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INTRODUCTION

MISSION, PURPOSE AND OBJECTIVE

The Montessori Teacher Education Center San Francisco Bay Area is a Montessori teacher credential center for courses in Infant and Toddler, Early Childhood, Elementary Level I and Elementary Levels I-II.

The Montessori Teacher Education Center San Francisco Bay Area was established in 1980 with the Elementary Level I-II course. MTEC subsequently establish the Early Childhood Level and the Infant & Toddler Level.

The original location of instruction for all course levels was at Foothill Boulevard in San Leandro. Presently the San Leandro instructional campus conducts class at the Early Childhood Level only during the year round schedule. Due to continuing demand in the Bay Area, the Sunnyvale campus was established with all course levels, (Infant and Toddler, Early Childhood, and Elementary I-II), with both a year round schedule and a summer intensive schedule. The San Mateo campus was most recently added at the Early Childhood level with the year round schedule.

All Practicum Seminars are conducted at the Sunnyvale campus.

The administrative office is at 99 Callan Avenue, San Leandro. No classes are conducted at the administrative location.

The **mission** of the Montessori Teacher Education Center San Francisco Bay Area is to provide infant and toddler courses, early childhood courses, and elementary courses for Adult Learners that lead to employment as a teacher in a Montessori educational setting at the appropriate level.

The **purpose** of the Montessori Teacher Education Center San Francisco Bay Area is to create, to establish, and to provide an independent non-profit educational resource for the advancement of education and for scientific purposes, to improve ways of assisting children in their learning, and where development is explored, demonstrated, and implemented.

The **objective** of the Montessori Teacher Education Center San Francisco Bay Area is to provide a growing and developing quality of Montessori teachers. This objective is met by providing quality teacher preparation courses that meet the high teacher credential requirements of the American Montessori Society (AMS), and the Montessori Accreditation Commission on Teacher Credentialing (MACTE) in delineated competencies.

As a faculty, we look forward to a rewarding experience of personal and professional growth.

STUDENT TUITION RECOVERY FUND – FORM 4

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, and or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the:

Bureau for Private Postsecondary Education

California State Department of Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Mailing:

P.O. Box 980818
West Sacramento, CA 95798-0818

Toll Free Number: (888) 370-7589
Telephone: (916) 431-6959
Fax: (916) 263-1897

<http://www.bppe.ca.gov>

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by Students in educational programs operated in California, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

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

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all the following applies to you:

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

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

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have to separate agreement to repay the third party.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

The Montessori Teacher Education Center San Francisco Bay Area is approved #22400, which expires 03/22/2019.

Montessori Elementary Level I Teacher Credential Course:

400 Academic hours and 1080 Practicum minimum hours

Instruction is in Sunnyvale, CA during the Year Round and the Summer schedule with class size limited to 30 Adult Learners per instructor. The Certificate of Attendance is issued for satisfactory completion of the academic phase and the practicum phase. Written papers, curriculum manuals, material demonstrations, practicum portfolio planning journal and handbook, year-long project and observations must be completed. There are occupational requirements for licensing at this time in California.

Methods of paying tuition are available.

Prospective enrollees are encouraged to visit the physical facilities of the MTEC-SFBA to discuss educational and occupational plans with program personnel prior to enrolling or signing enrollment agreements. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. General program brochures are available from the main office upon request. Adult Learners who are seriously considering the program will receive the Practicum Binder, which includes the program specific catalog prior to enrolling or signing the enrollment agreement. The class syllabus is provided for Adult Learners on the first day of each course instruction.

Any questions an Adult Learner may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
California State Department of Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Mailing:
P.O. Box 980818
West Sacramento, CA 95798-0818
Toll Free Number: (888) 370-7589
Telephone: (916) 431-6959
Fax: (916) 263-1897

Truth in Advertising:

It is the policy of the Montessori Teacher Education Center San Francisco Bay Area that all announcements and advertising are true and accurate, and not misleading, and accurately reflect the Montessori Elementary Level I Teacher Credential Course.

All information in the content of this handbook/catalog is current and correct and is so certified as true by Dr. Pamela Zell Rigg, Program Director.

Accreditation – MACTE

Montessori Teacher Education Center, San Francisco Bay Area holds accredited for its Elementary Level I Course through November 6, 2014 by the Montessori Accreditation Council for Teacher Education (MACTE), 108 Second Street S.W. Suite 7, Charlottesville, VA 22902 (434) 202-7793.

Affiliation – AMS:

The Montessori Teacher Education Center San Francisco Bay Area is affiliated by the American Montessori Society (AMS-Affiliated TEP) through November 6, 2014.

American Montessori Society
116 East 16th Street, 6th Floor
New York, New York, 10003-2163
Telephone: (212) 358-1250
Fax: (212) 358-1256
www.amshq.org

Approved - BPPE:

Montessori Teacher Education Center, San Francisco Bay Area is a private institution, and is approved by the Bureau of Private Postsecondary Education, State of California through March 22, 2019. Approval to operate means compliance with state standards as set forth in this chapter.

Student Brochure and Course Specific Brochure:

Prior to executing the *Enrollment Agreement* the Adult Learner must have reviewed and signed the acknowledgement of receipt of the *Student Handbook and Practicum Handbook and Competencies Portfolio*.

Corporate Structure:

Montessori Teacher Education Center, San Francisco Bay Area is a private, non-profit California corporation with a board of directors:

Dr. Pamela Zell Rigg	President
Chandra Kreuzer	Secretary
Dr. Richard Rigg	Treasurer

Officials:

Admission Officer	Dr. Pamela Zell Rigg
Chief Financial Officer	Evelyn McKenzie
Complaint Designee	Dr. Pamela Zell Rigg
Credentialing Officer	Dr. Pamela Zell Rigg
Custodian of Records-Financial	Evelyn Mckenzie
Custodian of Academics	Dr. Pamela Zell Rigg
Foreign Student Supervisor	Dr. Pamela Zell Rigg
Placement Officer	Dr. Pamela Zell Rigg
Practicum Coordinator	Linda Aaquist, Elementary
Program Director	Dr. Pamela Zell Rigg

MTEC-SFBA Office Hours:

Office hours are from 9:00 AM to 4:00 PM Monday through Friday. MTEC-SFBA is closed on weekends and federal holidays.

Levels of Courses:

The Montessori Teacher Education Center San Francisco Bay Area is a private institution, and has established three courses of study:

Montessori Infant and Toddler Course	Birth - 3
Montessori Early Childhood Course	2 ½ - 6
Montessori Elementary Level I Course	6 - 9
Montessori Elementary Level I - II Course	6 - 12

Basic Time Frame for Completion:

The Elementary Level I Academic Course is offered in two schedules:

1. **Summer Intensive Academic Schedule: seven full-time weeks**

- Monday through Friday from 8:00 AM – 5:00 PM
- **June – August**

Practicum following the Summer Intensive Schedule:

- **August – June**

Basic time frame for completion of Summer Intensive Schedule:

- **13 months**

2. **Year-Round Academic:**

- **Weekends: September through July**

Practicum following Year-Round Schedule:

- **August – June**

Basic time frame for completion of the Year-Round Schedule:

- **22 months**

Cancellation of Enrollment:

Adult Learners have the right to cancel enrollment and obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation of enrollment shall occur when the administration office receives a written notice of cancellation. You can do this by mail, hand delivery, telegram, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish continue the Elementary Level I Teacher Credential program. The *Notice of Cancellation* form is in the *Student Handbook*, but any written notice is acceptable

Upon cancellation, the school will refund any money paid, less any deduction for equipment not timely returned in good condition, within 30 days after notice of cancellation is received.

Confidentiality:

Confidentiality is pledged to all Adult Learners regarding their records in accordance with the *Family Educational Rights and Privacy Act*. The Adult Learner has access to personal records. Access also is granted to the Program Director and the Custodian of Records. The Adult Learner grants authorization for the release of records to the American Montessori Society for the purpose of issuing the teacher credential.

Credits/Units – California State University, East Bay:

Units of academic credit are available through Extended and Continuing Education, Cal State University, East Bay. Fee for the credit portion is \$89.00 (or current rate) per

quarter unit. This fee is paid by credit card. CSU-EB Extended and Continuing Education is responsible for the credit portion of this class only. Forms for receiving academic credit are available at the Center, and at the Center website. Thirty-six (36) quarter units of credit are available for the Elementary Level I Teacher Credential course, plus nine (9) quarter units for the practicum.

Listing of course titles and quarter units:

<u>Title</u>	<u>Quarter Units</u>
ELE I Montessori Philosophy/Child Development	4.5
ELE I Management/Elem Classroom	1.5
ELE I Curriculum Design and Strategies	3.0
ELE I Mathematics	7.5
ELE I Geometry and Fractions	3.0
ELE I Language Art	7.5
ELE I History and Geography	4.5
ELE I Biological Sciences	3.0
ELE I Movement & Physical Education	0.5
ELE I Music	0.5
ELE I Visual Arts and Crafts	0.5
ELE I Supervised Field Experience	9.0

Credits/Units - MTEC-SFBA:

The Montessori Teacher Education Center San Francisco Bay Area offers a transcript that details the Elementary Level I classes and the units of credit earned. Upon successful completion of the Elementary Level I Teacher Credential Course, twenty-three (29)-semester units for the coursework, and twelve (12) semester units for the practicum are issued.

6.3.5.1	Mathematics	(5 Semester Units)
6.3.5.2	Geometry and Fractions	(2 Semester Unit)
6.3.5.3	Language Art	(5 Semester Units)
6.3.5.4	Geography	(1.5 Semester Units)
6.3.5.5	History	(1.5 Semester Units)
6.3.5.6	Biological Sciences	(2 Semester Units)
6.3.5.7	Physical Science	(1 Semester Units)
6.3.5.8	Curriculum Design and Strategies	(2 Semester Units)
6.3.5.9	Classroom Leadership	(1 Semester Units)
6.3.5.10	Montessori Philosophy/ Theory	(3 Semester Units)
6.3.5.11	Practical Life	(3 Semester Units)
6.3.5.12	Child Development	(1 Semester Units)
6.3.5.13	Movement and Physical Education	(0.3 Semester Units)
6.3.5.14	Visual Arts and Crafts	(0.4 Semester Units)
6.3.5.15	Music	(0.3 Semester Units)
6.3.5.16a	Externship/Field Experience - Practicum I	(6 Semester Units)
6.3.5.16b	Externship/Field Experience - Practicum II	(6 Semester Units)

Master's Degree Available

Master degree from Saint Catherine University, Saint Paul, MN is offered with an additional fifteen (15) units of **on-line coursework**, and college tuition fee of about \$10,000, upon successful completion of the Elementary Level I Coursework and the AMS teacher credential. Master degree from Saint Mary's College, Moraga, CA is offered on the same basis with the coursework being live on the Saint Mary's campus.

Credential:

Upon successful completion of all course components of the Elementary Level I Teacher Credential Course, a Certificate of Attendance is issued. The American Montessori Society issues the Montessori Elementary Level I Teacher Credential.

See *Admission/Credential Requirements* for more details.

Certificate of Attendance:

Upon successful completion of all course components of the Elementary I Teacher Course, a Certificate of Attendance is issued by MTEC-SFBA.

English as a Second Language:

English language services are not provided. Adult Learners must have a Level 3—Intermediate English proficiency to be admitted into the Teacher Credential Program. To be classified as having Intermediate English Language Proficiency, Adult Learners must meet all of the following criteria:

1. The Adult Learner understands and speaks conversational and academic English with little to no hesitance and difficulty
2. The Adult Learner is post-emergent, developing reading comprehension and writing skills in English
3. The Adult Learner's English literacy skills allow the Adult Learner to demonstrate academic knowledge in content areas with assistance.

Adult Learners prove his or her Intermediate Level English language proficiency through dialogue and written letter of intent.

Description of the Elementary Level I Teacher Credential Course:

The Montessori Elementary Level I Teacher Credential Course is comprised of 400 academic hours in-residence, and a minimum of 1080 practicum hours which, when successfully completed, enables the Adult Learner to be awarded the American Montessori Society Elementary I Teacher Credential.

Core course components provide the Adult Learner with the knowledge required of the Montessori Elementary I teacher. The core curriculums include Mathematics, Geometry,

Language, Geography, History, Biological Sciences (Botany & Zoology), Curriculum Design & Strategies, and Classroom Leadership.

Foundation course components provide the Adult Learner with the rationale for why and how we implement the core curriculum. The foundation components are Montessori Philosophy/Theory and Practical Life Curriculum.

Other course components provide the Adult Learner with additional information that deepen the understanding of the student and enrich the classroom experience. The other courses components are Child Development, Movement & Physical Education, Visual Arts & Crafts, and Music.

The knowledge gained in the core curriculum, the foundation and other course components are applied and deepened through the experience of the nine-month practicum at the Elementary Level I level. In the practicum the Adult Learner exemplifies a support of the student's learning in a caring manner.

