

The Montessori Training Center of St. Louis



Student Handbook

2016-2018

3854 Washington Blvd.
St. Louis, MO 63108
314-833-5330



In affiliation with the Association Montessori Internationale (AMI)

The Montessori Training Center of St. Louis is an affiliate of the Association Montessori Internationale, offering Montessori teacher training at the 0 – 3 and Primary (3-6) level in St. Louis, Missouri. Its graduates are awarded the coveted AMI Primary Diploma. We are MACTE (Montessori Accreditation Council for Teacher Education) accredited.

The Montessori Training Center of St. Louis
does not discriminate
on the basis of sex, race, color, age,
national or ethnic origin.
Please investigate the state requirements for
teacher certification in your area.
Employment, salary and occupational advancement
are in no way guaranteed.

Contact Us:

3854 Washington Blvd.
St. Louis, MO 63108
314-833-5330
MTCofSTL@aol.com

The Montessori Training Center of St. Louis

I. Montessori Education

Montessori strives to provide a system of developmentally appropriate education from infancy to adolescence, supported by an international network for teacher training. The Association Montessori Internationale and The Montessori Training Center of St. Louis endeavor to prepare the adult for the task of guiding and assisting young children in developing to the fullness of the individual human potential. The purpose is to study, in depth, contemporary Montessori practices as well as current educational and psychological approaches to the child in the first six years of life.

Based on a child-centered model for active, individualized learning within the framework of integrated curricula, the Montessori educational philosophy embodies every aspect of a “new” classroom. The Montessori system has been proven effective for all children, across all socioeconomic levels, in both public and private sectors.

Founded in 1907 by Maria Montessori, a visionary Italian anthropologist and doctor of medicine, and based on her own practical experiences with children of San Lorenzo in the poorest section of Rome, Montessori education today is implemented on five continents and in the United States, alone, there are over 4000 schools in the United States,¹ including about

¹ Cossentino, J. (2005). Ritualizing expertise: A non-Montessorian view of the Montessori method. *American Journal of Education*, 111, 211–244.

400 public and charter schools.²

Basic to Montessori's ideas is the notion that the development of the human mind does not happen through genetically predetermined growth nor through imparted knowledge. Children themselves construct their minds according to inner directives and tendencies. For this construction they need spontaneous interaction with the environment: absorbing impressions through the senses, working with the hands, and simultaneously processing concepts and ideas with the imagination and the reasoning mind.

The opportunity to do such work brings about the phenomenon Montessori called "normalization." The child emerges from the concentrated activity in a harmonious state of mind, peaceful, cooperative, happy, capable of deep concentration, and possessing a love of productive work.

The Montessori materials are designed to provide manipulative exploration of abstract concepts, relationships, and processes. The role of the adult in Montessori education is to provide a suitable work environment (including materials), to observe the children, and to introduce materials to each child based on detailed and profound knowledge of both the materials and the child.

The Montessori curriculum builds on the continuing self-construction of the child--daily, weekly, yearly--for the duration of the program. Although Montessori schools are divided into sub phases of multi-age-group classrooms--*parent infant* (0 through 3), *primary* (ages 3 through 6), *lower and upper elementary* (ages 6 through 9 and 9 through 12) and *middle school* (ages 12 through 14)--the prepared environments introduce an uninterrupted series of learning passages, a continuum.

The goal of a teacher training course is to guide adults as they prepare for the work and responsibility of helping each child develop the fullness of his or her potential. During the course of training, the student is assisted in learning a pedagogy that supports the development of the child.

II. Organization, Affiliation and Objective

The Montessori Training Center of St. Louis

The Montessori Training Center of St. Louis was founded in 1972 and has been training Montessori teachers for more than 40 years in the St. Louis area. It has a 7,000 square foot building in the heart of Grand Center and provides state of the art facilities for teacher training. It is located at 3854 Washington Blvd., St. Louis, MO 63108 and has the following available space and facilities with handicapped access:

² Shapiro, D. (2007, June). How many Montessori schools? Jola Newsletter, 2, 1.

Foyer and Reception Room
Office
Conference Room
Lecture Room
2 complete Children's House Prepared Environments
1 complete 0 – 3 Environment

Lecture Room
Material Making Room
2 Adult Restrooms
3 Children's Restrooms
Kitchen
Laundry and storage area
Student Lunch area
Student Lounge

Student/Staff Ratio

Currently 5 staff members assist the Directors of Training in conducting the courses, and supporting adult learners with a 1 – 7 staff to student ratio providing an individualized and personalized approach.

The Association Montessori Internationale

The Association Montessori Internationale (AMI) was established in 1929 by Dr. Maria Montessori and guided for more than fifty years by her son and close collaborator, Mario Montessori. It is presently directed by an international board and supported by distinguished leaders and scholars all over the world. AMI is the oldest authority on the application of Dr. Maria Montessori's theory and practice and, since its inception, has been a coordinating agency for Montessori growth and development. Frequent international study conferences sponsored by AMI have served as important milestones in the exchange of insights which have grown out of the application of Montessori pedagogy in widely differing lands and cultures. At the present time, AMI directs students in affiliated teacher training institutions on four continents.

Course Description

Primary:

500 contact hours of classroom based training, lectures, and presentations, which includes a minimum of 200 hours of supervised practice with Montessori materials. Additionally, the course requires 210 hours of observation and vocational placement in Montessori settings.

A – I:

360 contact hours of classroom based training, lectures, and presentations, a minimum of 75

hours of supervised practice. Additionally the course requires 250 hours of observation of infants and toddlers and 15 hours of material making.

Accreditation

The Association Montessori Internationale authorizes and permits the Montessori Training Center of St. Louis to conduct AMI Montessori Training Courses following the full syllabus approved by AMI. The AMI also oversees the final examination process, providing quality control of its world-wide network of training centers.

Statement of Objective

Montessori education for a child of any age is based on the self-construction of the child within a prepared environment, aiming for the fullest possible development of the child. The goal of Montessori teacher training courses is to guide adults as they prepare for the work and responsibility of helping each child develop the fullness of his or her potential. During the course of training, the student is assisted in learning a pedagogy that supports the development of the child.

III. Program of Study

Montessori Theory and Child Psychology

Theory lectures present an overview of Montessori thought on human development from birth to adulthood, with an emphasis on child psychology and development from ages three through six (primary). The lectures integrate educational principles and practices with Maria Montessori's view on developmental psychology.

Assistants to Infancy (0-3):

The Montessori Training Center of St. Louis is offering a one-time-only Assistants to Infancy Summer Training from June, 2016-August, 2018. Below is a description of that course:

The Montessori Assistants to Infancy Training began in 1947 in Rome. Based on thousands of hours of observation of infants and very young children, the work predated many contemporary findings, including self-hypnosis for childbirth, gentle birth, the awareness of infants, the importance of touch and communication, as well as language, music and joy in the environment. Open space and interesting objects encourage free movement and exploration. Special clothing, furnishings and toys made with careful attention to detail are designed in response to the observed needs of the infant.

In 1980, Dr. Silvana Montanaro, a psychiatrist who lectured the courses in Rome, integrated

the training with current research and offered the first AMI accredited Assistants to Infancy Training. In 1982, she brought this course to the U.S.

A to I students are prepared to work with parents perinatally, to assist with the infant at birth, to prepare beautiful and responsive environments, and to work in infant and toddler communities in schools, day care settings, hospitals and wherever children under age three are found.

A to I courses are two summers long, with assignments in the intervening academic year. During the summer sessions, students prepare their own reference manuals (albums) and timelines of child development. Some hand-made materials are required.

Primary (3-6)

The Montessori Training Center of St. Louis offers a continuing 3-summer Primary course. Courses begin every other summer. On demand, nine-month academic year courses may be offered.

