the grievance.

Response

A response from the Director of Training must be forthcoming by personal service or Certified Mail within 10 days. The response must name the place, date, time, and individuals who may be present. The hearing must be held within 30 days. A member of the advisory board or the designee of the advisory board shall be a member of the hearing board. The Director of Training or a designee shall be a member of the hearing board. The Director of Training or a designee shall be present. Any witness whose testimony is to be considered must be present.

Formal Hearing

The formal hearing will be governed by procedures set by the advisory board and administered by the Director of Training or a designee. Robert's Rules of Order will be used. Each meeting will be recorded to provide a record of the hearing and the record will be kept in the office of the Director of Training until 30 days following the completion of the appeal process.

If the decision reached at the formal hearing is not acceptable to the complaining party, the complaining party shall file a written request for appeal with the Director of Training within 10 days and request that all materials then are sent to the governing board for a final decision. A final decision will be reached within 30 days.

If, for any reason, the preceding process is not followed by the complaining party, the grievance will be considered void, the case will be closed, and all information will be sent to the governing board for filing.

The Director of Training and staff of the Montessori Center of Minnesota will give every possible assistance to all students in the work of the course.

Contact Information:

Lynne Lawrence, Executive Director
AMI Head Office
Koninginneweg 161
1075 CN Amsterdam
The Netherlands
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AMI/USA
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Alexandria, VA 22314
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Website: www.amiusa.org

Executive Director
MACTE
420 Park Street
Charlottesville, VA 22902
Phone: 434.202.7793
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Website: www.macte.org

Scholastic Dishonesty

The MCM broadly defines scholastic dishonesty as any act violating the rights of another student in academic work or involving misrepresentation of the trainee's own work. Scholastic dishonesty includes, but is not limited to, cheating on assignments or examinations, plagiarizing, misrepresenting as your own work any work done by another, or interfering with another trainee's work. The MCM staff will investigate charges of scholastic dishonesty. When charges are upheld, the student may be placed on disciplinary probation, suspended, or dismissed from the course.

Trainee Grade Reports, Transcripts, and Permanent Files

The MCM maintains trainee academic records during the academic year. One transcript is created for each graduate at the conclusion of the course. You may obtain additional certified transcripts by sending an email request to mtcm@mtcm.org. Transcripts are on a pass/fail basis only; no grades or GPA will be shown.

Dismissal / Authorized Departure of a Trainee

Individual trainees may be asked to discontinue the training course for medical, psychological, academic, or other relevant reasons. Trainees are expected to abide by the conditions established for the course and any arrangements made for their training during the course. Tuition refunds will be determined by the MCM Board of Trustees in accordance with the refund policy and the circumstances of the dismissal.

Special Needs Statement

Students must disclose the need for special considerations/accommodations with regard to learning style by **September 15** (unless diagnosed while enrolled in the course). In this regard, the student is responsible for providing the MCM with a written copy of the supporting diagnostic test results and professional prescriptions for auxiliary aids. Instructors are not required to compromise essential elements of the course or the AMI evaluation standards. While the MCM will provide reasonable accommodations as needed, academic success is the student's responsibility.

FEE SCHEDULE

Tuition and Other Charges for the Academic Year

Total Tuition: \$12,400.00

Application Fee: \$50.00	Course Deposit: \$500.00	First Tuition Installment: \$6,200.00	Second Tuition Installment: \$5,700.00
Dues with application	Due with signed contract to the Training Center	Due 8/15/2019 to the Training Center	Due 12/15/2019 to the Training Center

Additional Course Expenses and/or Possible Fees

Students should budget approximately \$1,000 for course-related expenses such as books, binders, paper, photographs for material illustrations, and so on. Students may want to budget more if they plan to print many photos at home for their albums.

Estimated Expenses for Books and Materials	\$1,800.00
Fee to Retake Written Exams at MCM	\$200.00
Fee to Retake Oral Exams at MCM	\$350.00
Late Fee Per Final Album Examination or Resubmitted Album Submitted After Due Date	\$125.00
Late Fee for Final Materials Examination or Resubmitted Materials Submitted After Due Date	\$125.00
Shipping/Mailing Costs for Returned Work and Materials	Cost will vary

All delinquent payments incur a 1% monthly finance charge. Tuition must be paid in full, or prior agreement made with the Training Center, before the trainee will be allowed to sit for examinations or receive a diploma.