The reflective practitioner behavior that the Adult Learner exhibits ensures a "learning how to learn" attitude, and continual professional development in the future.

Description of Classes, Clock Hours and Credits for the Montessori Elementary Level I Teacher Credential Course:

6.3.5.1 Mathematics Curriculum (Core) 77 Hours (5 units)

Philosophy and rationale of the curriculum area of mathematics to include the study of the concept of number and quantitative relationships, base ten systems, four fundamental operations, laws of arithmetic. Measurement (time, space, weight, money), ratio and proportion (fractions, percentage, decimals), problem-solving, exponential notation. Preparation for algebra (concept of unknown, equations in the concrete), probability and statistics (data collection and methods of data display).

6.3.5.2 Geometry Curriculum (Core) 28 Hours (2 units)

Philosophy and rationale of the curriculum area of geometry to include the study of three dimensional and two dimensional geometric shapes, nomenclature of geometric concepts, relationships and shapes, equivalence, congruence and similarity, and area and volume.

6.3.5.3 Language Arts Curriculum (Core) 70 Hours (5 units)

Philosophy and rationale of the curriculum area of language arts to include the study of expressive and receptive language to include oral language of speaking and listening, writing and reading, grammar functions, and structural grammar (analysis). Literature, library reference and research skills.

6.3.5.4 Geography Curriculum with History (Core) and Functional Geography 42 Hours (3 units)

Philosophy and rationale of the curriculum area of geography to include the study of physical geography, political geography with globes, maps, land forms, and flags. The student's place in the world, vertical and horizontal knowledge of the earth, geological and

climatological phenomena of the earth, economic and ethnological geography, and astronomy.

6.3.5.5 History Curriculum with Geography (Core) 21 Hours (2 units)

Philosophy and rationale of the curriculum area of history to include the study of the great lessons of history and fundamental needs of humans, time concepts, introduction to the cosmos (formation of the earth), timeline of life, time line of humans (cultural, philosophical, technological, and artistic development) and history of the country and state or province.

6.3.5.6 Biological Sciences: Botany & Zoology (Core) 35 Hours (2 units)

Philosophy and rationale of the curriculum area of biology to include the study of the criteria for classifying living and non-living, the five kingdoms. In zoology the first level includes classification, main characteristics, external parts and habitat. The second level includes classification and internal parts, and vegetative functions. Botany includes nomenclature and classification, characteristics, external parts, habitat, internal parts, and functions, study of the prokaryote, protocista and fungi kingdoms, human anatomy and ecology.

6.3.5.7 Physical Science (Core) 7 Hours (.5 unit)

Philosophy and rationale of the curriculum area of the physical and life sciences, and including botany and zoology, earth elements, and physical science.

6.3.5.8 Curriculum Design and Strategies (Core) 20 Hours (1 unit)

Theories of curriculum development are studied in addition to the creation of original material and reconfiguration of current learning materials.

6.3.5.9 Classroom Leadership: Elementary (Core) 16 Hours (1 unit)

Starting a new class in addition to the study of the preparation of the physical environment, development of a schedule, and the spiritual and psychological conditions of the environment, the role of the teacher as initiator, observer, group leader, and keeper of records. Introducing the Adult Learner new to Montessori in the classroom, developing a partnership with families, and respecting cultural differences and diversity.

*The role of the teacher as initiator, observer, group leader, and keeper of records.

6.3.5.10 Montessori Philosophy/Theory & Child Development 48 Hours(3 units)

Montessori's view of child development with four planes of development to include the study of the development of intelligence, the development of language, moral development, social development, cognitive and logical-mathematical development. Characteristics of the child from six to twelve and their implication for design of the Montessori elementary curriculum, current theories and research, and the child's developmental processes to include physical, social and personality, cognitive and logical-mathematical, learning styles, multiple intelligence, giftedness, learning challenges and the child's relationship to the culture, and peace education.

6.3.5.11 Practical Life Curriculum – integrated **4 Hours (0 units)**

Philosophy and rationale of the curriculum area of practical life, ground rules, grace and courtesy, development and refinement of movement, care of the person, care of the environment, food preparation, and nutrition.

6.3.5.12 Child Growth & Development/Psychology **16 Hours (2 units)**

Theories of development and stages of development are examined in the Physical, Cognitive, Emotional, and Social areas. Current theories and research are examined.

6.3.5.13. Movement and Physical Education **4 Hours (0.3 units)**

Philosophy and rationale of the curriculum area of movement and physical education to include the study of laterality, time-space relationships, position in space, balance, coordination (muscular, eye-hand, hand-hand, hand-leg), body image, integrative activities, and group games.

6.3.5.14. Visual Arts and Crafts **8 Hours (0.4 units)**

Philosophy and rational of the curriculum area of art to include the study of materials that aid development of art concepts and skills in two-dimensional art activities (easel or table), three-dimensional art activities, art appreciation and art history.

6.3.5.15. Music **4 Hours (0.3 units)**

Philosophy and rational of the curriculum area of music to include the study of materials that aid in the development of music concepts and skills, singing skills, instrumental skills, music appreciation and music history.

6.3.5.18 Year Long Project **4 Hours (0 units)**

6.3.5.16A/6.3.5.16B Externship/ Field Experience **1080 Hours Minimum**
Practicum I & II **(12 units)**

The function of the Externship is to provide for the Adult Learner a supervised teaching and learning experience and a period of observation, internalization, and further study, to bring together the theory and practice of Montessori education. The externship is for nine consecutive months, five days per week, six hours per day.

6.3.5.17. Practicum Seminars (hours included in above coursework)

6.3.5.8	Curriculum Design and Strategies	12 Hours
6.3.5.9	Classroom Leadership (Elementary)	8 Hours
6.3.5.10	Montessori Philosophy/Theory	8 Hours
6.3.5.11	Practical Life	4 Hours
6.3.5.12	Child Development	16 Hours
6.3.5.13	Movement & Physical Education	4 Hours
6.3.5.14	Visual Arts and Crafts	8 Hours
6.3.5.15	Music	4 Hours
6.3.5.18	Year Long Project	4 Hours

Second Summer Coursework

6.3.5.4 (Functional) Geography Curriculum	28 Hours
6.3.5.6 Physical Sciences	7 Hours
6.3.5.8 Curriculum Design and Strategies	8 Hours
6.3.5.10 Montessori Philosophy/Theory	5 Hours

Objectives:

The following objectives found in the coursework support the Adult Learner in meeting the competencies required for the successful completion of the Montessori Elementary Level I Teacher Credential.

1. Knowledge

- a. The Adult Learner is introduced to the Montessori philosophy through Montessori writings and various other books and articles. The Adult Learner demonstrates knowledge and understanding of Montessori philosophy through the writing of the Montessori rationale papers. In the practicum the Adult Learner demonstrates the ability to implement the Montessori philosophy with students from six to nine (6 – 9) years old.
- b. The Adult Learner is introduced to the major educational theorists, and theories of human growth and development. The Adult Learner demonstrates comprehension through discussion and examination. In the practicum, the Adult Learner utilizes an understanding of the stages of human growth, development, and educational theories with an emphasis from six to nine (6 – 9) years old.
- c. The Adult Learner articulates the rationale and sequence of the Montessori curriculum area. In the practicum, the Adult Learner exhibits mastery in the presentation of the materials, the scope and sequence of the materials, and the matching of the appropriate material to the student's needs.
- d. The Adult Learner demonstrates knowledge of the community resources available to support the student's learning experiences. In the practicum, the Adult Learner enriches the student's experiences through partnerships with community resources.

2. Pedagogy

- a. The Adult Learner demonstrates an understanding and correct use of the Montessori curriculum materials through practice and demonstration of the materials. In the practicum, the Adult Learner presents materials to the students as is appropriate to their needs.
- b. The Adult Learner articulates the rationale and sequence of the Montessori curriculum areas. Sequencing of the curriculum materials on the shelf is demonstrated. In the practicum, the Adult Learner is responsible for the maintenance of the sequence and order on the shelves.
- c. The Adult Learner understands the importance of all aspects of the prepared environment. In the practicum, the Adult Learner implements and maintains the prepared environment.
- d. The Adult Learner understands the need for the parent/teacher/family/community partnership. Classroom readings and activities support this understanding. In the

practicum, the Adult Learner exhibits an appreciation for the partnership by sensitive connection with the partnerships.

- e. The Adult Learner demonstrates an understanding of the purpose and methods of observation, documentation, and analysis class exercises. The Adult Learner implements record keeping systems during the practicum.
- f. The Adult Learner understands the need for planning of instruction in order to optimize each student's experience at the School. The Planning Journal and Reflective Portfolio is maintained by the Adult Learner during the practicum.
- g. The Adult Learner understands assessment techniques within the context of the Montessori curriculum materials. A system of assessment and documentation is implemented in the practicum in the year-long project in the study of a student.
- h. The Adult Learner understands the need for reflective practices. The Planning Journal & Reflective Portfolio is maintained by the Adult Learner during the practicum.
- i. The Adult Learner understands the need for support and intervention for learning differences through coursework and readings. In the practicum the Adult Learner exhibits an ability to identify, understand, and support students with learning differences.
- j. The Adult Learner demonstrates understanding of culturally sensitive responsive methods in communication, and work with families and students during the practicum.

3. Teaching with Grace and Courtesy

- a. The Adult Learner demonstrates classroom leadership during the practicum by implementing a schedule for maintaining the prepared environment, observing each student, and recording observations in order to anticipate future needs of the student.
- b. The Adult Learner demonstrates and implements authentic assessment during the practicum through observation and through record keeping.
- c. The Adult Learner demonstrates and implements the Montessori philosophy and key concepts in interactions with other adults and with the students in the practicum. The Montessori curriculum materials and methods are appropriately implemented in the Adult Learner's practicum.
- d. The Adult Learner demonstrates an understanding and appreciation for the parent/teacher/family partnership in the sensitive and supportive relationships developed during the practicum.
- e. The Adult Learner demonstrates a sense of professional responsibilities in the implementation of the AMS Code of Conduct.
- f. The Adult Learner demonstrates innovation and flexibility in the organic framework of the practicum as various requirements and needs vie for attention.

Competencies:

Successful completion of the Elementary Level I Teacher Credential Course requires that the following competencies are met in the coursework and in the practicum experience.

I. Knowledge

- 1a. Demonstrates knowledge of and implements Montessori Philosophy with focus on

the Elementary I years;

- 1b. Comprehends & utilizes an understanding of the stages of human growth and development with an emphasis for 6 – 9 years of age;
- 1c. Subject matter for each Course Level* **including:**
 - 1c-1. Demonstrates knowledge of cosmic education;
 - 1c-2. Demonstrates knowledge of peace education;
 - 1c-3. Demonstrates knowledge of practical life curriculum;
 - 1c-4. Demonstrates knowledge of the arts;
 - 1c-5. Demonstrates knowledge of fine and gross motor skills;
- 1d. Demonstrates knowledge of community resources for learning.

2. Pedagogy

- 2a. Understands & correctly uses the Montessori materials;
- 2b. Understands & implements the scope and sequence of each curriculum area;
- 2c. Understands & implements the prepared environment;
- 2d. Understands the need for parent/teacher/family/community partnership & implement this partnership;
- 2e. Understands the purpose and methods of observation & implements a record keeping system;
- 2f. Understands the need for planning of instruction, and has a planning journal;
- 2g. Understands assessment and documentation, and has a system for assessment and documentation;
- 2h. Understands the need for reflective practices, & document this;
- 2i. Understands the need for support and intervention for learning differences, and shows evidence of this;
- 2j. Understands culturally responsive methods, & shows evidence of this.

3. Teaching with Grace and Courtesy

- 3a. Demonstrates & implements classroom leadership;
- 3b. Demonstrates & implements authentic assessment;
- 3c. Demonstrates & implements the Montessori philosophy and methods;
- 3d. Demonstrates and implements parent/teacher/family partnership;
- 3e. Demonstrates professional responsibilities;
- 3f. Demonstrates innovation and flexibility.

Facilities and Location:

Year Round Schedule & Summer Schedule classes are at:

Sunnyvale Campus 790 East Duane Avenue, Sunnyvale, CA 94085

The classroom is approximately 900 square feet in size, and accommodates up to thirty-five (35) Adult Learners. The material appropriate for each curriculum area is available in the classroom for instructor presentation and Adult Learner practice.

The Montessori Teacher Education Center San Francisco Bay Area Administrative Office is at 99 Callan Avenue, San Leandro, CA 94577.