In the Montessori environment for the primary child, the “materials for development” are scientifically arranged in a cohesive “prepared environment” which integrates the following methodology lectures presented in the course of study:

Exercises of Practical Life enhance the development of concentration through purposeful activity, including care of self, care of the environment, exercises of grace and courtesy, and coordination of movement. These exercises correspond to the child’s sensitive periods for movement, coordination, social relations, and language. They appeal to his or her growing desire for independence. The practical life area provides the link between home and school.

Sensorial activities enable the child to order, classify and describe sensory impressions in relation to length, width, temperature, mass, color, etc. They also provide a basis for the development of other skills, such as music, mathematics, or language. Through sight, touch, sound, taste and smell, the Montessori sensorial materials make learning a natural result of the child’s desire to explore.

Mathematics makes use of manipulative materials to help the child gain an understanding of concepts of number, symbol, sequence, operations, and memorization of basic facts. The materials provide a sensorial basis for the child’s natural progression from concrete manipulation to abstract thought. They present a wide range of possibilities for the child’s creative exploration of numerical and geometric relationships, and they build on each other in increasing complexity.

Language includes oral language development, written expression, reading, elements of grammar, creative dramatics, and children’s literature. In keeping with the young child’s sensitive period for oral language development, the entire prepared environment provides opportunities to learn precise vocabulary and engage in conversation with adults and peers. With a strong sensorial basis, the materials of written language introduce letters and sounds, writing and reading.

Cultural activities expose the child to basics in geography, history, and the physical and life sciences, often as direct extensions of sensorial or language activities, led by the child's curiosity. Music, art, and movement education are integrated into the prepared environment as part of the day -to-day activities of the children.

Pedagogy

Principles of classroom management based on Montessori's theory of the psychology of the child are presented in lectures and implemented in practice teaching. The student is shown how to prepare a new or existing environment and how to start a new class or join an existing one. Other topics include planning, record keeping, evaluation, and adapting to children's individual needs.

The goal of a Montessori teacher is to help children become functioning adults by giving them respect, giving them information, and the means to access more information, and leading them along a path of self-discipline. To achieve this goal, the Montessori trainee is given a framework in which to cultivate an understanding of the child, not just gain mastery of the materials.

IV. Student Activities

By practicing with the materials and following the same social procedures that would be followed with a group of children, students come to appreciate both the opportunities and the protection of the environmental rules for one's own development within a group of peers. Students develop basic competence in the use of the materials and work through difficulties in techniques and understandings.

Based on the Montessori pedagogy, observations of children in functioning classrooms are recorded and analyzed according to the Montessori perspective of human development. Trainees also observe the work associated with the total operation of a classroom according to the Montessori pedagogy.

By working with a qualified Montessori teacher during the practice teaching, the student can practice in "slow motion" the various tasks which a Montessori teacher does. The student has the opportunity to practice the main task of a Montessori teacher, which is to introduce a child to a piece of material at the proper time in the child's development in such a manner that the child will take over and explore the material.

V. Course Formats

An academic year course operates on a full-time, nine-month schedule which includes observation and practice teaching. The summer Primary Course is conducted over two summers, plus review and examinations in the third summer. The a – I (0-3) Course is conducted over two summers with examinations at the end of the second summer. For

summer courses, observation, practice teaching, material making and a mid-year seminars are done during the intervening academic years.

Graduate Credit

Loyola University Maryland (located in Columbia), offers graduate credit toward a master's degree in education for the work of the AMI training course. Students register and pay tuition to Loyola for all courses, both those taken at The Montessori Training Center of St. Louis and those taken in residence in Maryland. Loyola's Montessori graduate students pay a reduced per credit tuition in recognition of the fact that they also pay a separate tuition directly to MTC of STL. Graduate students at Loyola are eligible to apply for financial aid through federal loan programs. More information is available upon request. Visit www.loyola.edu/montessori_affiliate.

Loyola Tuition and Fees

Tuition (36 Credits x 335.00* Per Credit) \$12,060.00*

Registration Fee (4 semesters) 100.00

Graduation Fee 150.00

Total \$12,310.00**

(This does not include tuition paid directly to the affiliated AMI center.)

The 2016 - 18 Three-Summer Primary Course

Three-Summer Primary (Ages 3-6) Course 2016-2018

Annette Haines, Director of Training/Instructor

Robyn Milos, Course Assistant

Trainers in Training: Lakshmi Shekhar, Bethann Slater, Setsuko Miura, and Liza Davis

Album Graders: Reghan McAuley, Heather Steinman, Catherine Moore, Jessica Braud, Kelly Sim, and Kate Angeli

The 2016-2017 Two-Summer Assistants to Infancy Course

Two-Summer A to I Course 2016-2017

Sharlyn Smith, Director of Training/Instructor

Robyn Milos, Course Assistant

Album Graders: Rochelle Cutler, Mariana Vicens, Lifei Osborne, Christina Torre, Vanessa Fichtl, Julia Ruh, Christiane Salvenmoser, Jack Yu

All Trainers in Training, Course Assistants, and Album Readers are AMI diploma holders as a requirement for these positions.

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VI. Primary Course Calendar:

Summer 2016

July 6 - Aug. 19, 2016

The first summer of the course consists of full-time lectures, supervised practical sessions, and theory papers. The philosophy and psychology of Maria Montessori are covered in depth, including topics such as the Human Tendencies, the Four Planes of Development, Sensitive Periods and the Absorbent Mind, Observation, the Prepared Environment, the Montessori Guide, and more. Practical Life and Sensorial areas are the focus of the materials, with extensions into geography, geometry, and biology. (6 weeks)

Academic Year 2016-2017

Observation; Written assignments; Midwinter Seminar: January 14, 15 & 16, 2017.

Summer, 2017

June 12 - August 11, 2017

The second summer includes full-time lectures and reading seminars covering topics such as Freedom and Discipline, Social Development, Deviations and Normalization, etc. Supervised Practicals accompany the lectures and demonstrations pertaining to the areas of Language, and Mathematics.

Academic Year 2017-2018

Practice Teaching; Material making, mid-winter seminar Jan. 13, 14, 15, 2018.

Summer 2018

June 4- June 29, 2018 (June 30 is the tentative date for Graduation)

The third summer consists of consolidation of knowledge, practice, and review for Written and Oral Examinations. (4 weeks)

VII. Requirements for Certification

Attendance at Lectures and Practice Sessions

The course runs full days, Monday through Friday and includes comprehensive lectures on basic elements of Dr. Montessori's philosophy and pedagogy as well as presentations, supervised practice with the Montessori materials, and observation and practice teaching in Montessori schools.

The contract agreement between AMI and the center specifies, "The student's regular attendance shall be 90% in all activities of the program." The activities covered under the 90% attendance requirement are lectures and supervised practical sessions. Lectures begin promptly at the scheduled time.

Attendance is taken daily at the commencement of lecture sessions and practice sessions. If the student will not be able to meet the 90% attendance requirements for legitimate reasons, i.e. health, family issues, etc. the student will be counseled to drop the course and resume his/her studies during the next scheduled course in St. Louis, or, with the permission of AMI and the Director of the Center, at another AMI training Center. Small discrepancies will, of course, be allowed for excused absences but students will need to make individual arrangements to make up attendance (clock) hours. Work missed due to excused absences will be made up with help in supervised practice, either from the Trainers in Training, the Director of Training, or another adult learner recruited to give that help.

Consistent attendance is required and necessitates a time commitment from 9 a.m. until 4:00 p.m. on most days. The center will be closed in July on the national holiday. Additional details will be found on the course calendar.

Albums

Four albums will be written during the 2- year period: practical life, sensorial, language and mathematics. The preparation of albums is integral to the process of preparing a Montessori director or directress. Notes taken in class are the basis for the albums. The student should follow the suggested format and albums should be either typed or written carefully in ink. All work should be on clean, unwrinkled, unlined white opaque paper. A word processor is helpful but not required.

Photocopies are not allowed. Copies or extracts of another person's album submitted as the student's work may be construed as a violation of academic integrity and may be cause for dismissal. This includes transfer of computer data from one student to another.

