



# STUDENT CATALOG

## AMI 2013-2014 Assistants to Infancy Teacher Training Course

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## INTRODUCTION

The Montessori Institute of San Diego directs a course of study for two summers preparing adults to work with children from birth to three years of age according to the Montessori principles. This course leads to the internationally recognized Assistants to Infancy Montessori Diploma of the Association Montessori Internationale.

The curriculum includes topics such as Montessori philosophy, psychology (theory and practice), Anatomy, Physiology, Hygiene, Obstetrics and Nutrition, Music, Art and Spiritual Development as well as observation at homes, hospitals and infant communities. Lectures will focus on early childhood development and a comparative study of the child, family and community. The relationship between Montessori education and current childhood practices is also explored. Final AMI examinations are given by an examining panel selected by AMI and MISD. Students reaching a satisfactory standard at these examinations will be awarded the AMI Assistants to Infancy diploma.

Instruction is in residence, with class sizes limited to 40 students. The course is conducted during two summers: the first summer from June 10 – July 25, 2013 and the second summer from June 9 – July 26, 2014.

All classes at the Montessori Institute of San Diego are given in English. The institution does not require documentation of English language proficiency nor does it provide English as a second language instruction. Please also note that we do not provide lodging or transportation. MISD currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition fees.

Notice concerning international students: Following acceptance, the institution will provide an I-20 form so that international students may obtain an F-1 visa from the US Embassy or Consulate.

Notice concerning transferability of credits and credentials earned at our institution: The transferability of credits you earn at MISD is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the AMI diploma you earn in MISD is also at the complete discretion of the institution to which you may seek to transfer. If the AMI diploma that you earn at this institution is not accepted at the institution you seek to transfer, you may be required to repeat some or all of your coursework at the 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 MISD to determine if your AMI diploma will transfer.

Prospective students are encouraged to read the program catalog and review the MISD Fact Sheet prior to signing an enrollment agreement.

**The Montessori Institute of San Diego is a private institution and is approved by the Bureau for Private Postsecondary and Vocational Education.** Institution's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor filed a petition within the preceding five years. Institution has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

All information in the content of this school handbook (catalog) is current and correct, and is so certified as true by Silvia C. Dubovoy Ph.D., Director of Training

This handbook is updated annually.

## **ADMISSION REQUIREMENTS**

The Montessori Institute of San Diego does not discriminate on the basis of gender, race, color or ethnic origin. All qualified students are afforded the rights, privileges, programs and activities generally accorded or made available to any student at the Center.

A bachelor's degree in any field of study is required, although the Course Director may make exceptions to this requirement under special circumstances. Applicants must demonstrate personal suitability for training that needs emotional maturity, integrity of character, intellectual creativity and the aptitude for psychological insight and understanding. A minimum of a high school diploma (or GED) is also required.

Prospective enrollees are encouraged to visit the physical facilities of the school, and to discuss personal education and occupational plans with school personnel prior to enrolling.

The applicant must provide transcripts of college records, two recent photographs and a completed application form. An application fee must accompany a submitted application. A personal interview may be required during the application process. Applications will be reviewed on a rolling basis until enrollment has reached capacity, at which time a waiting list would be established. If enrollment does not reach quorum, as defined by the Director, the course will not be given.

MISD has not entered into a transfer agreement with any other college or university. However, if a student has taken a portion of this course at another AMI training center, the Director will consider counting that work toward a diploma earned through this institution. Here is the process: The former institution will report to MISD about how many hours of coursework have been completed. MISD will then compare those hours to the total number of hours required per the AMI Requirements for Certification, and will pro-rate the remaining tuition based on MISD's current fee structure. The former institution will also provide us with a list of which course aspects have been completed (written exams, albums checked, observation hours, etc.), and any outstanding elements of the course will need to be finished in order for the student to sit for oral exams.

## **REQUIREMENTS FOR GRADUATION**

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

- 90 percent attendance of lectures, observation work and practical sessions with materials.
- personally prepared reference albums containing illustrated notes on demonstrations and lectures
- assigned material-making projects
- successful practice-teaching as scheduled in AMI classes
- assigned written reports
- passing grades on both written and on oral examinations conducted by Examiners of the Association Montessori Internationale

Admission to the training course does not guarantee certification. All students are given progress conferences at the end of the first summer. Students not fulfilling any part of the course, or any part of the course examination, must retake that part the following year, at a location where the course is offered, after complying with recommendations made by the A.M.I. Board of Examiners. The examination may only be taken twice.