Faculty and their Qualifications:

Dr. Pamela Zell Rigg, Program Director

Academic Degrees:

- *B.A. English Literature*, New York University (1965)
- *M.A. Early Childhood Education*, New York University (1969)
- *M.A. Educational Psychology*, University of Arizona (1972)
- *Ph.D. Math, Science & Technology*, UC Berkeley (1990)

Teaching Credentials:

- *AMS Elementary Level I Teacher Credential*, American Montessori Society (1967)
- *AMS Elementary (6 to 9) Teacher Credential*, American Montessori Society (1980)
- *AMS Infant & Toddler Teacher Credential*, American Montessori Society (2002)

Linda Aaquist, Practicum Coordinator, Instructor

Field Consultant, Practicum Coordinator, Biological Sciences, Physical Science, History, Geography, Classroom Leadership, & Philosophy

Academic Degrees:

- *B.S. Geology*, University of Alberta (1971)
- *M.A. Elementary Education*, University of Phoenix, Reno, NV (2008)

Teaching Credentials:

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1988)
- *AMS Elementary Level I Teacher Credential*, American Montessori Society (1990)
- *AMS Elementary Level I-II Teacher Credential*, American Montessori Society (1996)

Frida Azari, Instructor:

Mathematics & Philosophy

Academic Degrees:

- *B.S. Audiology*, Tehran University for Medical Sciences (1994)

Teaching Credentials:

- *AMS Early Childhood Teacher Credential*, American Montessori Society (2003)
- *AMS Elementary Level I Teacher Credential*, American Montessori Society (2013)

Brigitte Frost, Instructor

Geometry & Philosophy

Academic Degrees:

- *B.A Psychology, University of Dallas (1987)*
- *M.A. Education, Loyola College (2002)*

Teaching Credentials:

- *AMS Elementary Level I-II Teacher Credential, American Montessori Society (2001)*

Ann Gavey, Instructor

Field Consultant, Parent Involvement (Child, Family, & Community); Physical & Life Sciences: Social Studies, Child Development, & Philosophy.

Academic Degrees:

- *B.A. Psychology, University of Washington (1972)*
- *Fifth Year Teacher Credential/ Native American Education Program, University of Washington (1973)*
- *M.A. Education, College of Notre Dame (1975)*

Teaching Credentials:

- *AMS Early Childhood Credential, American Montessori Society (1975)*
- *AMS Elementary Level I Credential, American Montessori Society (1980)*
- *AMS Infant & Toddler Credential, American Montessori Society (2013)*

Ariadne Georgiou, Instructor

Mathematics I & II, Philosophy

Academic Degrees:

- *B.A. Education, University of Cyprus (2004)*
- *M.A. Education, Boston University (2006)*

Teaching Credentials:

- *AMS Elementary Level I Credential, American Montessori Society (2009)*

Julie Karlonas, Instructor

Visual Arts & Crafts

Academic Degrees

- *M.A. Montessori Elementary Education, St. Mary's College (2008)*
- *B.A. Fine Arts Printmaking, Sonoma State University (1989)*

Teaching Credentials

- *AMS Elementary Credential I & II, American Montessori Society (2006)*

Thomas Lubrano, Instructor:

Music and Movement

Academic Degrees

- *B.A. Arts in Theater, Florida State University (1980)*
- *M.A. Education, College of Notre Dame (2000)*

Teaching Credentials

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1990)
- *AMS Elementary I Teacher Credential*, American Montessori Society (1996)

Kathy McIntosh, Instructor:

Field Consultant; Mathematics, Curriculum Design & Strategies, & Philosophy

Academic Degrees

- *B.A. Human Development*, California State University, East Bay (2005)
- *Masters in Education*, St. Catherine University (2015)

Teaching Credentials

- *AMS Early Childhood Teacher Credential*, American Montessori Society (1991)
- *AMS Administration Credential*, American Montessori Society (2000)
- *AMS Infant and Toddler Teacher Credential*, American Montessori Society (2005)
- *AMS Elementary Level I Teacher Credential*, American Montessori Society (2007)

Wanda Whitehead, Instructor

Language Arts (Word Study) & Philosophy

Academic Degrees

- *B.A. Liberal Arts*, California State University, San Jose (1972)

Teaching Credentials

- *AMS Elementary Level I-II Teacher Credential*, American Montessori Society (1996)
- *California State Teaching Credential, Fifth year*

Housing:

Housing is not available through the MTEC-SFBA. The MTEC-SFBA may provide information on accommodations.

Non-Discrimination Policy:

The program is nonsectarian and provides all Adult Learners and staff, regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status, with all of the rights, privileges, courses, and activities generally accorded or made available to Adult Learners in a school or in administration of our educational policies, admissions policies, or scholarship and loan programs.

Schedule of Tuition, Fees and Other Charges:

Tuition:	\$4500.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 225.00 (Non-Refundable)
MACTE Fee:	\$ 164.00 (Non-Refundable)

BPPE – STRF Fee:	\$ 0.00 (Non-Refundable)
Practicum Binder:	\$ 25.00 (Non-Refundable)
Practicum Fee	\$ 400.00 (Non-Refundable)
Total charges for the entire program:	\$5414.00
Non-Institutional Costs Estimated At:	\$ 650.00 (Books & Materials)*
Each Practicum visits in addition to three	\$ 100.00
Student File Deficiencies	\$ 25.00 / document / month

Monthly installments may be arranged.

*Fees do not include books, manuals and supplies (non-institutional costs) estimated to cost approximately \$650.00.

The tuition does not include transportation of the Field Consultant to the Practicum site. This is an added expense and is billed to the Adult Learner at the current federal rate per mile, or airline flight costs.

If an Adult Learner obtains a loan to pay for tuition, the Adult Learner will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the Adult Learner has received federal student financial aid funds, the Adult Learner is entitled to a refund of the money not paid from federal student financial aid programs.

Payment Schedule:

Payment schedules are available:

1. Full payment of tuition prior to or upon beginning the coursework.
2. Installment payments:
 - A. Summer Course Payment Schedule:
 - Initial installment: \$1,000.00 prior to or upon beginning the coursework.
 - Monthly installments: Ten equal monthly installments of the balance of the tuition – October through July. *
 - B. Year-Round Course Payment Schedule:
 - Payment of each class prior or upon beginning each class. * (\$450.00 per course)

** Adult Learners will be charged a \$25.00 Late Payment fee if payment is not received by the 5th of each month (for those on the monthly payment schedule), or by the first day of the course (for those paying by course).*

Instructional Materials:

Fees do not include books, manuals, supplies, and materials estimated to cost approximately \$650.00.*

Once purchased, books and other materials are the property of the Adult Learner. The MTEC-SFBA does not sell or accept returned materials, and makes no refunds on materials.

**This does not include transportation of the Field Consultant to the Practicum site. Please see "Schedule of Tuition, Fees, and Other Charges.*

Extended Enrollment and Inactive Enrollment:

For enrollment that extends beyond the twelve (12) month completion date for the summer schedule or twenty-one (21) months for the year-round schedule, or enrollment that has become inactive (defined as no progress toward course completion within a year period) there is a registration fee of \$100.00 to extend or to reactivate the enrollment.

Refund Schedule and Policy:

Adult Learners have the right to obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refund Policy - The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the Adult Learner makes arrangements to pay the difference.

The Adult Learner has the right to withdraw from a course of instruction at any time. After the period of cancellation has passed, the school will remit a refund within thirty (30) days following the withdrawal. **Dismissal of the Adult Learner by MTEC-SFBA follows the same refund policy as Adult Learner withdrawal. MTEC-SFBA follows the same refund policy as Adult Learner withdrawal.**

Financial Aid and Scholarships:

The MTEC-SFBA does not participate in Federal or State financial aid programs, but the American Montessori Society Scholarship Fund offers scholarships that are awarded every year. Applications for these scholarships are on the AMS website. The application and all supporting documentation must arrive at the AMS office by May 1st.

The Center has a ten-month installment payment plan available for the Adult Learners who are taking Summer Schedule. The payment is on the first day of each course for Adult Learners taking courses in the Year-Round Schedule.

Admission/Credential Requirements:

The candidate for the American Montessori Society Elementary Level I Credential holds a minimum of a bachelor's degree from a regionally accredited United States college/university.

The candidate who holds a minimum of a postsecondary degree from a non-United States college/university must have the degree evaluated by a National Association of Credential Evaluation Services (NACES) member organization. If the evaluation does provide an equivalency to a United States Bachelor's degree, then an Elementary Level I Credential is awarded.

The candidate for the AMS Elementary Level I Credential holds as a minimum: a Bachelor's degree from a regionally accredited U.S college/university or its equivalent from a non-U.S. college/university. Upon successful completion of the Elementary Level I course, the director recommends the Adult Learner to AMS for an AMS Elementary Level I Credential.

Applications for enrollment are accepted at any time prior to the first day of classes. Application must be full completed **on line**. The following should be mailed to the administrative office:

1. Official B.A. or B.S. degree. Evaluation by a NACES member service is required of degrees granted outside the United States.
2. Three professional letters of recommendation.
3. Registration fee. (\$100.00)
4. Handwritten statement of purpose for attending the Course.
5. Interview.

An Adult Learner whose file lacks any of the items listed above may be accepted on a *provisional basis* while awaiting the full documentation. If there are any questions, the Adult Learner is directed to the Admissions Officer for verification of status. A letter of full acceptance or a letter of *provisional* acceptance with deficiencies is sent to applicants.

Admission Procedure:

The admission procedure begins with the applicant's request for information and the discussion between the prospective applicant and the Center. Determining "the best fit" is the conversation that ensues and requires sincere reflective thinking on the part of the prospective applicant. The "fit" is multi-dimensional, taking into account familial needs, time, financial constraints, professional suitability, and further consideration. This inner process, aided by the Center with information, is the critical reflective, and first, step in the admissions procedure.

The next step in the admissions procedure is the submission of the application online at MontessoriTrainingUSA.org along with the admission fee. The complete application documentation is submitted online. A letter acknowledging receipt of the application and documents (or the need to submit lacking documents) is sent to the applicant.

Admission - Ability to Benefit:

Based upon the documents submitted from the *Admission Requirements* and the discussions with the applicant, the MTEC-SFBA determines the applicant's ability to benefit from the course: commitment to the profession, academic preparation, and feasibility of successful completion.

Foreign Student Requirements:

This school is authorized under Federal law to enroll nonimmigrant students.

I-20 Procedures:

When sending the Application for Admissions, enclose a letter requesting an I-20. There is a \$175 fee for the I-20 in addition to the \$100 application fee to the academic program. A \$300 processing fee is also required to prepare and proceed with the I-20. Please note that additional correspondence is billed at a rate of \$95 per hour. This includes communication between MTEC-SFBA and you, your attorney, prospective practicum site, or transfer school. In order to keep billable time to a minimum, we suggest that you direct communication via e-mail.

Include the following information in the letter you attach to your application:

- Permanent address in home country
- Proposed address, if any, in the US
- Country of citizenship
- Place of birth
- Date you intend to start the MTEC credential program
- The credential level you seek (i.e.- early childhood, infant-toddler, elementary)
- Verification of financial means to support yourself for the academic term of twelve months. This may come from a personal bank account statement from you or a relative who formally agrees to support you financially. The funding may come from several different sources but must total \$17,000, or \$9000 if you have someone who will vouch to supporting your housing needs.
- If you are a transfer student, we will need a copy of your current I-20 as well your current school information. Transfer students are also required to pay the \$300 processing fee.
- If you need to convert to an F-1 Status, students are required to pay \$600 processing fee to process all paperwork for the US Embassy.

If all of the information required is NOT submitted (all at once-no pieces, please), we will not process your I-20 request. Additional time spent assembling material not provided in the primary submission will be billed at our hourly rate.

If all of the information is provided, and you are admitted to the MTEC-SFBA credential program, then MTEC-SFBA will send you a signed I-20 that you may take to the United States Embassy in your country in order to be given an F-1 student visa.

Note that, beginning on October 27, 2008, you will also need to pay the new SEVIS I-901 Fee (go to <http://www.ice.gov/sevis/i901/index.htm>). After you have attended your first class, you will need to send us an e-mail letting us know that you have begun the Certification program. Your attendance will be verified and then you are formally "Activated" as an I-20 Student with MTEC. If you need to contact us, e-mail info@montessoritraining.org. If you do need to contact us by phone, you will be billed at the hourly rate.

Curricular Practical Training (CPT):

CPT Authorization is available to F-1 students who would like to take part in off campus internships relating to their degree programs. The internship must either be required by the

student's degree program or the student must receive course credit for the internship. The internship may be either full time (over 35 hours per week) or part time (34 hours per week or less). Please note that an internship is defined as supervised employment of limited duration, with education and experience being its primary function. Full-time, continuous, benefits-eligible employment is not appropriate for an internship.

General Requirements:

- The student must be in good academic standing, must be enrolled in an MTEC AMS Certificate program, and must currently be an F-1 status.
- A student who has been authorized for a total of 12 months of full time Curricular Practical Training is not eligible for Optional Practical Training for the current degree program.
- The CPT internship is the Practicum phase of the AMS Certificate program. It is a requirement for the completion of the MTEC course. In sum, the "job" is an integral part of the student's program of study.
- Full-time CPT requires at least part-time enrollment at UTA, since the student must receive course credit for the internship.