Buyer's Right to Cancel

The Montessori Training Center of Minnesota has adopted the following buyer's right to cancel policy:

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give written notice that you are cancelling your contract within five business days after the

contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to effective on the date of that the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give written notice more than five days after you signed the contract, but before the start of the program, you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. You will be provided a prorated tuition, fees, and other charges refund minus a 25%, up to \$100 administrative if you provide written notice of your withdrawal after your program has begun, but before 75% of the program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Written notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the institution. If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

- Tuition may be transferred once to an alternate school term only upon the prior approval of the Montessori Training Center of Minnesota and the Director of Primary Training.
- Students enrolled through St. Catherine University are subject to their Refund Policy.

FACILITIES

Location of the Montessori Center of Minnesota

The MCM is located at 1611 Ames Avenue in Saint Paul, Minnesota. The building is near the intersection of Maryland Avenue and White Bear Avenue.

Transportation

Students are responsible for providing their own transportation to and from class at the MCM and to area schools for observation and practice teaching.

Parking

Parking at the far end (the right side when you enter) of the Boys & Girls Club lot across the street is available for trainees. The MCM lot is reserved for staff and Cornerstone Montessori School parents. Street parking is also available. However, experience has shown that the narrow streets and high volume of traffic can make parking on the street difficult and unsafe. Please be careful not block driveways or other parking lots that may cause any inconvenience to the neighbors. Trainees are requested to observe proper safety procedures when leaving the building (see Safety).

Bus Routes

Metro Transit bus routes run along Maryland Avenue and White Bear Avenue. More information is available at www.metrotransit.org.

Hours and Days of Operation

The academic year begins in September and ends in May. The MCM is open to students Monday through Friday from 9:00 am to 5:30 pm. We are closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, as well as all of Winter Break. Class hours are Monday through Friday, 1:00 pm to 5:30 pm, except for observation and student teaching sessions. Refer to the course calendar for additional details. If you are in the classroom unsupervised you have the responsibility for the safety of the environment.

If the main door is locked, ring the bell. You will be buzzed into the vestibule. Ring the doorbell for the door to the right if it is not opened. Course staff will buzz you into the facility Please do not enter Cornerstone Montessori School (door to the left) unless you have permission.

Use of Facility

Lectures, demonstrations, seminars, workshops, practice with the apparatus, and other activities of the course take place in the lecture room and practice room, unless otherwise arranged by MCM staff, in which case trainees will be given advance notice. The practice room contains a full complement of Montessori materials to enable each trainee to practice with all of them.

Observations and practice teaching with children will be done in AMI-accredited and -affiliated Montessori schools (or nonaffiliated schools with AMI teachers) in the Twin Cities area.

The Material Making Studio provides space for students to make the materials required for the course. It includes a copier, laminators, paper cutters, sewing machines, and selected sewing and art supplies. Trainees are required to purchase the supplies that they will need to create their required materials. Before using the laminators, students must be given a presentation by MCM staff. The Material Making Studio will be available for use outside of business hours as the MCM schedule allows.

The MCM workroom is not available for student use, though faxes can be sent for \$1 through the course administrator.

Wireless internet is available on-site and the passcode will be given to trainees. Trainees are required to refrain from using internet access during class out of respect for MCM staff and other trainees. Internet may be used on the premises only during break or outside of the regular 1:00 to 5:30 pm class time. Students found using internet access during class time will be counted absent for a half-day.

Username: MTCM

Password: HPLaserjet5si

Trainees are not allowed to use staff computers at any time and staff cannot print any documents for you. There is a copier in the Material Making Studio for trainees to use.

The MCM will provide janitorial service, but the care of the environment is the primary responsibility of the trainees. This includes cleaning and upkeep of the coffee bar, lecture room, bathrooms, materials, shelves, plants, lounges, and so on, and should be attended to daily. During the first weeks of class, trainees will be introduced to a system for the accomplishment of these tasks.