*Student files and records will be kept in the school office for no less than 5 years, and will be available to students on request.*

## COURSE OF STUDY

<ul style="list-style-type: none"> <li>➤ Psychology and Philosophy of the Montessori Method</li> <li>➤ History of Education - Education Theories</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Child Growth and Development I</li> <li>➤ Early Childhood Education</li> <li>➤ Human Relations and Self Awareness in Young Children</li> <li>➤ The Study of Child, Family and Community</li> <li>➤ Anatomy, Physiology, Hygiene, Obstetrics and Nutrition</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Child Growth and Development II</li> <li>➤ Child Neuropsychiatry</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Creating Healthy, Safe Environments for Infants</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Creating Healthy, Safe Environments for Toddlers</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Developmentally Appropriate Practices for Infants</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Developmentally Appropriate Practices for Toddlers</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Working with Parents and Families of Young Children</li> <li>➤ Parent Education, Techniques and Family Development</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Supervised Field Experience</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Supervised Practice with Montessori Material</li> <li>➤ Material Making</li> </ul>	3 units

Total: 30 Semester Units

30 Semester Units is equal to approximately 900 hours.

*The Montessori Institute of San Diego is non-departmental in structure and curriculum and does not employ standard departmental subject divisions in the recording of credits. We supply a division of credits into traditional categories in response to specific inquiries, but it is to be understood that any such division is approximate, given the integrated nature of the curriculum.*

## **FACILITIES**

The Assistants to Infancy Summer Program will be held at the Montessori Institute of San Diego located at 8745 La Jolla Scenic Drive North, La Jolla, CA 92037.

The Montessori Institute of San Diego is comprised of the following available space and facilities in the La Jolla location:

- Approximately 10,000 square feet
- Reception Area and Administrative Offices
  - Director's Office
  - Assistant Director's Office
  - Staff Restroom
  - Filing Room
  - Conference Room
  - Staff Kitchen/Lounge
  - Bookkeeping Office
- Four Model Environments
  - Nido/Home Model Environment
  - A-I Model Classroom
  - Primary Model Classroom
  - Elementary Model Classroom
- Four Lecture Rooms
  - Nido Lecture Room
  - A-I Lecture Room
  - Primary Lecture
  - Elementary Lecture Room
- Student Kitchen/Lounge
- Two Student Restrooms
- Front Parking Lot – *for staff use only*
  - Students are welcome to use the Congregation Beth El parking lot off Gilman Drive or park on the street on La Jolla Scenic Drive North

This institution with the facilities it occupies and the equipment it utilizes fully complies with any and all Federal, State and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

## **LIBRARY**

There are bookshelves containing resources available for students to check out in both the Administrative office and the Director of Training's office.

## **HOUSING**

If a student is interested, MISD will offer suggestions/options for student housing. The average housing cost in the La Jolla/San Diego area is \$1,000 – \$2,500 per month.

## FACULTY

### **Dr. Silvia C. Dubovoy**

#### *Director of Training*

Dr. Dubovoy is a 0-6 level trainer, lecturer, consultant, and examiner for the Association Montessori Internationale worldwide. She has been involved in Montessori education since 1965, as a parent, board member and coordinator of her children's school. Dr. Dubovoy holds a Bachelor of Arts in psychology, a Master's in Psychological Research and Intervention, and a Ph.D. in Psychology from the University of Barcelona. She also has the AMI Primary, AMI Special Education, and AMI Assistants to Infancy Diplomas. Dr. Dubovoy was a Board member of AMI, headquartered in Amsterdam, since 1982 to April, 2010. She is a member of the AMI Scientific Pedagogic Group, the AMI Research Group and one of the AMI representatives to the United Nations. As a psychologist she studied and worked with Dr. Carl R. Rogers a humanistic psychologist. She is a Lead Clinical Faculty at University of San Diego and an Associate Professor at Loyola University in Maryland.

### **Chelsea Swenson**

#### *Course Administrator*

Chelsea joined the MISD administrative team in August 2011 and serves as the training center administrator. Chelsea spent the early years of her professional life working as a graphic designer in New York City. After moving to San Diego, she began exploring the idea of becoming a Montessori guide and received her AMI Primary Diploma from the Montessori Institute of San Diego in 2009. She also holds a Bachelor of Fine Arts from James Madison University in Virginia and a Master of Education in Montessori education from Loyola University in Maryland.