Specific Requirements:

- A student enrolled in a one-year certificate course may have only one semester of CPT internship.
- A student must complete CPT prior to the expected completion date on the I-20. An I-20 can not be extended for the sole purpose of CPT.
- The MTEC Office will authorize curricular practical training for a specific employer and for a specific period of time. **Employment may not begin before the first day of classes and may not end any later than the last day of classes.**
- In order for the MTEC Office to authorize CPT, the student must obtain two documents: 1) an offer letter from the employer that includes a description of the position as an internship, lists the duties, and the beginning and ending dates of the employment, and 2) a letter recommending the employment from a staff or faculty member of MTEC who will evaluate the student's performance in the internship.

Procedure:

- Choose a school that qualifies for Practicum credit. (Please refer to the requirements of a Montessori site listed in the Student Handbook).
- Take this document, if necessary, describing Curricular Practical Training (CPT) to your employer, preferably when you go for your initial interview.
- Request a letter of offer from the employer, on letterhead stationery, that describes the job duties, indicates the start date of employment and verifies that the position is not a continuous, full-benefit job.
- Send the documents listed above, as well as your I-20 and a cover letter requesting CPT to the MTEC Office:
 - MTEC
99 Callan Ave.
San Leandro, CA 94577
- There is a \$275 charge in order to issue students a CPT.
- If the MTEC Office determines that you are eligible for Curricular Practical Training (CPT), and you have paid your fee, the authorization will be indicated on your I-20 and mailed to you.

Degree Requirement for Teachers:

The American Montessori Society Elementary I Teacher Credential is offered to Adult Learners upon program completion. A minimum of a Bachelor's Degree is a pre-requisite. It is the Adult Learner's responsibility to verify local regulations to determine qualifications for employment.

Professional Development Guidelines:

Upon receipt of the American Montessori Society credential, fifty (50) hours of professional development is required over a five (5) year period to retain the Elementary Montessori Credential.

If professional development hours are not completed within the 5-year period, the teacher's credential is considered inactive until the requirement is met.

Leave of Absence/Change of Status - Declared (Withdrawal) and Undeclared (Drop-out):

Change of Status is permitted at any time. The Adult Learner completes the "Change of Status" declaration (Withdrawal). If the Adult Learner does not file a "Change of Status" form but is inactive for one year then the MTEC-SFBA makes the "Change of Status" undeclared (Drop-out). Reactivation of a declared or undeclared change of status requires a new registration and registration fee.

Record Retention:

Adult Learners' records are maintained electronically. The copy of the AMS credential, the Montessori transcript, the college/university transcript, and AMS Credential Recommendation forms are retained electronically. Financial records and academic records are separately maintained. Adult Learners' records are maintained indefinitely.

Occupation/Career Information and Placement Services:

Successful completion of the Montessori Elementary Level I Teacher Credential Course meets the requirements for a career with students of that age in a Montessori educational setting. The Program's website lists current employment opportunities. Additionally, the American Montessori Society website maintains employment listing by state.

However, the MTEC-SFBA does not represent itself as an employment or placement service. No guarantee is made or implied as to employment, occupational advancement, or salary or wage.

The State of California has requirements that must be met for employment with elementary age students. See California Commission on Teacher Credential:

State of California Teacher Requirements Elementary I: Qualifications and Duties.

Attendance Policy: Absence/Tardy Arrival/Cancellation:

The Course is both intense and non-duplicable. **Absences are not permitted.** All absences are deemed serious and necessitate a meeting with the Instructor. Punctuality is assumed for the same reasons that absences are not permitted. All absences and tardy arrivals necessitate a return to the MTEC-SFBA to make up the hours missed and the class work. (See “*Make-Up Classes*”). Tutoring by the instructor is optional in lieu of returning for the class. The charge is \$40.00 per hour paid to the Montessori Teacher Education Center San Francisco Bay Area.

Attendance is recorded in the Personal Attendance Sheet (PAS) binder. Absences, as recorded in the PAS binder, are digitally saved in the individual Adult Learner database.

Practicum may be interrupted for varying personal reasons. The length of the practicum is extended in order to fulfill the nine-month requirement.

The Program unavoidably may cancel class(es). Adult Learners are notified by e-mail. Make-up class(es) are scheduled for a mutually agreed upon date(s).

Make-Up Classes:

Missed classes may be made-up during the summer course or in the year-round course. **The make-up class must be the specific class that was missed.** Additionally, full attendance and proper participation, including preparation for the philosophy with the philosophy book, is required for a satisfactory make-up of a missed class. Record the make-up class by completing the *Personal Attendance Sheet* in the attendance binder of that class.

Grading and Adult Learner Assessment Policy:

Adult Learners receive ratings for work completed: A+, A, and A- for excellent work; B+ and B for average work; B- for unsatisfactory work; I for incomplete work.

Incomplete work must be cleared within a six-week period following the last day of class, or the rating is changed to “F.”

B- for unsatisfactory work is not acceptable for consideration of successful completion of an assignment. The work must be redone or re-presented.

See *Academic Advisement*.

Academic Advisement:

The Adult Learner is encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the course component assignments.

Adult Learner Services:

Concerns regarding the status of an application, class schedule, transcripts, handbook, forms, and general clerical concerns are addressed to the Custodian of Records - Academics.

Concerns regarding teacher credentialing and state permits are directed to the Credentialing Officer.

Concerns regarding financial arrangements are directed to the Chief Financial Officer/Custodian of Records-Financial.

Concerns regarding your practicum placement are to be addressed to the Practicum Coordinator.

Counseling is available through Suicide and Crisis Prevention, 650 South Bascom, San Jose, CA 95128, Alameda County (510) 889-13330.

Health Care on an emergency basis is available through O'Connor Hospital, 2105 Forrest Avenue, San Jose, CA 95128 (408) 947-2500.

Library and Research Sources:

There are Montessori and Montessori-related books available for checking out. Both tapes and videos also are available. The procedure of checking the books out is on the forms provided. The local libraries and community colleges are resources. Internet provides the strongest research tool.

Adult Learner Assessment of Instructor:

Adult Learner assessment of the instructor is done following the completion of the instructor's curriculum area.

Student Body Representative:

The student body elects one representative who assists in the organization of student affairs. The student body representative must be enrolled for the entire course. The same representative serves on the Grievance/Problem Solving Committee. The role of the student body representative is to oversee attendance, to distribute the Instructor Assessment, and to orient new Adult Learners to the course components.

Adult Learner Conduct/Code of Conduct:

Adult Learners are expected to maintain a professional demeanor throughout the program. If an adverse situation arises, the Program Director will speak to the Adult Learner involved to establish an understanding of acceptable behavior. If this does not produce the desired effect, the Program Director will meet with the faculty to help decide the appropriate action in the particular case. Situations will be dealt with on an individual basis. Unprofessional behavior is unacceptable. The Program Director is ultimately responsible for the action taken with the Adult Learner.

Note:

1. Promptness is expected at the beginning of class and after each break.
2. The proper time for the Adult Learners to snack, go to the bathroom, etc. is

- during the mid-morning and mid-afternoon break (15 minutes).
3. Leaving during lecture, presentation, practice, or discussion is NOT acceptable & requires retaking of the half day in which time was missed.
 4. During class time, do not disturb the class by speaking with classmates. If there is something to say, then share it with the whole class.
 5. Eating is not permitted during class.
 6. No smoking in the classrooms or Center and School grounds.
 7. Bare feet or thongs are not permitted. (Insurance policy requires enforcement of this policy.)
- (See *Dismissal*.)

Adult Learner's Rights, Standards and Responsibilities:

1. **KNOWLEDGE OF COURSE POLICIES AND REQUIREMENTS:**
The Adult Learner is responsible for awareness of all policies and requirements of the teacher preparation course.
2. **FINANCIAL OBLIGATIONS:**
The Adult Learner must satisfy his/her financial obligations to the MTEC-SFBA.
3. **PRACTICUM SITE AGREEMENT:**
The Adult Learner must fulfill all duties and obligations listed in the agreement with the practicum site.
4. **COMMUNICATION:**
The Adult Learner is responsible for notifying the Program Director if opportunities for learning in the specified areas are not being provided at the practicum site.
5. **RIGHTS:**
The Adult Learner is responsible for initiating grievance/problem-solving procedures to MTEC-SFBA, to AMS TEC Problem-Solving Committee, and MACTE in situations that warrant it.
6. **COMPLETION OF COURSE REQUIREMENTS:**
The Adult Learner must fulfill all course requirements, including but not limited to:
 - a. Academic assignments and requirements, such as attendance, philosophy papers, curriculum manuals, and material demonstrations.
 - b. Practicum assignments and requirements, such as seminars, observations, student teaching, practicum competencies, practicum journals, and yearlong project.
 - c. Financial obligations.
7. **FINAL EVALUATIONS:**
The Adult Learner must satisfactorily complete all assignments, including written and practical evaluations.
8. **TIME LIMIT:**
The Adult Learner must satisfactorily complete all course requirements, academic, practicum, and financial within a three year time period following the

course's official end of the academic phase for which the Adult Learner was enrolled. Continuation beyond AMS time limit can be extended with the approval of the Program Director, **based upon intervening Montessori classroom experiences.**

See "*Extended Enrollment/Inactive Enrollment*" for more information.

The practicum must begin within two years of the end of the academic phase. The Adult Learner who extends his/her coursework beyond the three years following the end of the academic phase must be a current member of AMS for recommendation for an AMS credential.

Children Not Permitted In Class:

Children are not permitted to attend class.

Rules of Operation and Conduct - Dismissal:

Dismissals are based upon:

1. Lack of commitment and serious intent as observed in inattention to demonstrations and inappropriate activity during the practice sessions.
2. Marked inability to interact with faculty and/or Adult Learners in a mature, respectful manner.
3. Mental incapability for grasping the concepts underlying the materials and/or their manipulation.
4. Non-attendance.
5. Plagiarism.

Probation /Dismissal Procedure:

1. The Adult Learner will be apprised of the situation by the Program Director and placed on probationary status. Explicit, behavioral objectives are identified for the Adult Learner to work on.
2. One week later for the summer schedule, or one month later for the year-round schedule, there will be a review of the situation with feedback from the appropriate faculty.
3. Either probationary status will be removed or the Adult Learner will be advised of the change in behavior in order to avoid immediate dismissal.

Grievance/Complaints:

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

The Appendix contains the formal form, "Complaint/Concern Notification" which is to be completed if the concern is not resolved with the person with whom there is a problem. Unresolved complaints/concerns may be addressed to BPPE and/or MACTE. (See page 4.)

Bureau for Private Postsecondary Education (BPPE)

California State Department of Education

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818

Toll Free: (888) 370-7589 Telephone: (916) 431-6959 Fax: (916) 263-1897

Montessori Accreditation Council for Teacher Education (MACTE)

420 Park Street, Charlottesville, VA 22902

Telephone: (434) 202-7793

American Montessori Society (AMS)

116 East 16th Street, Sixth Floor

New York, New York 10003-2163

Telephone: (212) 358-1250 Fax: (212) 358-1256

Arbitration Committee and Procedures:

Purpose:

1. To arbitrate significant complaints or grievances by Adult Learners, faculty or Field Consultants.
2. To decide on a course of action, in response to a grievance, which is binding on all parties involved in it. (See note on "APPEAL PROCEDURE" below.)

Composition:

The MTEC San Francisco Bay Area's Teacher Education Arbitration Committee will be composed of the following persons, who shall remain members of the committee until the end of the following summer session:

- Program Director of the MTEC-SFBA
- One of the faculties of the course (appointed by the Program Director)
- One of the Adult Learners enrolled in the course
- One other faculty member shall be a stand-by member of the committee, as explained below.

Areas of Grievance:

The Arbitration Committee of the MTEC-SFBA considers grievances against the program, and against its management and faculty in the following areas:

1. Incomplete or seriously deficient training during the academic phase of the MTEC-SFBA credential course.
2. The MTEC-SFBA 's failure to meet American Montessori Society requirements during the practicum.
3. The MTEC-SFBA's failure to meet financial obligations to anyone due those obligations.

Grievance Procedure:

1. 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 Program Director must give final approval to any solutions that involve a change in course requirements (assignments and attendance requirements).

2. If a complaint is not resolved to everyone's satisfaction by this initial contact, the problem can then be brought before the MTEC-SFBA 's Arbitration Committee, who will decide if it is worthy of a hearing. Complete the "Complain/Concern" form found in the Appendix. In the event of a hearing, the committee will hear from both sides of the dispute and shall first attempt to arbitrate a satisfactory solution between them. Failing that, the Arbitration Committee will decide, by majority vote (two out of three), upon a course of action, which will be binding on all parties. (See "Appeal Procedure" below.)

Complaint Procedure:

Individuals who feel they still have legitimate grievances after the above procedures have been exhausted may bring that grievance before the Arbitration Committee. The decision of this Committee will be considered binding on all parties and without appeal.