Enrollment of trainees' children at our on-site school, Cornerstone Montessori School (CMS), or at the on-site charter school, Cornerstone Montessori Elementary School (CMES), is not guaranteed. Those interested in enrolling children in either institution may contact the head of school for admission information by calling 651.774.5000. Out of respect for other trainees and your child's developmental needs, children may not be brought to class during any part of the year.

Food and Beverages

The front entry way is a shared space and must be kept clean at all times. There are dishes in the coffee bar area for your use. You may eat in the coffee bar area or outside at the picnic table. There is a dishwasher in the coffee bar area for your use. Please fill it during the day and run it as needed. You may also hand wash your dishes, but please scrape the dishes clean before washing, the sink cannot take on large particles of food. Soap is to the left of the sink in the lower cupboard. Please clean up after yourselves.

Trainees may bring their lunch to school or purchase food from nearby stores. A microwave and refrigerator are available for heating and storing daily lunch. Please remove food containers from the refrigerator at the end of each day. Any containers left in the refrigerator are subject to removal. Food should be in sealed containers or securely wrapped.

Food should be in sealed containers or securely wrapped and labeled. Food and gum are not permitted in the lecture room, practice room, or museum at any time. Water in closed, watertight containers may be kept on the lecture room tables. Food and drinks are not permitted in the practice classroom or on the coffee bar tables when materials are present.

Smoking

The entire MCM building and grounds are a nonsmoking environment.

Telephone Use

The telephone in the Material Making Studio is available for MCM trainees. Texting, other cell phone use, using the internet, and undisclosed recordings are not permitted during class. Cell phones should be turned off prior to the start of class and taken out only during breaks. Students may give out our main number, 651.298.1120 to be contacted during course hours.

When using cell phones, students are asked to keep their location, discussion, and volume appropriate to the professional atmosphere of our building. Those whose phones become a distraction will be asked to place them in a designated container while class is in session.

Visitors

Adult visitors may tour the practice room when class is not in session by prior approval of the MCM staff. Permission to audit MCM course lectures may be obtained from course staff. The materials in the practice room are for the use of trainees only.

Closing Due to Inclement Weather

An email will be sent by 10:00 am when the MCM is closed. We will follow St. Catherine University's weather closure decisions.

Safety

Staff and trainees need to take appropriate precautions when arriving at and leaving the MCM facility. It is important to remember to notify people regarding your coming and going, lock up valuables, lock your vehicle, be aware of weather conditions, and generally follow common-sense safety precautions. It is recommended to depart the MCM in partners or groups, particularly during evening hours.

ADDITIONAL INFORMATION

Personal Care

The dress standard of the MCM is casual. Students are required to dress in a professional manner for observations and practice teaching. Personal grooming standards should allow for close proximity to other students, including restraint in the use of strong perfumes and colognes.

Protection of Personal Articles

Because of limited space in the lecture room, trainees are urged to bring to class only those items necessary for taking notes. A storage shelf and small locked storage unit in the Material Making Studio are provided to each trainee for work in progress and MCM mail. Please see the course administrator for storage unit keys.

The MCM strongly urges trainees to protect their valuables and cautions against leaving valuables unattended, even in the lecture room. Backpacks and other large bags are to be stored at the back of the lecture room, on your shelf in the Material Making Studio, or in a locked storage unit in the Material Making Studio. Do not leave valuables in your car, and always make sure your car is locked. The MCM is not responsible for any theft or loss.

Drug Policy

Except for medications prescribed by a doctor, drugs are completely forbidden and will not be tolerated under any circumstances while attending the training. This also applies while in attendance at any MCM activity. Further, any prescribed drugs must be kept out of reach of children who may be in the building.

PERSONAL AND LEGAL CONCERNS

Child Protection Reporting

As professionals involved in education and childcare, we are mandated by Minnesota state law to immediately report information to local authorities when we believe or have reason to believe an incident of child neglect or physical or sexual abuse has occurred. Students should immediately report any incident to the Director of Training.

Ethical and Legal Conduct

The MCM affirms the dignity and worth of every person, and values the contribution each makes to the learning community. It is expected that all trainees and staff will conduct themselves in an appropriate and ethical manner consistent with the philosophy espoused by Dr. Maria Montessori and the AMI. Specifically, it is important to represent oneself physically, mentally, and emotionally as an ethical and appropriate model for the purpose of guiding children in their education.