Theory Papers

A fifth album may be compiled from the student's theory papers. These papers are essay-type papers on theory topics. Source material for theory papers are lecture notes and Dr. Montessori's books. The student is encouraged to use proper methodology in citing sources. A list of specific theory topics will be given early in the course. The purpose of these papers is to help the student's comprehension of important Montessori ideas; this is especially helpful in preparation for the Written Examination Paper A.

Introduction to the "Areas"

The student will prepare an essay paper introducing each of the four areas of the prepared environment. The substance of the introductory lecture should be contained in each of these

papers along with information gained from the student's reading of Dr. Montessori's books. These papers are the content from which Written Examination Paper B questions are drawn.

Presentations and Illustrations

Each activity must be rendered fully in the album; that is, a material description, the presentation itself in step-by-step form (including actions and sample dialogue) in the manner and flavor of the presentation. Control of error, points of interest, age and purpose should also be listed.

Illustrations are required and should be on the left-hand page facing the text, labeled and appropriately referenced in the text. These should be hand-drawn in pen-and-ink style and colored with colored pencil. Although illustrations are not evaluated on their artistic merit, a level of care and attention to detail is expected. Simply drawn illustrations, showing the important elements of an exercise or material, such as color, layout and sequence, are preferable to elaborate computer graphics or art-paper collage.

Submission of Written Work

Place written work to be handed-in in a pocket folder with your name on the outside. Plastic protectors for the pages are not allowed for the initial submission of the work, although they may prove helpful in the final assembly. Homework from the first three days of each week is handed in the next Tuesday and will be returned to you the following Tuesday. Thursday and Friday's work is due with the following week's work. This schedule is designed to allow students ample time to practice with a material before writing it up in final form. Any work requiring a resubmission will be expected the next week.

Important terms should be highlighted. It is very important to keep current with the work. Students who allow themselves to get behind often find it very difficult to keep up. Consequently, late work is not accepted except in situations of verifiable duress and requires prior approval of the Director of Training. Any album turned in after the final due date will incur a \$50.00 late charge for reading and the student will be responsible for postage.

Deadlines for Completion of Course Work

Students will be notified well in advance of work deadlines and are expected to comply with these deadlines. Deadlines are scheduled so course work will be completed before final written and oral examinations.

Evaluation

An "album grading sheet" will be given out each week containing the work to be handed in. A notation is made when the album work is submitted and whether the work is incomplete. Suggestions are made for refining or correcting written work. These "grading sheets" will document your work. All changes should be made before the final album check. All

assignments must be completed to the satisfaction of the Director of Training.

The AMI course is given on a pass/fail basis; if you are enrolled in the Loyola masters program, however, letter grades will be given. The Montessori Training Center of St. Louis guarantees confidentiality and access to records in accordance with the Family Educational Rights and Privacy Act.

Grievance Procedures and Appeals

If you have complaints or criticism about the content of the course or the way it is being conducted, you have recourse through grievance procedures. You are expected to confer first with the director of training. If no satisfactory solution is reached, the complaint should be presented in writing to the Board of Directors, who will review the complaint.

Additionally, grievances may be filed with the Missouri Department of Higher Education.

Books, Readings and Other Assignments

Students are asked to read Dr. Montessori's books and make use of them for their written work, discussions, study for examinations, and practice with the materials. A list of required and suggested books will be provided upon acceptance. An auxiliary library is available for student's use. These books and papers are often one-of-a-kind; we therefore ask they not be taken off the property.

Material Making

A limited amount of material making will be demanded of the student during the course. The purpose of this is to introduce him or her to the procedure and to provide the novice teacher with a sample or prototype for future use.

Classroom Observation

Students will observe in AMI Primary classrooms a minimum of 90 hours. This can be done any time during the mid-winter period in a way compatible with the student's own schedule. The recording of hours and signing of the Observation Sheet is done by the AMI director-directress in whose class the observation is conducted. During observation, each student will keep a log or journal and complete observation assignments as directed by the course. Sites suitable for observation must be cleared through the director of training.

Student Teaching

Once a student has satisfactorily completed the four area albums, and has maintained 90% attendance, they are eligible for Student Teaching. At the practicum site, each student must

demonstrate satisfactory knowledge of theory and practical use of the Montessori apparatus in a classroom with children to the satisfaction of the supervising teacher and the Director of Training of the Center. A Field Supervisor appointed by the Center will make a minimum of three visits, observe the student teacher and fill out an evaluation report. The student must have marks of "satisfactory" on the Mentee Evaluation Forms submitted by the Field Supervisor to the Training Center.

The course requirement is a minimum of 120 hours.

Written Examinations

Two final written examinations are given in the first week of the third summer. They consist of:

A three-hour written exam regarding Montessori theory (Paper A) and a three-hour written exam on the practical aspects of the method (Paper B). Student's examination papers are numbered rather than signed by the students in order to ensure an impartial evaluation.

One day is set aside for each examination. Students select 4 out of 7 questions offered each day. The minimum passing grade is 50 points out of 100 total points on each examination. Results are generally not disclosed before Oral Exams. However, a private conference will be scheduled for any student failing to receive a passing grade on either examination.

One extra hour for each written paper can be allowed for a candidate with a recognized disability or impairment, provided the candidate has informed the Director of Training about his or her disability, in writing, and within the first four weeks of commencement of the course.

Oral Examinations

Each student is required to demonstrate his or her knowledge of the Theory and Practical Application of the Montessori method during a two-hour Oral Examination before an examining committee from the Association Montessori Internationale.

Examination Committee members are qualified as Examiners by the Association Montessori Internationale. An "External Examiner" heads the examining team and is appointed by AMI. A grade of 12.5 out of 25 points in each of the four areas (Practical Life, Sensorial, Language and Mathematics) is required to pass the oral examination.

Conferences

At least two conferences are held with the student, the first usually about midway through the course, and then a second towards the end. The student or the Director of Training may request a conference at any time. A private room is available for student conferences.

Student Progress

Students receive constant help and feedback in the form of both personal and written communication. Each week the student receives an Album Grading Sheet assessing their written work. The student's practice with the Montessori materials is also observed during supervised practice sessions and extra help is given when needed. Should a student's work become unsatisfactory at any time, the student will be informed and a private conference will be scheduled with the Director of Training. Specific suggestions, goals, and objectives will be outlined on an individual basis.

Probationary Status

Probationary Acceptance

Students accepted into the AMI Teacher Training Course on a probationary basis are notified of this probationary status at the time of acceptance into the course. This probationary acceptance is effective through January of the first training year. Students accepted on a probationary basis will meet with the Director of Training at the beginning of the course to discuss and plan the student's participation in the course, after which the student's progress will be periodically reviewed. In January of the first training year, a probationary student must be a student in good standing for the course - showing 90% or better attendance, successful completion of all assignments to date, and work that meets or exceeds expectations. In this case, the probationary status will be removed and the student will be granted full acceptance for the remainder of the course. If a probationary student is not in good standing in January of the training year, a final review of the student's participation in the course will be made by the Director of Training and a decision will be made as to the student's continued participation in the course. This decision will be based on an evaluation of work to date, extenuating circumstances, and the student's commitment to completion of the course requirements.

Academic Probation:

If a student's conduct or work appears to be unsatisfactory during the course, the student may be placed on probationary status. Unsatisfactory conduct or work would include but is not limited to habitual lateness to lectures or practice sessions, written assignments that contain many errors and/or do not cover the assigned materials, and poor use of the supervised practice sessions. A student will be notified by the Director of Training in writing that they are on Academic Probation. A student on Academic Probation must meet with the Director of Training to discuss the situation and create a plan for satisfactory participation in the course. This plan will be specific to the student's situation and will include a time line for bringing the student into good standing. Failure to follow through with this plan according to the prescribed time line will result in dismissal and separation from the Institute. After dismissal, re-entry into the Teacher Training program is only possibly through application to a new course cycle. Re-entry under these conditions is not guaranteed.