Stand-by-Member:

In order to keep the committee voting as objective as possible, the designated stand-by member of the committee will replace either staff member on the committee against whom a grievance is brought. The stand-by member will not otherwise have a place or vote on the committee.

In the event that the elected student representative to the Arbitration Committee is bringing a grievance to the committee, an alternative student representative will be selected.

Stipulation:

No solution can be arrived at which is in conflict with USCIS, BPPE, AMS or MACTE.

Practicum:

The practicum is a necessary requirement for the successful completion of the Elementary Level I Teacher Credential Course.

The function of the Practicum Phase is to provide the Adult Learner with a supervised teaching and learning experience and a period of observation, internalization, and further study, to bring together the theory and curriculum of Montessori education. The Competencies serve as a guide to the skills required of a Competent Montessori Teacher.

No part of the Adult Learner practicum may precede the beginning of the academic phase of the course. The practicum begins in September. The minimum Elementary Level I practicum is defined as lasting a full academic year (nine months), with the Adult Learner working at the practicum site, in the classroom with an approved Supervising Teacher, for a minimum of six (6) hours a day, five (5) days a week, for nine consecutive months. The length of the practicum may be extended to provide additional experience and insure all standards,

competencies, and objectives for the practicum are met. The minimum practicum hours are 1080 scheduled as stated above.

Practicum Entry Requirements:

Practicum entry requirements are as follows:

1. Successful completion of the core curriculums which includes Mathematics I & II, Language Arts (Grammar & Word Study), Geometry/Fractions, Biological Sciences, Geography, and History
2. Practicum Site Agreement by Administrator.
3. Practicum Supervising Teacher Agreement & copy of Montessori Elementary Level I Credential.
4. Signed acknowledgement of receipt of Practicum Handbook.
5. Signed Non-Degree Disclosure Statement
6. Payment of Practicum Fee, Practicum Binder, AMS Fee, MACTE Fee, and BPPE Fee.
7. Online enrollment in Practicum I and Practicum II, including all seminars.
8. Completion of the on-line "AMS Elementary Recommendation Form"

Practicum Site Requirements:

1. The Site is AMS affiliated.
2. Class must contain students in the full age span of 6 – 9, and must allow the Adult Learner to follow the developmental stages of children in an environment which is prepared to meet their social, emotional, intellectual, physical, and spiritual needs.
3. The classroom is equipped with the full complement of purchasable Montessori Elementary Level I materials.
4. Non-discrimination policy: The school site must have a written non - discrimination policy for students and staff. The school is nonsectarian and provides all Adult Learners and staff regardless of race, gender, color, creed, national origin, sexual orientation, religion, disability, ethnic origin or other legally protected status,
5. Licensing: The site must meet all local and state regulations.
6. School Policies: The site should communicate to the Adult Learner and the MTEC-SFBA its administrative policies and guidelines relating to the Adult Learner. This may be done verbally or in writing.
7. Job Description/Contract: The site provides a job description and or a contract of agreement acceptable to the site, the Adult Learner, and the preparation course. This job description or agreement should include the nature and type of remuneration given the Adult Learner, if any.
8. Cooperation with preparation course: The school must agree to cooperate with MTEC-SFBA in all matters relating to the practicum.
9. Janitorial Service: Janitorial service should be provided.
10. The Adult Learner is not to be asked to assume total responsibility for a class without the presence of the Supervising Teacher or other qualified staff person unless she/he is in a self-directed practicum.

Practicum Field Consultant:

The Field Consultant visits the Adult Learner at the practicum site a minimum of three times during the school year. Visits in addition to the three (3) are at the expense of the Adult Learner. The consultation fee is \$100.00 for each visit over the three visits.

The meetings will include but are not limited to the following areas:

1. Discussing the psychological needs of the students whom the Adult Learner is teaching.
2. Reviewing the record keeping procedure the Adult Learner is utilizing.
3. Aiding in the implementation of the Montessori Elementary I materials.
4. Encouraging and discussing the Adult Learner's relationship with other adults in the teaching experience.
5. Discussing classroom leadership techniques.
6. Review of the *Practicum Handbook and Competencies Portfolio*, and Practicum Planning and Reflection Journal.
7. The Field Consultant visit record is available for the Adult Learner's review. Three visits are paid by the MTEC-SFBA. Additional visits are at the expense of the Adult Learner.

Supervising Teacher:

The Supervising Teacher is responsible for providing experiences relating to the following areas:

1. Preparation: of indoor and outdoor environments.
2. Observation and Recording: observing, responding/planning, assessing; maintaining records.
3. Interaction: relations among parents, staff, and students.
4. Instruction: designing activities; individual and group presentations.
5. Management: individual and group strategies.
6. Parent/Community Involvement: family support and community services; parent education, interviews, conferences, and meetings; open house.
7. Staff Involvement: participation in meetings, establishing team compatibility and problem-solving techniques.
8. MACTE competencies. As found in *the Practicum Handbook and Competencies Portfolio*.

Course Completion/Performance Standards:

1. During the supervised practice sessions the Adult Learner prepares presentations in each curriculum area: Botany, Geography, Geometry, Language Arts: Grammar, History, Language Arts: Word Study, Mathematics I & II, and Zoology. The faculty member(s) responsible for the curriculum area evaluate the presentation using the Performance Assessment Form or other check-off lists. The faculty member(s) responsible for the curriculum area shall evaluate the presentation using the Performance Assessment Form or other check-off lists.

The Adult Learner maintains the *Practice Sheet Form*.

Due date: During each curriculum class.

2. The instructor(s) responsible for the curriculum area evaluate the presentations using the *Performance Assessment Form* (Appendix A).

Due date: During each curriculum class.

The Adult Learner demonstrates materials from each of the major curriculum areas: Language Arts-Volume I, Language Arts-Volume I, Mathematics-Volume I, Mathematics-Volume II, Geometry, Botany, Geography, History and Zoology are prepared for presentation. The Adult Learner shall prepare a presentation from each of

the major curriculum areas. Allow a fifteen-minute presentation for each curriculum area. This presentation must be classical as it was presented during the summer session and it must be an advanced presentation.

3. Development and maintenance of the *Curriculum Manuals* are required by the Adult Learner.

Due date: Last day of class

4. A written examination is required in each curriculum area.

Due date: Prior to the final performance test

Personal Code of Ethics Statement is submitted.

Due date: Last day of class

5. A *Philosophy Paper* is required for each curriculum area.

Due date: Last day of class

Practicum Teaching Course Performance Standards:

1. The Adult Learner in practicum records the lessons introduced each day across the curriculum areas. The *Practicum Planning and Reflection Journal* is used to record lessons.
Due date: at each Field Consultant visit, at each Seminar, and at the completion of the Practicum.
2. The Adult Learner in practicum records “reflections” each concerning events of the day.
Due date: at each Field Consultant visit, at each Seminar, and at the completion of the Practicum.
3. The Adult Learner in practicum enters competency advancement in the fall, winter and spring in the *Practicum Handbook and Competencies Portfolio*.
Due date: at each Field Consultant visit, at each Seminar, and at the completion of the Practicum.
4. The Adult Learner in practicum enters attendance in the *Practicum Handbook and Competencies Portfolio*.
Due date: at each Field Consultant visit and at the completion of the Practicum.
5. The Adult Learner submits ten observation reports.
Due date: At indicated practicum seminars.

Grading:

All work is letter graded and requires a grade of B or better to be acceptable for consideration of successful completion of the assignment. “I” and “B-” are not acceptable for consideration of successful completion of the assignment. See *Grading and Adult Learner Assessment Policy* and *Academic Advisement*.

Transfer Credit:

The entire sequence of curriculum components is required to successfully complete the Montessori Elementary Level I Teacher Credential Course. However, transfer of course work is permitted when the course work has been successfully completed at a MACTE accredited Elementary Level I Teacher Education Program. Documentation is required from the previous institution along with the particular courses completed. Experience is not recognized as parallel to the coursework. There is no maximum on the quantity of credits that may be transferred from a MACTE accredited Elementary Level I Teacher Education Program. See Appendix for *Transfer: Information and Acknowledgment*.

Transferability of Units and Degrees:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at the Montessori Teacher Education Center, San Francisco Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in MTEC-SFBA is also at the complete discretion of the institution to which you may seek to transfer. If the credits or credential that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MTEC-SFBA to determine if your credits and credential will transfer.

Units earned in our Elementary Level I Teacher Credential Course in most cases will not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school.

In addition, if you earn a degree, diploma, or certificate in our Elementary I Teacher Credential Course, in most cases, it will probably not serve as a basis for obtaining a higher-level degree at another college or university.

Certificate of Attendance:

A Certificate of Attendance is conferred by the Center upon successful completion of the academic and practicum phases. Successful completion is defined by a letter grade of B or better in all the course work in all practice sheets, written examinations, presentations, philosophy papers, observations reports, *Practicum Handbook and Competencies Portfolio*, *Practicum Planning and Reflection Journal*, and manuals have been submitted, and fees have been paid.

Readings and Text:

The following books and manuals are required and need to be purchased at the beginning of the coursework.

Advanced Montessori Method 2

Education and Peace
Education for a New World
Education for Human Development
From Childhood to Adolescence
Montessori Today
The Formation of Man
To Educate the Human Potential

Botany Manuals I & II
Chemistry (Second Summer)
Fraction Manual I
Functional Geography Manual (Second Summer)
Geography Manual I
Geometry Manual I
History manuals I & II
Language Arts manuals I, II, III & IV
Mathematics Manuals I & II
Physical Geology (Second Summer)
Physics (Second Summer)
Zoology Manuals I & II

Personal Materials:

This is a list of materials and supplies that past Adult Learners have found useful or necessary:

1. One set of 18 to 24 high quality color pencils.
2. Water color paints with brush. (Optional)
3. Glue stick for mounting pictures in the manuals.
4. One quality set of scissors.
5. White-out for potential errors.
6. 8-1/2" x 11" card stock paper for mounting pictures. Determine your color preference prior to the summer training.
7. Four three-inch and seven two-inch binders for the curriculum manuals.
8. Tabs for dividing sections of the manuals (20 to 30 sets).
9. Plastic page protectors - the manuals contain over 2,000 pages. Past Adult Learners have used 15 boxes with 100 sheets per box (optional).
10. Digital camera.

State Requirements for Employment:

The State of California has requirements for teachers of children from six (6) to nine (9) years of age in the public schools.

Contact the California Commission on Teacher Credentialing.

Summer Instructional Calendar:

Seven weeks, Monday through Friday 8:00AM to 5:00PM. See Flyer.

Year Round Instructional Calendars:

Alternating Saturdays from 8:00AM to 6:30PM. April and May are Saturdays and Sundays. See Flyer.

Staff Directory:

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ninaclancy@sbcglobal.net

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

**APPENDIX A-1
FINAL GRADE SHEET**

- Mathematics I & II - 6.3.5.1**
 - Geometry - 6.3.5.2**
 - Language – Grammar & Word Study - 6.3.5.3**
 - Geography - 6.3.5.4**
 - History - 6.3.5.5**
 - Biological Sciences – Botany & Zoology - 6.3.5.6**
 - Physical Sciences – Chemistry, Physics, - 6.3.5.7**
- Geology**

Adult Learner: _____ Instructor: _____

Date: _____ Course: _____

Grade

1. Manual - MACTE Competencies (1c, 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h)

MACTE Competency Practical Life (1c) (20 points)

___ All Material Complete ___ Areas of Curriculum Tabbed ___ Handouts Integrated

___ Illustrations / Drawings (Total 10 points)

Practical Life – Students' Schedule for the (1 points): _____

Care of the Environment

Community Resources (1 points): _____

Scope & Sequence (1 points): _____

Prepared Environment – cleaning detail notes (1 points): _____

Prepared Environment – Schedule for Cleaning (1 points): _____

Communication to Family (1 points): _____

Purpose of each material (1 points): _____

Notes: Purpose & Method of Observation/ (1 points): _____

What to look for with each material

Planning for Instruction (1 points): List of materials needed for each activity _____