Sexual Harassment Policy

The MCM does not condone any form of sexual harassment and has therefore adopted a policy consistent with the school's mission to maintain a supportive community. All members and trainees of the MCM are to be treated with respect and dignity.

Sexual harassment includes unwelcome physical touching or sexually offensive language that interferes with an employee's or trainee's performance. While it is recognized that not every advance or comment of a sexual nature constitutes harassment, employees or trainees should not create a hostile atmosphere. Whether a particular action or incident constitutes harassment requires a determination based on all the facts and surrounding circumstances. If an employee or trainee believes she or he has been sexually harassed, she or he should discuss the matter with the director of training or the chair of the MCM Board of Trustees.

Commitment of Time

It is to your advantage to keep all outside activities and part-time work to a minimum, as the course is both time-consuming and demanding. The greater the time commitment you can make to the work of the course, the better your ability will be to prepare yourself for the AMI examinations, and for the work that you will carry out in the future with children. Students can expect 20 hours of work per week outside of scheduled class time.

Job Placement

The MCM frequently receives news of employment offerings. This information is made available to trainees on the board in the Material Making Studio and online at www.montessoricenternm.org/community-montessori/montessori-jobs.

Employment placement information is also available through communication with members of the Montessori community, who can be contacted with the assistance of the staff. It should be noted that AMI Montessori-certified personnel continue to be in great demand worldwide. Indeed, demand typically surpasses the number of available teachers. Employment in some countries may require additional credentials beyond the AMI Primary Diploma. The MCM does not make any employment guarantees.

MONTESSORI ORGANIZATIONS

Association Montessori Internationale

The Association Montessori Internationale (AMI) is the recognized authority of Montessori education and directs schools and studies in affiliated teacher-training institutes on five continents. It was established in 1929 by Dr. Maria Montessori and was directed by her son Mario Montessori until his death in February 1982. AMI uses its internationally recognized authoritative voice regarding the unique nature of childhood and natural human development to advocate for the rights of children and adults to have access to nurturing, developmentally appropriate, educational environments. AMI does this by preserving the legacy of Maria Montessori's vision whilst continuing to innovate and increase the impact and reach of Montessori principles and practice. The vision of AMI is to support the natural development of human beings from birth to maturity, enabling them to become the transforming agents in society leading to a more harmonious and peaceful world.

Membership in AMI is open to all interested individuals and members are entitled to receive the official publication *Communications*, published at intervals throughout the year.

Lynne Lawrence, Executive Director
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1075 CN Amsterdam
The Netherlands
Phone: + 31 20 6798932
Fax: + 31 20 6767341
E-Mail: info@montessori-ami.org
Website: www.montessori-ami.org

Association Montessori Internationale/USA

AMI/USA is the national affiliate representing AMI in the United States. It serves to unify efforts to promote the work of Dr. Montessori in this country. Membership is required during course, included in the cost of tuition, and paid to AMI by MCM. If membership has been paid for by another institution or by the trainee, a refund may be negotiated with MCM.

Debra Riordan, Executive Director
AMI/USA
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Alexandria, VA 22314
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E-Mail: montessori@amiusa.org
Website: www.amiusa.org

EQUAL OPPORTUNITY STATEMENT

The Montessori Center of Minnesota is an Equal Opportunity Employer/Training Center and does not deny opportunity on the basis of race, creed, religion, sex, sexual or affectional orientation, color, national origin, ancestry, familial status, age, disability, marital status, or status with regard to public assistance. MCM is committed to building, strengthening, and maintaining a diverse workforce and strongly encourages those who self-identify as persons of color, Indigenous persons, disabled, and LGBTQIA to apply.

ABOUT THE MONTESSORI CENTER OF MINNESOTA

The Montessori Center of Minnesota

The Montessori Center of Minnesota was founded in 1973 under the auspices of the Montessori Foundation of Minnesota. The late Mr. A.M. Joosten served as the first Director of Training. The MCM is currently directed by Molly O'Shaughnessy, who is the Director of Training of the Primary Course. The MCM offers an academic-year Primary Course, a three-summer Elementary Course directed by Alison Awes, and Assistants Courses for both Primary and Elementary.