Incomplete Work or Re-take of Examinations

Students not satisfactorily completing any portion of the course work must make special arrangements for its completion with the Director of Training. All aspects of the course must be completed within 12 months of the end of the course.

Students failing any portion of the final written or oral examinations may retake the failed portion of the examination but this must be done within 12 months of the last day of the course. Final examinations may be taken a second time only and only during the regularly scheduled examinations of AMI training centers. Additional practice with the apparatus, written work, and/or attendance at lectures may be required as a pre-requisite for retaking the examinations. Final examinations may only be taken twice. A re-examination fee is charged.

This training will be completed under the guidance of an AMI Director of Training at another AMI training center.

Final Evaluation of Course Requirements

Satisfactory completion of the following requirements is necessary to receive an AMI diploma:

- 90% attendance for lectures and supervised practice
- 90 hours classroom observation complete
- 120 hours of student teaching complete/ a satisfactory evaluation by supervising teacher and the Director of Training
- Pass on albums/ all work complete including material making
- Pass on written examination
- Pass on oral examination

Extensions Beyond the Current Course Cycle

Candidates who pass written and oral examinations but have requirements or assignments outstanding, such as albums, observation, student teaching or material making have one calendar year to complete outstanding said requirements. Their record is marked as “deferred to complete” on the Course Record Sheet and is part of the permanent record. In this case, the diploma is signed by the AMI Examiner but the candidate does not receive the diploma nor is a diploma number given until the outstanding requirement is submitted and reviewed by the Director of Training. When the candidate’s course requirements are complete, a diploma number is given, following upon the last number of the preceding graduation year and the candidate is granted his/her diploma, usually by post. The revised Course Record is signed by the D.O.T. and submitted digitally to AMI and a copy is also retained in the permanent record of the Center.

Academic Integrity Policy

Academic dishonesty jeopardizes the quality of the course and depreciates the hard and honest work of others. Any of the following is an act of academic dishonesty, which may result in suspension or dismissal from the course:

- Cheating
- Plagiarism
- Fabrication
- Facilitating academic dishonesty on the part of another

The Director of Training has the authority to take disciplinary action after investigation of incidents or allegations of academic dishonesty. The record of this investigation and the final action taken will be a part of the student's permanent file.

VIII. Leaving the Course

Withdrawal

The student may withdraw from the course by submitting a written letter of withdrawal. Withdrawal from the course is not official until the request has been received by the Director of Training. Refunds are processed according to the refund policy (see below).

Interruption

Occasionally, students must leave a course because of illness, pregnancy, or other circumstances. The student may apply in writing for a leave of absence and then may, at the discretion of the Director of Training, rejoin the course the next time it is offered, starting at a point in the course when it would be possible to complete all of the course requirements. (Note that there is no guarantee, implicit or explicit, that a subsequent course will follow a previous schedule.)

In the case of interruption of a summer course, in which more than one year elapses between one course cycle and the next, special review procedures may be required. An interruption from the course is not official until the request has been properly approved and has the signature of the Director of Training. If the interruption is for longer than two years, the student must consult with the Director of Training and may be required to re-apply for admission into the full-length course.

Students may request a transfer of credit to another AMI Primary Course. This petition must be made through AMI and the student should be prepared to demonstrate real need.

Dismissal

Students may be asked to discontinue the course for medical, psychological, academic, or other cogent reasons. In case of dismissal, monies paid will be refunded according to the published Refund policy (see below).

Cancellation and Refund Policy

A course may be cancelled if enrollment does not reach a minimum number. If this should occur, fees paid will be fully refunded within 30 days. MTC of St. Louis will also fully refund all monies to any student who cancels his/her enrollment contract within 72 hours (exclusive of Saturday, Sunday, and holidays) after the enrollment contract is signed by the prospective student. After the 72 hour period, refund computations will be based on the period of enrollment computed on the basis of course time expressed in hours. The effective date of termination for refund purposes will be the last day of the student's attendance. Refunds will be totally consummated within 30 days after the effective date of termination.

IX. Facilities

The 3-summer primary course is given at Montessori Training Center of St. Louis, 3854 Washington Blvd. in the Grand Center/Midtown area of the city of St. Louis. All lectures, demonstrations, midwinter seminars, and practice with the apparatus and other activities of the course take place at the training center.

Observations and student teaching with children will be done in AMI recognized Montessori schools under the supervision of AMI diploma holders or at the Lab School. Assignment location is made by the center.

Transportation

Students are responsible for their transportation to and from the training center.

Housing

The Training Center will do its best to assist students, whenever possible, in finding suitable housing. We are not, however, in any way responsible for student housing and/or individual lodging arrangements.

Parking

Parking is available on the street and behind the building to the East of the center, 3848

Washington Blvd. These parking spots can be accessed through the alley that goes behind the Center. There is 15 minute parking directly in front of the building and we ask that you do not park in either of the two front driveways. From noon until 3 p.m. on the last Friday of the month, there is no parking on the North side of Washington Blvd. You will be ticketed if you forget and leave your car there during this time.

Dress

The dress standard of the training center is casual. The dress standards of Montessori schools vary. These standards must be respected and if the school has a stricter dress code than the Training Center, it must be followed when you are observing or practice teaching in the schools.

Generally, the following are not appropriate in any professional setting:

Tank tops, halter tops, or muscle shirts

Clothing with foul language or obscene images

Beach or shower sandals

Torn clothing

Sweat pants or sweat suits

Hats

An initial violation of the dress code will result in a warning. A second violation will count as an absence; however, a grievance may be filed.

Remember, you are training to be a professional. Please dress appropriately!!

Food and Beverages

Students may bring their lunch to school or go out to area restaurants. An hour is dedicated for a lunch break each day. No food or beverages of any kind may be brought into the practice room. A refrigerator and microwave are located in the kitchen.

Protection of Personal Articles

The training center strongly urges students to properly protect their valuables. We caution against leaving valuables unattended, even in the classroom. Do not leave valuables in your car. The Montessori Training Center of St. Louis is not responsible for any theft or loss.

Smoking

The Montessori Training Center of St. Louis is a non-smoking environment.

Telephone

The training center's phone number is 314-833-5330. For personal calls, however, we ask that you use a cell phone so as not to tie up the school line. We ask that you limit the use of cell phones during lecture and practice periods and that calls be made during breaks and at

lunchtime. A cell phone check point is located in the office.

Visitors

Adult visitors may tour the training center when class is not in session by prior approval. Permission to audit portions of the course lectures may be obtained from the Director of Training. The books in the library and materials in the Practice Room are for the use of Training Center students only. They may not be removed for any reason.

Other Adult Learner Services

The Training Center provides referrals for Student Services not directly provided by the Center. The facility is in the vicinity of Grand Center, which is in close proximity to three large hospitals, an entertainment district, restaurants and two large universities. An urban Center, we are within walking distance from pharmacies, groceries, and office supply stores. Numbers you might need include:

SLU Emergency Room
3635 Vista at Grand Blvd.
check in online—sluhospital.com
314-577-8000

St. Louis Metro Police
1200 Clark Ave.
St. Louis, MO 63103
314-444-5555

24/7 St. Louis Locksmith
Twenty-four hour service line
866-863-1611

CVS Pharmacy
3925 Lindell Blvd.
St. Louis, MO 63108
314-535-1048

Dominos Pizza
3930 Lindell Blvd.
St. Louis, MO 63108
314-652-3030

AAA
3917 Lindell Blvd.
St. Louis, MO 63108
314-531-0700

National Suicide Prevention Lifeline
1-800-273-8255

St. Louis Urgent Care

916 Olive St.
St. Louis, MO 63101
314-436-9300

IX. Ethics

It is expected that all students and staff conduct themselves in an appropriate and ethical manner consistent with the philosophy espoused by Maria Montessori and the Association Montessori Internationale. Specifically, it is important to represent oneself physically, mentally, and emotionally in an ethical mode for the purpose of guiding the child in his or her development.