### **Nasreen Yazdani**

#### *Director of Operations*

Nasreen oversees the general operations of the training center and coordinates the master's degree program in Curriculum and Instruction with a Specialization in Montessori at the University of San Diego. She has a B.A. from Smith College in Northampton, Massachusetts where she studied world religions and applied mathematics. Nasreen also holds the AMI Primary diploma from MISD and an M.Ed. from Loyola University Maryland. Her professional background includes experience in grant writing, sociological research, customer service, and tutoring the gamut of ages and subjects from kindergarten reading to college calculus.

## INFORMATION, SCHEDULE AND STATEMENT OF CONDITIONS

**FIRST SUMMER:** June 10 - July 25, 2013

Montessori Theory: A study of Montessori Philosophy and Psycho-Pedagogy, following the child's natural development. We will focus on the child from prenatal birth to age three.

Obstetrics: Anatomy and physiology of the reproductive systems, conception, fetal development, birth, and the eight weeks following birth (*puerperium*).

Nutrition: Anatomy and physiology of the digestive system, breast-feeding, weaning, basic nutrition and preparation of food for young children.

Hygiene: Maternal hygiene; the characteristics of full term, premature and post mature newborns; assessment at birth, diseases during the first year, immunizations, health issues.

Environment: Will include both at home or in child care from birth to three years. Study of the appropriate and supportive environment, both at home and in a child care setting for infants and toddlers, and its adaptation to the child's progressive changing needs.

Observation: The skills of observation through practical training and direct observation of children.

A total of 250 Hours\* of observation are required as follows:

- |                           |              |
|---------------------------|--------------|
| 1) Birth to 8 weeks:      | 30 hours     |
| 2) 8 weeks to 1 year:     | 110 hours* a |
| 3) 1 year to 3 years:     | 110 hours* b |
| a) In a home minimum      | 40 hours     |
| b) In a community minimum | 40 hours     |

*\* 50 hours of guided observation are provided, each summer at the institute, as part of the course.*

Reference Albums: Preparing of personal textbooks for the different topics.

Practical Sessions: Supervised preparation of hand-made required developmental materials.  
Preparation of the internal and external pregnancy chart and the birth to twelve months psychomotor development time line.

Practice Teaching: Each student shall work with children in an Infant Community, and be visited for support and evaluation by a course staff member, at least once. This may be done by returning to the training center to work, or by being visited at one's own location. Travel and lodging expenses are the student's responsibility. Practice teaching arrangements need to be discussed with the Director of Training.

At the end of the first summer and internal written examination and an oral personal assessment will be given. The results must be satisfactory in order to be admitted to the second summer.

**SECOND SUMMER:** June 9 – July 26, 2014

Child Neuropsychiatry: The history of child Neuropsychiatry; issues applicable to the first three years of life, with an emphasis on family importance in human psychological development; review of minor pathologies.

Environment: The environment for children from 12 to 36 months in an Infant Community (an out-of-home setting), appropriate materials and activities.

Practicum Evaluation: Work in the on-site Infant Community, supported and evaluated by a course staff member.

Reference Albums: Continue with preparation of the reference albums for the new topics.

Practical Sessions:           Developmental Materials for children ages 1 to 3  
  Psycho-motor development time line from 12 to 36 months

Written Exams: Two three-hour written examination papers.

Oral Exams: An oral examination with an AMI external examiner and training staff.

AMI Diploma:

All requested material and five completed albums are to be handed in for final evaluation as arranged by the Director. These albums must meet the required standards set by the Director before the student can be allowed to take the written and oral examinations.

## GRADING

AMI certificate programs do not issue grades for coursework; however, if a student is participating in a partner graduate program grades will be issued according to the graduate institution's conventions. This is the grading system that is used for Loyola University Maryland:

A	<i>Excellent</i>	High achievement and indicates intellectual initiative beyond the objectives of the course
B	<i>Good</i>	Good work that meets the objective for the course and intellectual command expected of a graduate student
C	<i>Unsatisfactory</i>	Denotes work of inferior quality, compared to the objectives of the course. It is the lowest passing grade.
F	<i>Failure</i>	Academic dismissal
W	<i>Withdrawn</i>	Authorized departure from the course without completion. It does not enter into the grade point average calculation
I	<i>Incomplete</i>	Students may not graduate with a grade of 'I' in any course of their record.
GL	<i>Grade Later</i>	Denotes the first semester is completed in a two semester course for which a full year grade is issued.
NG	<i>No Grade</i>	Denotes grade to be submitted later or a course for which no credit or grade is given
P	<i>Pass</i>	Satisfactory work, a 'B' or better, in an ungraded mark course

Additional suffixes of (+) and (-) may be attached to passing grades to more sharply define the academic achievement of a student. In calculating a student's quality point average (QPA) on a per credit basis: A=4.000; A- = 3.670; B+ = 3.330; B = 3.000; B- = 2.670; C = 2.000; F = 0.000. The QPA is computed by multiplying the grade points for each course, times the number of credits for that course, summing these points and dividing by the total credits taken.