Assessment & Documentation Tools (1 points): _____

Reflections (1 points): _____

2. Performance - MACTE Competencies (1c, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h) (35 points)

Material: _____

Correct use of the material (2 points): _____

Scope & sequence: material before & after (2 points): _____

Prepared environment/material (2 points): _____

Family communication (2 points): _____

Observe for what student understands (2 points): _____

Planning for instruction – what came before & after (2 points): _____

Assessment of student & recording progress document (2 points): _____

Reflection of Adult Learner (2 points): _____

3. Practice Sheet – MACTE Competencies (1c, 2a) (30 points)

Written Examination - MACTE Competencies (1c, 1d, 2b, 2c, 2d) _____

Code of Ethics Statement – MACTE Competencies (3e) (see Practicum grade) _____

Philosophy Paper - MACTE Competencies (1a) (see Philosophy grade) _____

FINAL GRADE _____

Performance Assessment – MACTE Competencies for Essential Elements of Teaching

Element	1 Ineffective	2 Minimally Effective	3 Effective	4 Highly Effective
Anticipatory Set	Student did not do this.	Elements present but somewhat unclear.	Elements present and clear but not enough detail.	The purpose and direct aim of the lesson was presented clearly.
Past Learning	Student did not do this.	Student did not ask questions but provided information.	Student asked 1 or 2 questions and provided information.	The student asked questions to determine prior knowledge.
Lesson	Lesson too short and unclear. Incorrect information. No questions.	Lesson too short and unclear. Correct information. No questions.	Lesson contained most of the material. Correct information. Some questions asked.	A complete lesson was presented including key experience, presentation, and discussion of concepts. Teacher was a facilitator, asking questions rather than just providing information.
Understanding	Student did not check for understanding.	Student asked 1 question.	Student asked several questions and used three-period lesson.	Check for understanding by asking questions. Three-period lesson used when appropriate.
Closure (Review)	Student did not review.	Student reviewed some ideas.	Student reviewed several ideas.	Students were asked questions about the lesson to determine knowledge acquired.
Follow-Up	No follow-up activity offered.	Directions for follow-up activity not clear.	Directions clear for one follow-up activity and one asked for.	Clear directions for follow-up activities were given. Choices were offered/elicited.
Clarity	Lesson not clear and confusing.	Lesson somewhat clear.	Lesson clear but lacked some information.	Lesson was presented clearly with no extraneous information.
Sequence	Illogical sequence. Most parts missing.	Sequence somewhat logical with some missing parts.	Sequence mostly logical with few missing parts.	The lesson followed a logical sequence with all parts present.
Accuracy	Lesson was incorrect.	Lesson was somewhat accurate.	Lesson was mostly accurate.	All material presented was accurate.
Completeness	Lesson missing most parts. Illogical.	Lesson missing several parts. Illogical.	Lesson missing few parts. Logical.	The lesson was logically presented with all elements present.
Discussion	No discussion.	Very short discussion. No suggestions offered.	Short discussion. Suggestions offered.	Lesson was discussed with student and suggestions for improvement offered.

APPENDIX A-2
FINAL GRADE SHEET

Curriculum Design and Strategies – 6.3.5.8

Adult Learner: _____ Instructor: _____

Date: _____

PASS

1. **Practicum Handbook & Competencies Portfolio**
MACTE 1d, 2b, 2c, 2f, 2g, 2h, 3a, 3b, 3f) _____

2. **Practicum Planning & Reflection Journal**
MACTE 1d, 2b, 2c, 2f, 2g, 2h, 3a, 3b, 3f) _____

FINAL GRADE _____ Pass Resubmit *

***All items must be submitted.**

APPENDIX A-3
FINAL GRADE SHEET

Classroom Leadership 6.3.5.9

Adult Learner: _____ Instructor: _____

Date: _____

PASS

- | | | |
|----|---|-------|
| 1. | Practicum Handbook
MACTE 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 2i, 2j, 3a | _____ |
| 2. | Practicum Planning Journal & Reflective Practices
MACTE 1d, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 2i, 2j, 3a | _____ |

FINAL GRADE _____ Pass Resubmit *

***All items must be submitted.**

APPENDIX A-4
FINAL GRADE SHEET

Montessori Philosophy/Theory 6.3.5.10

Adult Learner: _____ Instructor: _____

Date: _____ **PASS**

1. Montessori Philosophy Papers
MACTE Competencies (1a, 1c-1, 1c-2, 1c-3, 2b, 2c, 3c, 3d) _____
- Philosophy Paper during Mathematics _____
 - Philosophy Paper during Geometry _____
 - Philosophy Paper during Language _____
 - Philosophy Paper during Geography _____
 - Philosophy Paper during History _____
 - Philosophy Paper during Biological Science (Botany & Zoology) _____

2. Observation Reports
MACTE Competencies (2e) _____

#1 _____	#6 _____
#2 _____	#7 _____
#3 _____	#8 _____
#4 _____	#9 _____
#5 _____	#10 _____

FINAL GRADE _____ Pass _____ Resubmit *

***All Philosophy papers must be submitted.**

***All 10 reports must be submitted.**

APPENDIX A-5
FINAL GRADE SHEET

Practical Life 6.3.5.11

Adult Learner: _____ Instructor: _____

Date: _____

PASS

- | | | |
|----|--|-------|
| 1. | Practicum Handbook
MACTE 1a, 1c.1, 1.d, 2c, 3f | _____ |
| 2. | Practicum Planning Journal & Reflective Practices
MACTE 1a, 1c.1, 1.d, 2c, 3f | _____ |

FINAL GRADE _____ ___ Pass ___ Resubmit *

***All items must be submitted.**

Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A-6
FINAL GRADE SHEET

Child Development 6.3.5.12

Adult Learner: _____ Instructor: _____

Date: _____

Grade

Written Examination - MACTE 1b _____
 – Summation of the major theorists

Practicum Handbook & Competencies Portfolio _____
 – MACTE 1b, 2i, 3b (See Practicum Grade)

Practicum Planning & Reflection Journal _____
 – MACTE 1b, 2i, 3b (See Practicum Grade)

FINAL GRADE _____

APPENDIX A-7
FINAL GRADE SHEET

Movement 6.3.5.13
Visual Arts & Crafts 6.3.5.14
Music Curriculum 6.3.5.15

Adult Learner: _____ Instructor: _____

Date: _____

PASS

6.3.5.13 Movement

Practicum Handbook & Competencies Portfolio - _____
Movement MACTE 2f

Practicum Planning & Reflection Journal - _____
Movement MACTE 2f

6.3.5.14 Visual Arts & Crafts

Practicum Handbook & Competencies Portfolio - _____
MACTE 1c-4, 2f

Practicum Planning & Reflection Journal - _____
MACTE 1c-4, 2f

6.3.5.15 Music

Practicum Handbook & Competencies Portfolio - _____
MACTE 1c-4, 2f

Practicum Planning & Reflection Journal - _____

FINAL GRADE: ____ Pass ____ Resubmit *

***Documentation of all three activities must be submitted.**

APPENDIX A-8
FINAL GRADE SHEET
PRACTICUM COMPETENCIES

Practicum I 6.3.5.16A Practicum II 6.3.5.16B
Elementary I Practicum Handbook and Planning & Reflection Journal
MACTE Competencies - ALL

Adult Learner's Name: _____ Circle those that are complete:

Competencies			Attendance	Planning & Reflection Journal		
<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>	September	<u>September</u> Week 1, 2, 3, 4	<u>September</u> Week 1, 2, 3, 4	
1.A	1.A	1.A	October	<u>October</u> Week 1, 2, 3, 4	<u>October</u> Week 1, 2, 3, 4	
1.B	1.B	1.B	November	<u>November</u> Week 1, 2, 3, 4	<u>November</u> Week 1, 2, 3, 4	
1.C-1	1.C-1	1.C-1	December	<u>December</u> Week 1, 2, 3, 4	<u>December</u> Week 1, 2, 3, 4	
1.C-2	1.C-2	1.C-2	January	<u>January</u> Week 1, 2, 3, 4	<u>January</u> Week 1, 2, 3, 4	
1.C-3	1.C-3	1.C-3	February	<u>February</u> Week 1, 2, 3, 4	<u>February</u> Week 1, 2, 3, 4	
1.C-4	1.C-4	1.C-4	March	<u>March</u> Week 1, 2, 3, 4	<u>March</u> Week 1, 2, 3, 4	
1.C-5	1.C-5	1.C-5	April	<u>April</u> Week 1, 2, 3, 4	<u>April</u> Week 1, 2, 3, 4	
1.D	1.D	1.D	May	<u>May</u> Week 1, 2, 3, 4	<u>May</u> Week 1, 2, 3, 4	
2.A	2.A	2.A	Check One:	Check One:	Check One:	
2.B	2.B	2.B	<input type="checkbox"/> Pass	<input type="checkbox"/> Pass	<input type="checkbox"/> Pass	
2.C	2.C	2.C	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Incomplete	
2.D	2.D	2.D	Field Consultant Reports:	#1 #2 #3		
2.E	2.E	2.E	Supervising Teacher Reports:	#1 #2 #3		
2.F	2.F	2.F	Observation Reports:	#1, #2, #3, #4, #5		
2.G	2.G	2.G		#6, #7, #8, #9, #10		
2.H	2.H	2.H	Check One:			
2.I	2.I	2.I	<input type="checkbox"/> Pass			
2.J	2.J	2.J	<input type="checkbox"/> Incomplete			
3.A	3.A	3.A				
3.B	3.B	3.B				
3.C	3.C	3.C				
3.D	3.D	3.D				
3.E	3.E	3.E				
3.F	3.F	3.F				
Check One:	Check One:	Check One:				
<input type="checkbox"/> Pass	<input type="checkbox"/> Pass	<input type="checkbox"/> Pass				
<input type="checkbox"/> Incomplete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Incomplete				

Final Grade	Points
A+	97 - 100
A	93 - 96
A-	89 - 92
B+	85 - 88
B	81 - 84
B-	78 - 80
P	All items submitted

APPENDIX A-9
FINAL GRADE SHEET

Year Long Project 6.3.5.18

Adult Learner: _____ Instructor: _____

Date: _____ Topic: _____

Knowledge:

- 1a Montessori Philosophy
- 1c – 1 Core Curriculums:
- Mathematics
- Geography
- Language Arts
- Mathematics
- History
- Geography
- Biological Sciences - Botany & Zoology
- 1d Community Resources for Learning

Pedagogy:

- 2b Scope and Sequence of Curriculum
- 2c Prepared Environment
- 2d Parent/Teacher/Family/Community Partnership
(Child, Family & Community)
- 2e Purpose & Methods of Observation
- 2f Planning for Instruction
- 2g Assessment & Documentation
- 2h Reflective Practices

Teaching with Grace & Courtesy:

- 3a Classroom Leadership
- 3b Authentic Assessment
- 3c Montessori Philosophy & Methods
- 3d Parent/Teacher/Family/Community Partnership
(Child, Family & Community)
- 3f Innovation & Flexibility

_____ **Grade** _____ **Resubmit /
Re-present**

Date of re-presenting if required:

NAME: _____

Appendix B

Elementary I Enrollment Agreement or Contract

Montessori Teacher Education Center San Francisco Bay Area - Institution
Montessori Elementary I Teacher Credential Course – Educational Program

1. Total Number of Clock Hours and Credit Hours:

- 404 Academic Clock Hours
- 1080 Practicum Clock Hours
- 31.5 Semester Credit Units

2. Total Charges:

Tuition:	\$4500.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 220.00 (Non-Refundable)
MACTE Fee:	\$ 161.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 0.00 (Non-Refundable)
Practicum Fee:	\$ 400.00 (Non-Refundable)
Practicum Binder:	\$ 25.00 (Non-Refundable)
Total charges for the entire program:	\$5414.00
Non-Institutional Costs Estimated At:	\$ 650.00

SCHEDULE OF PAYMENT:

- INT: _____ THE REGISTRATION FEE OF \$100.00 IS DUE UPON ENROLLMENT (NON-REFUNDABLE.)
- INT: _____ THE AMS FEE (\$225.00), MACTE FEE (\$164.00), BPPE \$0.00, AND PRACTICUM FEE (\$400.00) ARE DUE JULY 1ST

INITIAL WHERE APPLICABLE

- _____ THE TUITION FEE OF \$4500.00 DUE JULY 1ST
- _____ OR \$450.00 FOR EACH OF THE EIGHT (8) CURRICULUM COMPONENTS AND TWO (2) PRACTICUM SEMINARS FOR A TOTAL OF TEN (10) PYAMENTS OF \$450.00 EACH.

Language Arts I	Geometry
Language Arts II	History & Geography
Mathematics I	Functional Geography
Mathematics II	Practicum I – Due September 1 st
Biological Science	Practicum II – Due January 1 st

Payment is late after the 1st class of each curriculum component and incurs a \$25.00 late fee. Refund, if applicable, will be deducted from the amount paid.
- _____ OR \$1000.00 DOWN PAYMENT HAS BEEN MADE AND TEN (10) PAYMENTS OF \$350.00 ARE SCHEDULED TO BEGIN ON OCTOBER 1ST OF THE YEAR BEGINNING THE PRACTICUM, AND END ON JULY 1ST OF THE FOLLOWING YEAR. Payment is late after the 5th of the month and incurs a \$25.00 late fee. After one month, the entire tuition is due and a 1.5% per month interest fee is incurred. The Student must repay the full amount of the loan; the Student pays no interest. Refund, if applicable, will be deducted from the amount paid.
- _____ OR **Third Party Payment**
 Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: _____ Email: _____
- _____ OR Other: _____

Description of the Elementary I Teacher Credential Course:

The Montessori Elementary I Teacher Credential Course is comprised of 400 instructional clock hours and 1080 practicum hours which, when successfully completed, enables the Student to be awarded the American Montessori Society Elementary I Teacher Credential. Instruction includes Montessori Philosophy/Theory, Child Development/Psychology, Management in an Elementary Classroom, Curriculum Design & Strategies, Mathematics, Geometry, Language Arts, Geography, History, Biological Sciences, Science, Practical Life, Movement and Physical Education, Visual Arts & Crafts, Music, and Practicum

3. TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:

Tuition:	\$4500.00
Registration Fee:	\$ 100.00 (Non-Refundable);
AMS Fee:	\$ 225.00 (Non-Refundable)
MACTE Fee:	\$ 164.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 0.00 (Non-Refundable)
Practicum Fee:	\$ 400.00 (Non-Refundable)
Practicum Binder	\$ 25.00 (Non-Refundable)

Non-Institutional Costs Estimated At: \$ 650.00

Discount: 10% discount on Tuition for three or more Students from the same school in the same class

4. STUDENT'S RIGHT TO CANCEL:

(1) You have the right to cancel this agreement and obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment, whichever is later.