When a violation of an academic or a behavioral nature occurs, written documentation of the event will be sent to the student and a copy of this document will be placed in his/her permanent file. Disciplinary action is dependent upon the severity and/or continuation of the problem and may vary from a gentle warning to a more severe one, including the possibility of probation, expulsion, or referral to law enforcement.

Child Protection Reporting

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

Sexual Harassment Policy

The Montessori Training Center of St. Louis does not condone any form of sexual harassment and therefore has adopted a policy consistent with the school's mission to maintain a supportive community. All members and students of the training center are to be treated with respect and dignity.

Sexual harassment includes unwelcome physical touching or sexually offensive language that interferes with a student's performance. While it is recognized that not every advance or comment of a sexual nature constitutes harassment, students should not create a hostile atmosphere. Whether a particular action or incident constitutes harassment requires a determination based on all the facts and surrounding circumstances.

If any student believes they have been sexually harassed, they should discuss the matter with the Director of Training or the Chairperson of the Montessori Training Center's Board of Directors.

Transcripts

Transcripts will be issued when requested by the student. To request a transcript, send a check or money order for \$5.00 USD to The Montessori Training Center of St. Louis, 3854 Washington Blvd., St. Louis, MO 63108. Please be sure to include the correct and complete address of the individual or organization to whom you wish the transcript sent.

* * *

Cooperating Schools for Observation and Student Teaching *

The Montessori School
4405 State Route 162
Granite City, IL 62040
618-931-2508

The Montessori School/St Clair
2360 Country Road
Belleville, IL 62221
618-235-4289

The Kim School
1022 Tara Road
Jefferson City, MO 65101
573-638-5467

Prairie Flower
3130 Turpin Road
Decatur, IL 62521
217-423-5200

Villa di Maria
1280 Simmons Avenue
Kirkwood, MO 63122
314-822-2601

Campbell Montessori
121 Shady Springs Lane
St Charles, MO 63301
636-477-8200

Chesterfield Montessori
14000 Ladue Road
Chesterfield, MO 63017
314-469-7150

St. Croix Montessori
177 Neal Ave. North

Stillwater, MN 55082

Madison Community Montessori
8406 Ellington Way
Middleton, WI 53562

Indiana Montessori Academy
12760 Horseferry Road Suite 100
Carmel, IN 46032

Montessori School of Oakton
12113 Vale Road
Oakton, VA 22124

Montessori School of Middleburg
7274 Rectors Lane
Marshall, VA 20118

Community Montessori
166 Crestwood Drive
Lexington, KY 40503

Omni Montessori
9536 Blakeney Heath Road
Charlotte, NC 28277

Hershey Montessori School
10229 Prouty Road
Concord Township, Ohio 44077

Border Star Montessori
6321 Wornall
Kansas City, MO
64168
816-418-5150

Highlawn Montessori
3531 Somerset Drive
Prairie Village, KS 66208
913-649-6160

Oak Haven Montessori
7267 Highway N
Dardenne Prairie, MO 63368
636-978-4440

* AMI Schools and AMI Diploma holders in other regions, states and countries are also be used for observation and student teaching. The decision regarding a location is made jointly by the student and the Montessori Training Center of St. Louis.

Sample Syllabus from 2014-2016 Course

Specific Dates	Course Component	Instructor(s)	Contact Hours	Class Times
7-7-14	Course Description and Handbook	Dr. Annette Haines	2	9AM-11AM
7-7-14	Educational Theory and Practice: Video and Discussion	Dr. Annette Haines	1	11AM-12PM
7-7-14	Lunch		0	12PM-1PM
7-7-14	Education Theory Lecture	Dr. Annette Haines	2	1PM-3PM
7-8-14	Psychology and Child Development Lecture	Dr. Annette Haines	2	9AM-11AM
7-8-14	Lunch		0	11AM-12PM
7-8-14	Psychology and Child Development Lecture	Dr. Annette Haines	1.5	12PM-1:30PM
7-9-14	Psychology and Child Development Lecture	Dr. Annette Haines	3	9AM-12PM
7-9-14	Lunch		0	12PM-1PM
7-9-14	Psychology and Child Development Lecture	Dr. Annette Haines	2	1PM-3PM
7-10-14	Psychology and Child Development Lecture	Dr. Annette Haines	2.5	9AM-11:30AM
7-10-14	Lunch		0	11:30AM-12:30PM
7-10-14	Educational Theory Lecture	Dr. Annette Haines	2.5	1PM-3:30PM
7-11-14	Psychology and Child Development Lecture	Dr. Annette Haines	2.5	9AM-11:30AM
7-11-14	Lunch		0	11:30AM-1PM
7-11-14	Practical Life Theory Lecture	Dr. Annette Haines	2.5	1PM-3:30PM
7-14-14	Practical Life Presentations	Dr. Annette Haines	3	9AM-12PM
7-14-14	Lunch		0	12PM-1PM
7-14-14	Practical Life Presentations	Dr. Annette Haines	1	1PM-2PM
7-14-14	Supervised Practice	Dr. Annette Haines	2	2PM-4PM
7-15-14	Practical Life Presentations	Dr. Annette Haines	3	9AM-12PM
7-15-14	Lunch		0	12PM-1PM
7-15-14	Practical Life Presentations	Dr. Annette Haines	1	1PM-2PM
7-15-14	Supervised Practice	Dr. Annette Haines	2	2PM-4PM
7-16-14	Lunch		0	12PM-1PM
7-16-14	Supervised Practice	Dr. Annette Haines	3	1PM-4PM

7-17-14	Practical Life Presentations	Dr. Annette Haines	3	9AM-12PM
7-17-14	Lunch		0	12PM-1PM
7-17-14	Practical Life Presentation	Dr. Annette Haines	.5	1PM-1:30PM
7-17-14	Supervised Practice	Dr. Annette Haines	2.5	1:30PM-4PM
7-18-14	Educational Theory and Practice Lecture		3	9AM-12PM
7-18-14	Lunch		0	12PM-1PM
7-18-14	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
7-21-14	Practical Life Presentations	Dr. Annette Haines	3	9AM-12PM
7-21-14	Lunch		0	12PM-1PM
7-21-14	Psychology and Child Development Lecture	Dr. Annette Haines	1.5	1PM-2:30PM
7-21-14	Supervised Practice	Dr. Annette Haines	1.5	2:30PM-4PM
7-22-14	Practical Life Presentations	Dr. Annette Haines	3	9AM-12PM
7-22-14	Lunch		0	12PM-1PM
7-22-14	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
7-23-14	Practical Life Presentation	Dr. Annette Haines	2	9AM-11AM
7-23-14	Educational Theory and Practice: Video and Discussion	Dr. Annette Haines	1	11AM-12PM
7-23-14	Lunch		0	12PM-1PM
7-23-14	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
7-24-14	Practical Life Presentations	Dr. Annette Haines	2	9AM-12PM
7-24-14	Lunch		0	12PM-1PM
7-24-14	Practical Life Presentation	Dr. Annette Haines	1	1PM-2PM
7-24-14	Supervised Practice	Dr. Annette Haines	2	2PM-4PM
7-25-14	Practical Life Presentations	Dr. Annette Haines	3	9AM-12PM
7-25-14	Lunch		0	12PM-1PM
7-25-14	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
7-28-14	Practical Life Presentations	Dr. Annette Haines	3	9AM-12PM
7-28-14	Lunch		0	12PM-1PM
7-28-14	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
7-29-14	Practical Life	Dr. Annette Haines	3	9AM-12PM
7-29-14	Lunch		0	12PM-1PM
7-29-14	Practical Life Presentation	Dr. Annette Haines	1	1PM-2PM
7-29-14	Supervised Practice	Dr. Annette Haines	2	2PM-4PM
7-30-14	Practical Life Presentations	Dr. Annette Haines	3	9AM-12PM