### Final Written Examinations:

Two three-hour written exams will be scheduled at the end of the second summer. Students select 4 out of 7 questions offered on each examination. A passing grade of 50 points is required on each examination.

### Final Oral Examination:

At the end of the second summer each student is required to demonstrate his/her knowledge, during an oral examination before an external examiner from the Association Montessori Internationale and the Director of Training.

### Make-Up and Retake of Work or Examinations:

Students not satisfactorily completing any portion of the coursework must make special arrangements for its completion with the director. **There are extra charges for review of late work and for re-sitting the exams.**

Students failing any portion of the final written or oral examinations may retake that (those) part(s) of the examinations the following year at any certified AMI Training Center offering the appropriate level of training during their regularly scheduled examination periods. Additional practice, written work and/ or attendance at lectures may be required as a prerequisite for retaking the examination(s). The written and oral examinations may only be taken twice.

Each student will be notified by letter the results of the examination. The decision of the AMI examiners is final. Students must complete the course with the grade of "pass," both in the written examinations and the international oral examination held in August of the Second Summer, in order to graduate and be granted the AMI international Assistants to Infancy Diploma by the Association Montessori Internationale.

#### The Diploma

The diploma will be awarded by the Association Montessori Internationale to those students who have satisfied the AMI examiners in each of the above requisites. The diploma must bear the signatures of the Director-General and the Chairman of the Association Montessori Internationale, and be signed by the Director of the Training Program. The AMI diploma certifies that the person has successfully completed the Assistants to Infancy Montessori Training Course and is, therefore, qualified to apply the Montessori Method with children from birth to three years of age, and be employed as a Montessori Assistant to Infancy Teacher.

### **GRADUATE PROGRAM PARTNERSHIPS**

#### Loyola College in Maryland / AMI Institute

Students admitted to this graduate program may take their Montessori coursework at the Montessori Institute of San Diego. Additional course work (9 credits) must be done in residence at Loyola College in Maryland. Loyola has designed a special intense summer session for Montessori Graduate Students who are completing their course of study. Graduates receive both the internationally recognized AMI Diploma from the Montessori Institute of San Diego and the Master of Education (M.Ed.) degree from Loyola University in Maryland. Applicants seeking admission to the Degree Program in Montessori Education must have completed a BA degree from an accredited college or university.

#### University of San Diego/MISD

Students admitted to this graduate program may take their Montessori coursework at the Montessori Institute of San Diego. Additional coursework (12 credits) must be done during 13 ½ months at the USD campus during the Montessori program. You may access this program through their website: [www.sandiego.edu/graduate/soles](http://www.sandiego.edu/graduate/soles).

## **GUIDELINES FOR ACADEMIC STANDARDS, BEHAVIOR AND ATTITUDES**

The following guidelines are set forth in bringing the student's work in the course to the level required for the AMI examination and in order for them to be prepared for the task of assisting children in their development. Due to the special nature of this course and its instruction, its intensity and the importance of continuity, no credit towards completion is granted for previous experience or training.

### Attendance

Attendance is required at all lectures, demonstrations, practice and observations sessions as scheduled. Attendance will be taken at all lectures, supervised practice, laboratory and independent practice classes. Attendance records are also kept on students outside observations and student teaching practice.

Any absences from the course must have the approval of the Director. In the event of extended absence due to medical reasons, each individual case will be reviewed by the Director. Students must arrange with individual instructors to make up work missed due to excused absence.

The work of the course is condensed to a tight schedule, so absences will be difficult to make up, and would therefore affect academic and practical performance.

Students failing to maintain at least 90 percent attendance will be notified by the administrator. If attendance fails to improve, the administrator, acting at her discretion, may dismiss a student for unsatisfactory attendance. Three absences will be grounds for dismissal of that student from the course.

### Re-enrollment Policy for Students Terminated Due to Absence /Make-up for Work Missed

A student who has been terminated from the course may re-enroll to continue the course; for lectures missed during the time he/she did not have sufficient attendance, to receive special tutoring by a trained staff member, or to attend selected units or lectures during the subsequent course. An additional fee will be charged. Re-enrollment is at the discretion of the course director.