MCM moved to its new, completely renovated location in 2008, which also houses Cornerstone Montessori School and the International Montessori Museum. The building is 26,475 square feet in total, with approximately 10,000 square feet dedicated to training facilities. Included in this total MCM has 4,500 square feet of modular classrooms and a home next door that is available for rent to trainees.

MCM's state-of-the-art lecture room is outfitted with audiovisual equipment, and we have a stunning practice room for students and a stocked Material Making Studio (which includes a copier, laminators, sewing machines, and other supplies). A large coffee bar area is available for student use. Ample space is provided for each student to keep personal items, books, and work in progress. MCM is situated on 3.5 acres of land, close to restaurants, shopping, and major interstates.

Faculty and Staff

Molly O'Shaughnessy, Director of Primary Training and MCM president, has provided strategic leadership for the Montessori Center of Minnesota since 1996. She is an accomplished AMI trainer, as well as a consultant and lecturer. Molly is a highly requested speaker at both national and international conferences. She has presented keynotes and workshops across the United States as well as

in Canada, Mexico, Australia, China, and Europe. Additionally, she serves as a community faculty member for Metropolitan State University and an adjunct faculty member for St. Catherine University. Molly previously served on the board of AMI in Amsterdam and was a longtime member of the AMI Trainers Group. She is currently a member of the board of the North American Montessori Teachers' Association. Additionally, she serves on the board of the Mario Montessori 75 Fund, which provides financial assistance for future AMI Montessori teacher trainers, and was recently appointed to the Montessori Leaders Collaborative. Molly earned her AMI Primary Diploma from the Montessori Training Center of Minnesota in 1976 and holds a M.Ed. from Loyola University Maryland.

Liza Davis, AMI Primary Trainer and Director of Special Programs, earned her AMI Primary Diploma from the Montessori Training Center of Minnesota in 2001. She holds an undergraduate degree in art history and American racial and multicultural studies from St. Olaf College. Liza served as a Primary guide in St. Paul and Germany and was previously head of school at Cornerstone Montessori School and Cornerstone Montessori Elementary School.

Kristen Campbell, course administrator, received her AMI Primary Diploma from the Montessori Center of Minnesota in 2010. She holds bachelor's and master's degrees in journalism from Northwestern University, as well as master's degrees in teaching from Hamline University and theological studies from Garrett-Evangelical Theological Seminary. She holds a K-6 (elementary) license from the State of Minnesota. She served as a Primary guide at Cornerstone Montessori School and Cornerstone Montessori Elementary School.

Alison Awes has directed the Elementary course since 2010 and serves as an adjunct faculty member for Saint Catherine University. She holds AMI diplomas for Primary and Elementary levels, a B.A. in Art History from Smith College, a M.A. in Latin American Studies from Tulane University, and a M.Ed. in Montessori Education from Loyola University in Maryland. She has taught in both six-to-nine and nine-to-twelve classrooms. Alison is an AMI examiner and consultant and has served on the boards of private and charter Montessori schools. A former board member of the AMI Elementary Alumni Association, she currently acts as a Pedagogical Advisor. An international lecturer and keynote speaker, she has given numerous workshops and short courses on a wide variety of topics, including dyslexia, art and the work of the hand, and the moral development in the digital age. An advocate for children with reading challenges, she also holds Level I Orton Gillingham training. She has worked on the faculty at training centers worldwide, including those in Thailand and South Africa, and directed courses in England and Switzerland. Alison attended Montessori school until the age of twelve.

ACKNOWLEDGEMENT

The MCM reserves the right to change, correct, modify, add to, or delete sections in this handbook as deemed necessary and will provide each trainee with a copy of all changes to enable the trainee to keep their handbook current. It is the responsibility of each trainee to read and abide by the policies and procedures of the MCM and to keep their handbook current.

A separate copy of the below statement and acknowledgement will be provided to trainees during course orientation. Signed copies must be submitted no later than 10 days after the beginning of the course.

I have read and understand the contents, policies, and procedures outlined in the 2019-2021 Montessori Center of Minnesota Elementary Training Course Student Handbook.

Trainee Signature: _____ Date : / / _____

Printed Name: _____

Address: _____