7-30-14	Lunch		0	12PM-1PM
7-30-14	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
7-31-14	Sensorial Theory Lecture	Dr. Annette Haines	3	9AM-12PM
7-31-14	Lunch		0	12PM-1PM
7-31-14	Sensorial Presentation	Dr. Annette Haines	1	1PM-2PM
7-31-14	Supervised Practice	Dr. Annette Haines	2	2PM-4PM
8-1-14	Sensorial Presentations	Dr. Annette Haines	2	9AM-11AM
8-1-14	Practical Life Applied Exercise	Dr. Annette Haines	3	11AM-2PM
8-1-14	Supervised Practice	Dr. Annette Haines	2	2PM-4PM
8-4-14	Sensorial Presentations	Dr. Annette Haines	2	9AM-11AM
8-4-14	Supervised Practice	Dr. Annette Haines	1	11AM-12PM
8-4-14	Lunch		0	12PM-1PM
8-4-14	Supervised Practice	Dr. Annette Haines	1	1PM-2PM
8-4-14	Sensorial Presentations	Dr. Annette Haines	1.5	2PM-3:30PM
8-5-14	Sensorial Presentations	Dr. Annette Haines	3	9AM-12PM
8-5-14	Lunch		0	12PM-1PM
8-5-14	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
8-6-14	Sensorial Presentations	Dr. Annette Haines	2	9AM-11AM
8-6-14	Supervised Practice	Dr. Annette Haines	1	11AM-12PM
8-6-14	Lunch		0	12PM-1PM
8-6-14	Supervised Practice	Dr. Annette Haines	1	1PM-2PM
8-6-14	Sensorial Presentation	Dr. Annette Haines	1	2PM-3PM
8-7-14	Sensorial Presentation	Dr. Annette Haines	3	9AM-12PM
8-7-14	Lunch		0	12PM-1PM
8-7-14	Sensorial Presentation	Dr. Annette Haines	.5	1PM-1:30PM
8-7-14	Supervised Practice	Dr. Annette Haines	2	1:30PM-3:30PM
8-8-14	Sensorial Presentations	Dr. Annette Haines	3	9AM-12PM
8-8-14	Lunch		0	12PM-1PM
8-8-14	Sensorial Presentation	Dr. Annette Haines	.5	1PM-1:30PM
8-8-14	Supervised Practice	Dr. Annette Haines	2.5	1:30PM-4PM
8-11-14	Sensorial Presentation	Dr. Annette Haines	3	9AM-12PM
8-11-14	Lunch		0	12PM-1PM
8-11-14	Sensorial Presentation	Dr. Annette Haines	1.5	1PM-2:30PM
8-11-14	Supervised Practice	Dr. Annette Haines	1.5	2:30PM-4PM

8-12-14	Sensorial Presentation	Dr. Annette Haines	3	9AM-12PM
8-12-14	Lunch		0	12PM-1PM
8-12-14	Sensorial Presentation	Dr. Annette Haines	1	1PM-2PM
8-12-14	Supervised Practice	Dr. Annette Haines	2	2PM-4PM
8-13-14	Sensorial Presentations	Dr. Annette Haines	2	9AM-11AM
8-13-14	Supervised Practice	Dr. Annette Haines	1	11AM-12PM
8-13-14	Lunch		0	12PM-1PM
8-13-14	Sensorial Presentation 11.5	Dr. Annette Haines	1	1PM-2PM
8-13-14	Supervised Practice	Dr. Annette Haines	2	2PM-4PM
8-14-14	Educational Theory and Practice Lecture	Dr. Annette Haines	3	9AM-12PM
8-14-14	Lunch		0	12PM-1PM
8-14-14	Supervised Practice	Dr. Annette Haines	.5	1PM-1:30PM
8-14-14	Sensorial Presentation	Dr. Annette Haines	.5	1:30PM-2PM
8-14-14	Supervised Practice	Dr. Annette Haines	2	2PM-4PM
8-15-14	Psychology and Child Development Video	Dr. Annette Haines	.5	9AM-9:30AM
8-15-14	Lecture on Observation	Dr. Annette Haines	2.5	9:30AM-12PM
1-17-15	Educational Theory and Practice Lecture	Dr. Annette Haines	1	9AM-10AM
1-17-15	Sensorial Presentations	Dr. Annette Haines	2	10AM-12PM
1-17-15	Lunch		0	12PM-1PM
1-17-15	Sensorial Presentation	Dr. Annette Haines	2	1PM-3PM
1-18-15	Sensorial Presentations	Dr. Annette Haines	2	9AM-11AM
1-18-15	Guided Reading Session	Dr. Annette Haines	1	11AM-12PM
1-18-15	Lunch		0	12PM-1PM
1-18-15	Sensorial Presentations	Dr. Annette Haines	2	1PM-3PM
1-19-15	Educational Theory and Practice Lecture	Dr. Annette Haines	2	9AM-11AM
1-19-15	Lecture and Discussion on Observation	Dr. Annette Haines	1	11AM-12PM
6-15-15	Language Theory Lecture	Dr. Annette Haines	3	9AM-12PM
6-15-15	Lunch		0	12PM-1PM
6-15-15	Language Theory Lecture cont.	Dr. Annette Haines	2	1PM-3PM
6-15-15	Supervised Practice	Dr. Annette Haines	1	3PM-4PM
6-16-15	Language Presentations	Dr. Annette Haines	2	9AM-11AM
6-16-15	Supervised Practice	Dr. Annette Haines	1	11AM-12PM
6-16-15	Lunch		0	12PM-1PM
6-16-15	Language Presentation	Dr. Annette Haines	1	1PM-2PM

6-16-15	Supervised Practice	Dr. Annette Haines	2	2PM-4PM
6-17-15	Language Presentation	Dr. Annette Haines	1	9AM-10AM
6-17-15	Supervised Practice	Dr. Annette Haines	2	10AM-12PM
6-17-15	Lunch		0	12PM-1PM
6-17-15	Language Presentation	Dr. Annette Haines	1	1PM-2PM
6-17-15	Supervised Practice	Dr. Annette Haines	2	2PM-4PM
6-18-15	Language Presentations	Dr. Annette Haines	1.5	9AM-10:30AM
6-18-15	Supervised Presentations	Dr. Annette Haines	2	10:30AM-12:30PM
6-18-15	Lunch		0	12:30PM-1:30PM
6-18-15	Language Presentation	Dr. Annette Haines	1	1:30PM-2:30PM
6-18-15	Supervised Practice	Dr. Annette Haines	1.5	2:30PM-4PM
6-19-15	Language Presentations	Dr. Annette Haines	1.5	9AM-10:30AM
6-19-15	Supervised Practice	Dr. Annette Haines	2	10:30AM-12:30PM
6-19-15	Lunch		0	12:30PM-1:30PM
6-19-15	Language Presentation	Dr. Annette Haines	1	1:30PM-2:30PM
6-19-15	Supervised Practice	Dr. Annette Haines	1.5	2:30PM-4PM
6-22-15	Language Presentation	Dr. Annette Haines	1.5	9AM-10:30AM
6-22-15	Supervised Practice	Dr. Annette Haines	2	10:30AM-12:30PM
6-22-15	Lunch		0	12:30PM-1:30PM
6-22-15	Language Presentation	Dr. Annette Haines	1.5	1:30PM-3PM
6-22-15	Supervised Practice	Dr. Annette Haines	1	3PM-4PM
6-23-15	Language Presentations	Dr. Annette Haines	2	9AM-11AM
6-23-15	Supervised Practice	Dr. Annette Haines	1	11AM-12PM
6-23-15	Lunch		0	12PM-1PM
6-23-15	Language Presentations	Dr. Annette Haines	.5	1PM-1:30PM
6-23-15	Supervised Practice	Dr. Annette Haines	2	1:30PM-3:30PM
6-24-15	Supervised Practice	Dr. Annette Haines	3	9AM-12PM
6-24-15	Lunch	Dr. Annette Haines	0	12PM-1PM
6-24-15	Language Presentations	Dr. Annette Haines	3	1PM-4PM
6-25-15	Language Presentations	Dr. Annette Haines	1	9AM-10AM
6-25-15	Supervised Practice	Dr. Annette Haines	2	10AM-12PM
6-25-15	Lunch	Dr. Annette Haines	0	12PM-1PM
6-25-15	Language Presentations	Dr. Annette Haines	1.5	1PM-2:30PM
6-25-15	Supervised Practice	Dr. Annette Haines	1.5	2:30PM-4PM