(2) Refund Policy:

The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangements to pay the difference.

(3) Cancellation of Enrollment:

Cancellation of enrollment occurs when you give written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, telegram, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. The *Notice of Cancellation* form is in the *Student Handbook*, but you can use any written notice that you wish.

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

5. If the Student obtains a loan to pay for an educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal financial aid funds the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

6. If the Student defaults on a federal or state loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the Student, including garnishing an income tax refund, and
2. The Student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

7. TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at the MTEC SF Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or units you earn in MTEC SF Bay Area is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or units that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MTEC SF Bay Area to determine if your credential or units will transfer.

8. (1) Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to Bureau for Private Postsecondary Education, California State Department of Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818 Toll Free Number: 888 370-7589 & Fax: 916 263-1897 www.bppe.ca.gov

9. (2) A Student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370- 7589 or by completing a complaint form, which can be obtained on the bureau’s internet web site, www.bppe.ca.gov

10. Required Disclosures:

- (a) Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue, San Leandro, CA 94577 – Administrative Office
790 East Duane Avenue, Sunnyvale, CA 94085 – Instructional Campus
 - (b) Period Covered by this Enrollment Agreement: July 1, 2016 – June 30, 2017.
 - (c) Course Start Date: July 1, 2016 Scheduled Completion Date: June 30, 2017.
 - (d) Date by which the Student must exercise his or her right to cancel or withdraw: July 5, 2017
 - (e) Itemization of all MTEC/SFBA charges and fees including as applicable:
 - (1) Tuition: \$4500.00
 - (2) Registration fee: \$ 100.00 (Non-Refundable)
 - (3) Equipment: NA
 - (4) Lab supplies or kits: NA
 - (5) Textbooks, etc. * NA –Sold by another company
 - (6) Uniforms, etc NA
 - (7) In-residence housing: NA
 - (8) Tutoring: NA
 - (9) Assessment fees for transfer of credit NA
 - (10) Fee to transfer credit NA
 - (f) AMS Fee \$225.00 (Non-Refundable)
MACTE Fee \$161400 (Non-Refundable)
BPPE – STRF Fee \$ 0.00 (Non-Refundable)
Practicum Fee: \$400.00 (Non-Refundable)
Practicum Binder: \$ 25.00 (Non-Refundable)
- Non-Institutional Costs Estimated At: \$650.00

11. No distant learning option (BPPE number 17, 18, 19)

Student Signature: _____

Student Name: _____

Street Address	City	State	Zip Code
----------------	------	-------	----------

12. (1) Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

Initial: _____ **Date:** _____

13. (2) I certify that I have received the catalog/Student Handbook, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Initial: _____ **Date:** _____

14. THIS AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION.

15. TOTAL CHARGES DUE UPON ENROLLMENT:

Registration Fee:	\$ 100.00 (Non-Refundable)
<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:</u>	
Tuition:	\$4500.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 225.00 (Non-Refundable)
MACTE Fee:	\$ 164.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 0.00 (Non-Refundable)
Practicum Fee:	\$ 400.00 (Non-Refundable)
Practicum Binder:	\$ 25.00 (Non-Refundable)
<u>TOTAL CHARGES FOR THE ENTIRE PROGRAM:</u>	<u>\$5414.00</u>

Non-Institutional Costs Estimated At: \$ 650.00

16. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

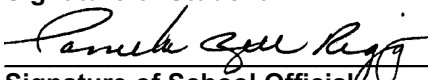
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

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

Students seeking to enroll in institutions approved under subdivision (b) shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although MTEC/SFBA was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution's application for re-approval to operate has not been reviewed by the bureau pursuant to this chapter.

17. AMS grants the AMS Elementary Level I Credential when the course graduate has a Bachelor's or Master's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

<hr/>	<hr/>
Signature of Student	Date
	
<hr/>	<hr/>
Signature of School Official	Date
Program Director	
Title of School Official	

Appendix C
School Performance Fact Sheet
Elementary Level I

Completion Rates (12 months)

Calendar Year	Number of Adult Learners who Began Program ¹	Adult Learners Available for Graduation ²	Graduates ³	Completion Rate ⁴
2015-2016	17	17	17	100%
2014-2015	16	16	14	87%

Adult Learners Completing After Published Program Length (150% Completion Rate)

Calendar Year	Number of Adult Learners who Began Program ¹	Adult Learners Available for Graduation ²	Graduates ⁵	Completion Rate ⁶
2015-2016	17	17	17	100%
2014-2015	16	16	14	87%

1. "Number of Adult Learners Who Began Program" is the number of Adult Learners who began the program who are scheduled to complete the program within the reporting calendar year.
2. "Adult Learners available for graduation" is the number of Adult Learners who began program minus the number of "Adult Learners unavailable for graduation," which means those Adult Learners who have died, been incarcerated, or called to active military duty.
3. "Graduates" is the number of Adult Learners who completed the program within 100% of the published program length.
4. "Completion Rate" is the number of Graduates divided by the Number of Adult Learners Available for Graduation.
5. "150% Graduates" is the number of Adult Learners who completed the program within 101-150% of the published program length.
6. "150% Completion Rate" is the number of Adult Learners who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Adult Learners Available for Graduation

Placement Rates (12 months)

Calendar Year	Number of Adult Learners who Began Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate % Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2015-2016	17	17	17	17	100%	0	17
2014-2015	16	15	15	15	100%	0	15

1. "Number of Adult Learners Who Began Program" means the number of Adult Learners who began the program who are scheduled to complete the program within the reporting calendar year.
2. "Number of Graduates" is the number of Adult Learners who have completed the program within 100% of the published program length.
3. "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable for employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international Adult Learners that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

4. "Graduates employed in the field" means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.
5. "Placement Rate" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Annual Salary and Wages Reported by Graduates Employed in the Field³ (12 months)

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000+	\$35,001 - \$40,000.	Adult Learners Not Reporting Salary
2015-2016	17	17	2	4	2	1	7	1
2014-2015	15	15	0	0	0	6	9	0

¹. "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international Adult Learners that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

². "Graduates employed in the field" means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³. Salary is as reported by the Adult Learner. Not all graduates reported salary.

Employment Development Department

Occupational Wages: Elementary School Teachers, Except Special Educ (SOC Code: 25-2021) in California

Area	Year	Period	Annual Mean	Hourly by Percentile		
				25th	Median	75th
California	2016	1st Qtr	\$66,512.92	\$52,277.95	\$67,495.55	\$81,487.40

Demographics of Adult Learner Population

Calendar Year	Number of Elementary Adult Learners in Practicum	Countries of Origin	Ethnicity	Gender	Age Range	High School / College
2015- 2016	17	China India Philippines New Zealand USA	Other- 1 Asian Indian- 4 Black/African-1 Chinese- 3 Caucasian- 6 Filipino- 1 Other Asian - 1	Male- 2 Female-15 Other - 0	Under 19: 0 20-30: 8 31-40: 7 41-50: 2 51-60: 0 60+: 0	High School - 0 Associate - 0 BA - 10 MA – 7 All Adult Learners have degrees which results in 100%

APPENDIX D

**American Montessori Society (AMS)
Elementary Level I Credential
Disclosure Letter**

___ I have a Bachelor's or Master's Degree:

Country Awarded: _____

___ I do NOT have a Bachelor's or Master's Degree

Admission for ELEMENTARY LEVEL I Candidate

AMS grants the AMS Elementary Level I Credential when the course graduate has a Bachelor's or Master's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded).

Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

I have read and understand my responsibility as an applicant for the Elementary Level I course level of this teacher education program.

Applicant Name (print)

Applicant Signature

Date

Montessori Teacher Education Center San Francisco Bay Area

Dr. Pamela Zell Rigg, Program Director

Program Director Signature

Date

APPENDIX E
TRANSFER CREDIT

Application and Acknowledgement

Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue, San Leandro, CA 94577
School Code #0103001

In order to properly assess prior Montessori teacher preparation coursework the following information is required.

Name: _____ Telephone: (____) _____
Email address: _____
Address: _____ Date: _____
City: _____ State: _____ Zip: _____

Institution of Prior Montessori Preparation: _____

1. Transfer between AMS Programs:
Candidate: Within 3 year time limit following original academic phase.
 AMS current member: Member ID # _____ Expiration Date: _____

MTEC-SFBA:
 Review coursework Contact original program – Letter of Good Standing
 AMS Transfer Form and AMS Credential Recommendation Form

2. Transfer for TEP recognized by AMS
Candidate: Degree level required by AMS
 AMS current member: Member ID # _____ Expiration Date: _____

MTEC-SFBA:
 Evaluate coursework (* See Below) Determine minimum requirements
 Theory & philosophy from MTEC-SFBA Explain & require practicum
 Assess & evaluate proficiency & competencies

3. Transfer from TEP not recognized by AMS Not Accepted

*** Elementary Level I – Montessori Coursework Evaluated & Completed:**

Early Childhood Overview Mathematics I Biological Sciences
 Movement/Physical Language I (Grammar) Mathematics II
 Physical Science Education Language II (Word Study) History Child Development
 Arts & Crafts Geometry Geography Music Classroom Leadership
 Curriculum Design & Strategies

*** Elementary Level I - Montessori Coursework to Complete at MTEC:**

Theory & Philosophy Mathematics I Biological Sciences Movement/Physical
 Language I (Grammar) Mathematics II Physical Science Education Language II (Word Study) History Child Development Arts & Crafts Geometry Geography Music
 Practicum Classroom Leadership Curriculum Design & Strategies

For MTEC-SFBA use only:

MACTE Accredited Institution: _____ Yes _____ No (state reason in comments)
Documentation Accepted: _____ Yes _____ No

Financial credit for prior coursework: \$ _____.

Cost of Montessori Coursework to complete: \$ _____.

Comments: _____

Signature of Adult Learner

Date

Signature of Program Director

Date

APPENDIX F
CHANGE OF STATUS- Declaration

School Code #0103001

This Notice Is Important. Keep A Copy For Your Records.

Name _____ Social Security # _____
Address _____ Telephone _____
City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Courses: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level II

Starting Date of Course: _____

Stopping Date of Course: _____

Anticipated Date of Return to Course: _____

Signature: _____ Date: _____

Change of Status - Undeclared

This Notice Is Important. Keep A Copy For Your Records.

Name _____ Social Security # _____
Address _____ Telephone _____
City _____ State _____ Zip _____

I have begun the Montessori Course in the Level indicated:

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level II

Starting Date of Course: _____

Stopping Date of Course: _____

Anticipated Date of Return to Course: _____

MTEC/SFBA Official's Signature: _____ Date: _____

APPENDIX G
NOTICE OF CANCELLATION

Montessori Teacher Education Center San Francisco Bay Area
Administrative Office:
99 Callan Avenue
San Leandro, CA 94577
School Code #0103001

Date of First Class: _____

You may cancel this contract for school, without any penalty obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within ten (10) days following the school's receipt of your cancellation notice.

The school has not given you any equipment or materials for which you would incur a financial obligation.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

Montessori Teacher Education Center San Francisco Bay Area
Administrative Office:
99 Callan Avenue
San Leandro, CA 94577

NO LATER THAN: _____, which is midnight of the date that is the fifth business day following the day of the first class.

REMEMBER, YOU MUST CANCEL IN WRITING

You do not have the right to cancel by just telephoning the school or by not coming to class. If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

Bureau for Private Postsecondary Education (BPPE)
California State Department of Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818
Toll Free: 888 370 7589 Telephone: 916 431-6959 Fax: 916 263-1897

My signature below certifies that I have read, understood, and agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me

Buyer's Signature

Date

APPENDIX H
NOTICE OF REFUND

Montessori Teacher Education Center San Francisco Bay Area
Administrative Office:
99 Callan Avenue
San Leandro, CA 94577
School Code #0103001

1. This Notice Is Important. Keep It For Your Records.

Name _____
Address _____ Telephone _____
City _____ State _____ Zip _____

Course with tuition and hours:

Elementary I (\$4,500 tuition/400 hours = \$11.25/hour)

2. Date Refund was made: _____ / _____ / _____
3. Amount of Refund: \$ _____
4. Method of Calculating Refund-by pro-ration:
5. Amount Adult Learner Paid:
6. Hours of Instruction paid, not attended: _____ Hours
7. Total hours paid _____ Hours
8. Equipment Cost \$ 0.00
9. Name of entity to which refund was sent:

10. Address of entity to which refund was sent:

Registration Fee: \$100.00 (Non-Refundable)
Equipment (Materials) Fee: purchased at adult learner's discretion \$ 0.00

A copy of this form must accompany the refund check.