6-26-15	Language Presentations	Dr. Annette Haines	1.5	9AM-10:30AM
6-26-15	Supervised Practice	Dr. Annette Haines	2	10:30AM-12:30PM
6-26-15	Lunch	Dr. Annette Haines	0	12:30PM-1:30PM
6-26-15	Language Presentation	Dr. Annette Haines	1	1:30PM-2:30PM
6-26-15	Supervised Practice	Dr. Annette Haines	1.5	2:30PM-4PM
6-29-15	Language Presentation	Dr. Annette Haines	1	9AM-10AM
6-29-15	Supervised Practice	Dr. Annette Haines	2	10AM-12PM
6-29-15	Lunch	Dr. Annette Haines	0	12PM-1PM
6-29-15	Language Presentations	Dr. Annette Haines	1.5	1PM-2:30PM
6-29-15	Supervised Practice	Dr. Annette Haines	1	2:30PM-3:30PM
6-30-15	Language Presentations	Dr. Annette Haines	1.5	9AM-10:30AM
6-30-15	Supervised Practice	Dr. Annette Haines	2	10:30AM-12:30PM
6-30-15	Lunch	Dr. Annette Haines	0	12:30PM-1:30PM
6-30-15	Language Presentations	Dr. Annette Haines	1.5	1:30PM-3PM
6-30-15	Supervised Practice	Dr. Annette Haines	1	3PM-4PM
7-1-15	Language Presentations	Dr. Annette Haines	1.5	9AM-10:30AM
7-1-15	Supervised Practice	Dr. Annette Haines	2	10:30AM-12:30PM
7-1-15	Lunch		0	12:30PM-1:30PM
7-1-15	Supervised Practice	Dr. Annette Haines	2	1:30PM-3:30PM
7-2-15	Language Presentations	Dr. Annette Haines	1	9AM-10AM
7-2-15	Supervised Practice	Dr. Annette Haines	2.5	10AM-12:30PM
7-2-15	Lunch		0	12:30PM-1:30PM
7-2-15	Language Presentations	Dr. Annette Haines	.5	1:30PM-2PM
7-2-15	Supervised Practice	Dr. Annette Haines	2	2PM-4PM
7-6-15	Math Theory Lecture	Dr. Annette Haines	2.5	9AM-11:30AM
7-6-15	Supervised Practice	Dr. Annette Haines	1	11:30PM-12:30PM
7-6-15	Lunch		0	12:30PM-1:30PM
7-6-15	Math Presentations	Dr. Annette Haines	1	1:30PM-2:30PM
7-6-15	Supervised Practice	Dr. Annette Haines	1.5	2:30PM-4PM
7-7-15	Math Presentations	Dr. Annette Haines	2	9AM-11AM
7-7-15	Supervised Practice	Dr. Annette Haines	1	11AM-12PM
7-7-15	Lunch		0	12PM-1PM
7-7-15	Math Presentations	Dr. Annette Haines	1	1PM-2PM
7-7-15	Supervised Practice	Dr. Annette Haines	2	2PM-4PM

7-8-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1	9AM-10AM
7-8-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	2	10AM-12PM
7-8-15	<i>Lunch</i>		0	12PM-1PM
7-8-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	2	1PM-3PM
7-8-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	1	3PM-4PM
7-9-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	2.5	9AM-11:30AM
7-9-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	1	11:30AM-12:30PM
7-9-15	<i>Lunch</i>		0	12:30PM-1:30PM
7-9-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1.5	1:30PM-3PM
7-9-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	1	3PM-4PM
7-10-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	2	9AM-11AM
7-10-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	1	11AM-12PM
7-13-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1	9AM-10AM
7-13-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	2	10AM-12PM
7-13-15	<i>Lunch</i>		0	12PM-1PM
7-13-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1.5	1PM-2:30PM
7-13-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	1.5	2:30PM-4PM
7-14-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1.5	9AM-10:30AM
7-14-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	2	10:30AM-12:30PM
7-14-15	<i>Lunch</i>		0	12:30PM-1:30PM
7-14-15	<i>Math presentations</i>	<i>Dr. Annette Haines</i>	1	1:30PM-2:30PM
7-14-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	1.5	2:30PM-4PM
7-15-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	3	9AM-12PM
7-15-15	<i>Lunch</i>		0	12PM-1PM
7-15-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1.5	1PM-2:30PM
7-15-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	1.5	2:30PM-4PM
7-16-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	2	9AM-11AM
7-16-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	1	11AM-12PM
7-16-15	<i>Lunch</i>		0	12PM-1PM
7-16-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1	1PM-2PM
7-16-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	2	2PM-4PM
7-17-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1	9AM-10AM
7-17-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	2	10AM-12PM
7-17-15	<i>Lunch</i>		0	12PM-1PM

7-17-15	Math Presentation	Dr. Annette Haines	1.5	1PM-2:30PM
7-17-15	Supervised Practice	Dr. Annette Haines	1.5	2:30PM-4PM
7-20-15	Math Presentations	Dr. Annette Haines	1.5	9AM-10:30AM
7-20-15	Supervised Practice	Dr. Annette Haines	2	10:30AM-12:30PM
7-20-15	Lunch		0	12:30PM-1:30PM
7-20-15	Math Presentations	Dr. Annette Haines	1	1:30PM-2:30PM
7-20-15	Supervised Practice	Dr. Annette Haines	1.5	2:30PM-4PM
7-21-15	Math Presentations	Dr. Annette Haines	1.5	9AM-10:30AM
7-21-15	Supervised Practice	Dr. Annette Haines	2	10:30AM-12:30PM
7-21-15	Lunch		0	12:30PM-1:30PM
7-21-15	Math Presentations	Dr. Annette Haines	2.5	1:30PM-4PM
7-22-15	Math Presentations	Dr. Annette Haines	1.5	9AM-10:30AM
7-22-15	Supervised Practice	Dr. Annette Haines	1	10:30AM-12:30PM
7-22-15	Lunch		0	12:30PM-1:30PM
7-22-15	Math Presentations	Dr. Annette Haines	1.5	1:30PM-3PM
7-22-15	Supervised Practice	Dr. Annette Haines	1	3PM-4PM
7-23-15	Math Presentations	Dr. Annette Haines	1	9AM-10AM
7-23-15	Supervised Practice	Dr. Annette Haines	2	10AM-12PM
7-23-15	Lunch		0	12PM-1PM
7-23-15	Material Making Discussion	Dr. Annette Haines	2	1PM-3PM
7-23-15	Supervised Practice	Dr. Annette Haines	1	3PM-4PM
7-24-15	Math Presentations	Dr. Annette Haines	2	9AM-11AM
7-24-15	Supervised Practice	Dr. Annette Haines	1	11AM-12PM
7-24-15	Lunch		0	12PM-1PM
7-24-15	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
7-27-15	Math Presentations	Dr. Annette Haines	1	9AM-10AM
7-27-15	Supervised Practice	Dr. Annette Haines	2	10AM-12PM
7-27-15	Lunch		0	12PM-1PM
7-27-15	Math Presentations	Dr. Annette Haines	1	1PM-2PM
7-27-15	Supervised Practice	Dr. Annette Haines	2	2PM-4PM
7-28-15	Math Presentations	Dr. Annette Haines	1.5	9AM-10:30AM
7-28-15	Supervised Practice	Dr. Annette Haines	2	10:30AM-12:30PM
7-28-15	Lunch		0	12:30PM-1:30PM
7-28-15	Math Presentations	Dr. Annette Haines	1	1:30PM-2:30PM

7-28-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	1.5	2:30PM-4PM
7-29-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	2	9AM-11AM
7-29-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	1	11AM-12PM
7-29-15	<i>Lunch</i>		0	12PM-1PM
7-29-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	3	1PM-4PM
7-30-15	NO CLASS			
7-31-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1	9AM-10AM
7-31-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	2	10AM-12PM
7-31-15	<i>Lunch</i>		0	12PM-1PM
7-31-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1	1PM-2PM
7-31-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	2	2PM-4PM
8-3-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1	9AM-10AM
8-3-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	2	10AM-12PM
8-3-15	<i>Lunch</i>		0	12PM-1PM
8-3-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1.5	1PM-2:30PM
8-3-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	1.5	2:30PM-4PM
8-4-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1	9AM-10AM
8-4-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	2	10AM-12PM
8-4-15	<i>Lunch</i>		0	12PM-1PM
8-4-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1.5	1PM-2:30PM
8-4-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	1.5	2:30PM-4PM
8-5-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1.5	9AM-10:30AM
8-5-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	2	10:30AM-12:30PM
8-5-15	<i>Lunch</i>		0	12:30PM-1:30PM
8-5-15	<i>Student Teaching Lecture and Discussion</i>	<i>Dr. Annette Haines</i>	2.5	1:30PM-4PM
8-6-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1.5	9AM-10:30AM
8-6-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	2	10:30AM-12:30PM
8-6-15	<i>Lunch</i>		0	12:30PM-1:30PM
8-6-15	<i>Math Presentations</i>	<i>Dr. Annette Haines</i>	1.5	1:30PM-3PM
8-6-15	<i>Supervised Practice</i>	<i>Dr. Annette Haines</i>	1	3PM-4PM
8-7-15	<i>Educational Theory and Practice Lecture</i>	<i>Dr. Annette Haines</i>	3	9Am-12PM
6-1-16	<i>Group Reading and Discussion</i>	<i>Dr. Annette Haines</i>	3	9AM-12PM
6-1-16	<i>Lunch</i>		0	12PM-1PM
6-1-16	<i>Language Presentations</i>	<i>Dr. Annette Haines</i>	3	1PM-4PM

6-2-16	Lecture on Theory Review	Dr. Annette Haines	3	9AM-12PM
6-2-16	Lunch		0	12PM-1PM
6-2-16	Lecture on Theory Review	Dr. Annette Haines	3	1PM-4PM
6-3-16	Lecture on Practical Review	Dr. Annette Haines	3	9AM-12PM
6-3-16	Lunch		0	12PM-1PM
6-3-16	Lecture on Practical review	Dr. Annette Haines	3	1PM-4PM
6-6-16	Exams on Paper A Theory		0	9AM-12PM
6-7-16	Exams on Paper B Practical		0	9AM-12PM
6-8-16	Reading and Discussion	Dr. Annette Haines	3	9AM-12PM
6-8-16	Lunch		0	12PM-1PM
6-8-16	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
6-8-16	Supervised Practice	Dr. Annette Haines	3	9AM-12PM
6-8-16	Lunch		0	12PM-1PM
6-8-16	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
6-9-16	Supervised Practice	Dr. Annette Haines	3	9AM-12PM
6-9-16	Lunch		0	12PM-1PM
6-9-16	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
6-10-16	Supervised Practice	Dr. Annette Haines	3	9AM-12PM
6-10-16	Lunch		0	12PM-1PM
6-10-16	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
6-13-16	Supervised Practice	Dr. Annette Haines	3	9AM-12PM
6-13-16	Lunch		0	12PM-1PM
6-13-16	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
6-14-16	Supervised Practice	Dr. Annette Haines	3	9AM-12PM
6-14-16	Lunch		0	12PM-1PM
6-14-16	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
6-15-16	Supervised Practice	Dr. Annette Haines	3	9AM-12PM
6-15-16	Lunch		0	12PM-1PM
6-15-16	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
6-16-16	Supervised Practice	Dr. Annette Haines	3	9AM-12PM
6-16-16	Lunch		0	12PM-1PM
6-16-16	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
6-17-16	Supervised Practice	Dr. Annette Haines	3	9AM-12PM
6-17-16	Lunch		0	12PM-1PM

6-17-16	Material Making Presentation	Dr. Annette Haines	3	1PM-4PM
6-20-16	Reading and Discussion	Dr. Annette Haines	3	9AM-12PM
6-20-16	Lunch		0	12PM-1PM
6-20-16	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
6-21-16	Supervised Practice	Dr. Annette Haines	3	9AM-12PM
6-21-16	Lunch		0	12PM-1PM
6-21-16	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
6-22-16	Supervised Practice	Dr. Annette Haines	3	9AM-12PM
6-22-16	Lunch		0	12PM-1PM
6-22-16	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
6-23-16	Supervised Practice	Dr. Annette Haines	3	9AM-12PM
6-23-16	Lunch		0	12PM-1PM
6-23-16	Supervised Practice	Dr. Annette Haines	3	1PM-4PM
6-24-16	Preparing Environment for Exams	Dr. Annette Haines	3	9AM-12PM
6-24-16	Lunch		0	12PM-1PM
6-24-16	Directed Practical/Presentation Session	Dr. Annette Haines	3	1PM-4PM
6-27-16	Oral Exams		0	9AM-4PM
6-28-16	Oral Exams		0	9AM-4PM
6-29-16	Oral Exams		0	9AM-4PM
6-30-16	Oral Exams		0	9AM-4PM
7-1-16	Graduation		0	7PM-9PM
			Total Contact Hours	
			500	

THE MONTESSORI TRAINING CENTER OF ST LOUIS

BOOKLIST

Author	Title	estimated cost*
REQUIRED:		
Montessori, Maria	<u>The Secret of Childhood</u> **	\$17.00 (NAMTA)
	<u>The Discovery of the Child</u>	\$16.00 (NAMTA)
	<u>The Absorbent Mind</u>	\$16.00 (NAMTA)
	<u>Education and Peace</u>	\$16.00 (NAMTA)
	<u>The Formation of Man</u>	\$14.00 (NAMTA)
	<u>The Advanced Montessori Method Volume I</u> **	\$18.00 (NAMTA)
	<u>1946 London Lectures</u>	\$21.00 (NAMTA)
TOTAL:		\$118.00
RECOMMENDED:		
Montanaro, Silvana	<u>Understanding the Human Being</u>	Nienhuis, USA

Montessori, Maria	<u>Education for a New World</u>	Kalakshetra
	<u>To Educate the Human Potential</u>	Kalakshetra
Montessori, Mario	<u>The Human Tendencies and Montessori Education</u>	AMI Pamphlet
Montessori, Mario Jr.	<u>Education for Human Development**</u>	Schocken

OPTIONAL:

Montessori, Maria	<u>The Child in the Church</u>	North American Publishing Co.
	<u>The Child in the Family**</u>	Clio
	<u>The Child, Society and the World</u>	Clio
	<u>Education for a New World**</u>	Clio
Lillard, Paula P	<u>Montessori Today**</u>	Schocken
	<u>Montessori: A Modern Approach</u>	Schocken

**Some book titles have various publishers and publication dates. If you have access to a different edition, you do not have to limit yourself to the one above. However, please find an edition that identifies the translator or editor. This information is given as a help only.*

***Many of these titles are listed on **amazon.com**. But beware, there is much schlock out there on the web. Don't always buy the cheapest versions; they are not necessarily what you will want.*

Supplies***

- 1. Most students use a computer for word processing. Handwritten assignments are acceptable but must be in ink and on unlined white opaque paper.**
- 2. Colored pencils; black fine-lined felt-tip pen.**
- 3. Notebooks (legal pads, spiral notebook, etc.), pens, pencils etc.**
- 4. Page protectors (such as C-line)*; Chapter tabs.******
- 5. Five 3 ring binders (plain) for your final albums******
- 6. A digital camera is helpful to some but is not required. (Many students use their smartphones.)**

*****The amount spent on supplies will vary.**

******Best purchased later on in the course.**