Signature of Issuer: _____ Date : _____

APPENDIX I

GRIEVANCE/COMPLAINT/CONCERN NOTIFICATION

Montessori Teacher Education Center San Francisco Bay Area

Administrative Office:

99 Callan Avenue

San Leandro, CA 94577

School Code #0103001

Date: _____ Name: _____

Course: _____ Infant/Toddler (Birth - 3) _____ Early Childhood
 _____ Elementary Level I _____ Elementary Level II

I have the following concern:

Official receiving the concern/complaint: _____

Action taken by the MTEC/SFBA: _____

MTEC/SFBA Official

Signature: _____ Date: _____

APPENDIX J **WRITTEN EXAMINATIONS**

Written Examinations are to be submitted by email.

Mathematics I

Explain the significance of the Fifth Great Lesson: The Story of Mathematics.
Name the scope (three strands) of the math curriculum in Mathematics Manual 1.
Describe in detail the sequence of the memorization activities in one of the operations.
Describe the preparation of the environment for each mathematics material.
Explain to a parent the purpose of each mathematics material in one simple sentence.
Name three community resources for supporting the student in learning math.
MACTE: 1c, 1d, 2b, 2c, 2d.

Mathematics II

Explain the significance of the Fifth Great Lesson: The Story of Mathematics.
Name the scope of the mathematics curriculum in Mathematics Manual 2.
Describe in detail the sequence of presentations for each material.
Describe the preparation of the environment for each of the presentations.
Explain to a parent the purpose of each presentation in one simple sentence.
Name three community resources for supporting the student's learning math.
MACTE: 1c, 1d, 2b, 2c, 2d.

Geometry

Explain the significance of the Sixth Great Lesson: The Story of Geometry.
Name the scope (six strands) of the geometry curriculum in Geometry Manual 1.
Describe in detail the sequence of the geometry nomenclature.
Describe the preparation of the environment for each geometry presentation.
Explain to a parent the purpose of each geometry presentation.
Name three community resources for supporting the student in learning geometry.
MACTE: 1c, 1d, 2b, 2c, 2d.

Language Arts – Grammar

Explain the significance of the Fourth Great Lesson: The Story of Language
Name the scope (parts of speech) of the grammar curriculum in Language Manual 1.
Describe in detail the sequence of the grammar boxes.
Describe the preparation of the environment for each grammar presentation.
Explain to a parent the purpose of each grammar presentation.
Name three community resources for supporting the student in learning grammar.
MACTE: 1c, 1d, 2b, 2c, 2d.

Language Arts – Word Study

Explain the significance of the Fourth Great Lesson: The Story of Language
Name the scope (compound words, etc.) of the word study curriculum in Language Manuals 3,
Name the scope of the language mechanics curriculum in Language Arts Manual 4.
Describe in detail the sequence of the word study and the language mechanics.
Describe the preparation of the environment for each word study and language mechanics presentation.
Explain to a parent the purpose of each presentation.
Name three community resources for supporting the student in learning word study and mechanics.
MACTE: 1c, 1d, 2b, 2c, 2d.

Geography

Part I:

Introduction

Describe in detail the sequence of physical geography and political geography.

Describe the preparation of the environment for each geography presentation.

Explain to a parent the purpose of each geography presentation.

Conclusion

Part II:

Introduction

Explain the significance of the 60 Impressionistic Charts in Functional Geography.

Describe in detail the sequence of physical geography and political geography.

Describe the preparation of the environment for each geography presentation.

Describe the purpose of each lesson for the child.

Conclusion

Name three community resources for supporting the student in learning geography.

MACTE: 1c, 1d, 2b, 2c, 2d.

History

Part I:

Introduction

Explain the significance of the First Great Lesson: The Story of the Formation of the Universe.

Describe in detail the sequence of the all three strands in the history curriculum.

Describe the preparation of the environment for each history presentation.

Explain to a parent the purpose of each history presentation.

Conclusion

Part II:

Introduction

Name the scope (three strands) of the history curriculum in the History Manual I & II.

Describe the preparation of the environment for each history presentation.

Describe the purpose of each lesson for the child.

Conclusion

Name three community resources for supporting the student in learning history.

MACTE: 1c, 1d, 2b, 2c, 2d.

Biological Science

Part I:

Introduction

Explain the significance of the Second Great Lesson: The Story of the Beginning of Life on Earth.

Name the scope of the study of botany & zoology.

Describe in detail the sequence of presentations for botany and for zoology.

Describe the preparation of the environment for each of the presentations.

Explain to a parent the purpose of each presentation.

Conclusion

Part II:

Introduction

Describe in detail the sequence of presentations for botany and for zoology.

Describe the preparation of the environment for each of the presentations.

Describe the purpose of each lesson for the child.

Conclusion

Name three community resources for supporting the student's learning zoology.

MACTE: 1c, 1d, 2b, 2c, 2d.

APPENDIX K
PERFORMANCE EXAMINATIONS

LIST OF ACCEPTABLE FINAL PRESENTATIONS See the Appendix A-1 form for items to include in the Presentation.	
Zoology	<i>Classical Presentation of:</i> Key Experience & Classified Nomenclature Main Characteristics Classification Chart
Botany	<i>Classical Presentation of:</i> Key Experience & Classified Nomenclature
Geography	<i>Globe to Planisphere</i> Planisphere Presentation Continent Presentation Pin Maps Land and Water Key Experience Land and Water Nomenclature Land Forms of the World
History	<i>Year and Its Parts, B.C./A.D., Time Line of Life, Needs of People Experiments</i>
Language	Grammar Key Experience of: Verb, Preposition, Adverb, Pronoun, Conjunction Sentence Analysis - Case III Mechanics/Punctuation or Word Study Key Experience of: Full Stop (. , ? , !) Compound Apostrophe Possessive Case Suffix Comma Prefix Quotation mark Antonym Synonym Homophone Homonym Homograph
Geometry	First presentations on triangles by sides or angles Constructive triangles - rectangle box or blue rectangle box Basic concepts - Key Experience Study of Lines - Key Experience Study of Angles - Key Experience
Mathematics	Volume 1: Stamp Game - one operation Memorization Sequence - one activity Volume 2: Long Bead Frame - 2 digit multiplication, one passage Bank Game - 2 digit multiplication, one passage Checkerboard - 2 digit multiplication, one passage Golden Bead Frame - 2 digit multiplication, one passage Test Tubes - 2 digit division, one passage

APPENDIX L
ASSIGNMENT DUE DATES

Completion of each Course	Manuals
Completion of each Course	Philosophy Papers
During each Course	Formative (Practice) Presentation
February and June by Appointment	Summative (Final) Presentation
Completion of each Course	Code of Ethics Statement
Prior to Summative (Final) Presentation	Written Examinations

APPENDIX M
GRADUATE PLACEMENT

**Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue, San Leandro, CA 94577
School Code #0103001**

Graduate Placement Form

Name: _____ Date: _____

Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

Course:	_____ Infant/Toddler (Birth - 3)	_____ Early Childhood
	_____ Elementary Level I	_____ Early Childhood Assistant
	_____ Elementary Level II	_____ Administration

Starting Date of Course: _____

Completion Date of Course: _____

Have you secured employment in the field for which you were trained by the MTEC/SFBA?

_____ Yes _____ No

What is your salary? _____

APPENDIX N
GRADUATE SELF-ASSESSMENT ELEMENTARY LEVEL I COURSE

Adult Learner: _____ School: _____

Dear Graduate,

As part of the assessment of our teacher preparation course we must gather feedback to determine if our graduates meet the competencies established by our accrediting agency. We are most grateful for your feedback on the success of the Elementary Level I training based upon the competencies.

Scoring Criteria (circle 1, 2, 3, 4, or 5):

1=Excellent 2=Very Good 3=Average 4=Poor 5=Nonexistent

I. KNOWLEDGE	Score
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the elementary level I years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/ development with an emphasis for six (6) through nine (9) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5
II. PEDAGOGY	Score
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation, and implements a record keeping system. (2e)	1 2 3 4 5
Understands the need for planning of instruction, and has a planning journal. (2f)	1 2 3 4 5
Understands assessment and documentation, and has a system for assessment and documentation. (2g)	1 2 3 4 5
Understands the need for reflective practices, and documents this practice. (2h)	1 2 3 4 5
Understands the need for support and intervention for learning differences, and shows evidence of this. (2i)	1 2 3 4 5
III. TEACHING WITH GRACE & COURTESY	Score
Demonstrates/implements classroom leadership. (3a)	1 2 3 4 5
Demonstrates/implements authentic assessment. (3b)	1 2 3 4 5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1 2 3 4 5
Demonstrates and implements parent/teacher/family partnership. (3d)	1 2 3 4 5
Demonstrates professional responsibilities. (3e)	1 2 3 4 5
Demonstrates innovation and flexibility. (3f)	1 2 3 4 5
COMMENTS:	

APPENDIX O
ADMINISTRATOR ASSESSMENT OF GRADUATES
ELEMENTARY LEVEL I COURSE

NAME OF SCHOOL (OPTIONAL) _____

Dear School Administrator,

As part of the assessment of our teacher preparation course we must gather feedback from outside sources in determining if our graduates meet the competencies established by our accrediting agency. We are most grateful for your feedback on the success of the practicum Adult Learner based upon the competencies.

Scoring Criteria (circle one): 1=Excellent 2=Very Good 3=Average 4=Poor 5=Nonexistent

I. KNOWLEDGE	Score
Demonstrates knowledge of and implements Montessori Philosophy with a focus on the elementary level I years. (1a)	1 2 3 4 5
Comprehends/utilizes an understanding of the stages of human growth/ development with an emphasis for six (6) through nine (9) years of age. (1b)	1 2 3 4 5
Demonstrates knowledge of cosmic education. (1c)	1 2 3 4 5
Demonstrates knowledge of peace education. (1c)	1 2 3 4 5
Demonstrates knowledge of practical life curriculum. (1c)	1 2 3 4 5
Demonstrates knowledge of the arts. (1c)	1 2 3 4 5
Demonstrates knowledge of fine and gross motor skills. (1c)	1 2 3 4 5
Demonstrates knowledge of community resources for learning. (1d)	1 2 3 4 5
II. PEDAGOGY	Score
Understands and correctly uses the Montessori materials. (2a)	1 2 3 4 5
Understands and implements the scope and sequence of each curriculum area. (2b)	1 2 3 4 5
Understands & implements the prepared environment. (2c)	1 2 3 4 5
Understands the need for parent/teacher/family/ community partnership & implement this partnership. (2d)	1 2 3 4 5
Understands the purpose and methods of observation, and implements a record keeping system. (2e)	1 2 3 4 5
Understands the need for planning of instruction, and has a planning journal. (2f)	1 2 3 4 5
Understands assessment and documentation, and has a system for assessment and documentation. (2g)	1 2 3 4 5
Understands the need for reflective practices, and documents this practice. (2h)	1 2 3 4 5
Understands the need for support and intervention for learning differences, and shows evidence of this. (2i)	1 2 3 4 5
III. TEACHING WITH GRACE & COURTESY	Score
Demonstrates/implements classroom leadership. (3a)	1 2 3 4 5
Demonstrates/implements authentic assessment. (3b)	1 2 3 4 5
Demonstrates & implements the Montessori philosophy and methods. (3c)	1 2 3 4 5
Demonstrates and implements parent/teacher/family partnership. (3d)	1 2 3 4 5
Demonstrates professional responsibilities. (3e)	1 2 3 4 5
Demonstrates innovation and flexibility. (3f)	1 2 3 4 5
COMMENTS:	

APPENDIX P

STUDENT HANDBOOK ACKNOWLEDGEMENT

**Montessori Teacher Education Center San Francisco Bay Area
99 Callan Avenue
San Leandro, CA 94577
School Code #0103001**

**I HAVE READ ALL MATERIALS IN THE
ELEMENTARY LEVEL I STUDENT HANDBOOK/CATALOG.**

**I WILL BE RESPONSIBLE FOR KNOWING AND
UNDERSTANDING ALL THE REQUIREMENTS**

OF THE MTEC - SFBA

ELEMENTARY LEVEL I

TEACHER CREDENTIAL COURSE.

PRIOR TO SIGNING THE *ENROLLMENT AGREEMENT*

I HAVE REVIEWED THE *FACT SHEET* THAT

I HAVE BEEN PROVIDED IN THE STUDENT HANDBOOK.

PRINT NAME

SIGNATURE

DATE