### Quality of Work

Work at college level is expected. Progress conferences are held during the first and second summers by the Director of the course. Any student not performing at the standards expected may be asked to withdraw from the course. Students may be asked to discontinue the training course for medical, psychological, academic or other cogent reasons. Students are expected to abide by the conditions laid down for taking the course and any arrangements made for their training during the course.

### Commitment of Time

Since it will be to your advantage, it is suggested you keep your outside activities and part-time work to a minimum. The greater commitment you can make to the work of the course the better your ability will be to prepare yourself for the AM examinations, and for the work that you will carry out in the future. Characteristics of behavior and qualities of personality will be taken into account and related observations will be discussed with you throughout the course.

### General Attitudes

A professional and positive attitude must be maintained at all times. This is in fairness to yourself, the children and their parents with whom you will be in contact during the course. Please feel free to discuss your opinions with the director.

### Ethical Conduct

The Montessori Institute affirms the dignity and worth of every person, and values the contribution each makes to the learning community. Mutual respect of individuals is expected at all times. In order that a productive work environment exist, verbal or physical conduct by any staff member and student which harasses, disrupts or interferes with another's work performance, or which creates an intimidating, offensive or hostile environment, will not be permitted. All Board members, staff and students are expected to be conscious of their personal conduct and how it reflects on the integrity of the Montessori Institute, taking care not to exhibit any conduct that may have an adverse effect on it. Discipline of staff members and students for inappropriate behavior is imposed in a fair and consistent manner.

### Dismissal

At the discretion of the Director, a student may be dismissed from school due to behavior: creating a safety hazard to other persons at school or showing disrespectful behavior toward students or faculty members.

### Manner of Dress

You are required to dress in **a professional manner** at the MISD Institute and at all homes, hospitals and schools during observation and practice teaching periods. Montessori work requires you bend in many different positions and therefore necessitates clothes that prevent excessive exposure of the body, such as shorts, low cut blouses and low waist cut trousers. Each student will take personal responsibility for maintaining an appropriate appearance and manner.

### Drugs and Intoxicating Beverages

Drugs and intoxicating beverages are completely forbidden and will not be tolerated under any circumstances while attending the Montessori Institute. This also applies to any center activity. No exception will be made to this rule except drugs taken under medical prescription. Further, any prescribed drugs must be kept out of reach of children attending classes.

*Eating or drinking will not be allowed in the prepared environment, children's classes or the lecture halls of the center.*

*No smoking is allowed on the school premises.*

### Examination and Results

Association Montessori Internationale standards and goals for teacher trainees are set very high, albums and materials compiled by the trainee will be critically evaluated by the AMI examiners.

## GRIEVANCE PROCEDURE

A grievance is defined as a written statement which alleges a specific violation of procedures, rules or regulations infringing on the personal and professional rights of the grievant. An informal meeting may reach a resolution to solve the problem. An informal request for a meeting to resolve the problem must be filed, and a meeting must be held, before a grievance can be filed formally. If no decision is reached, or if an appeal is requested, the following procedure must be followed:

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

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

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

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

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

The Director of Training and staff of the Montessori Institute of San Diego will give all possible assistance to all students enrolled in the course.

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 website [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), 888-370-7589 or by fax [916-263-1897](tel:916-263-1897).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## STUDENT INFORMATION

### Non-Discrimination Policy

The Montessori Institute of San Diego does not discriminate on the basis of sex, race, color, age, or national or ethnic origin in its admission policies, educational policies, or any other Training Center-administered program.

### Course Fees and Payment Schedule

Course fees of \$9,995.00 are payable as follows:

- |    |             |  |
|----|-------------|--|
| 1) | \$ 100.00   | application fee to be submitted with application ( <i>non-refundable</i> ) |
| 2) | \$ 1,000.00 | tuition to be paid upon acceptance into course                             |
| 3) | \$ 4,895.00 | first summer, due on or before June 11, 2012                               |
| 4) | \$ 4,000.00 | second summer, due on or before June 10, 2013                              |

Total tuition: \$9,895.00

\*Students should also budget approximately \$650.00 for textbooks, album preparation and material-making, all of which will be retained by the student as personal property for their future work.

\*A \$75-95 AMI/USA membership fee is included with your deposit and will be paid on your behalf each year you are enrolled in the course.

\*There is a \$25 late fee for any payment received 5 days after the due date. Additionally, there will be a \$25 fee for any bounced checks.

**N.B.** The Montessori Institute may retain up to \$100.00 if the Enrollment Agreement is not canceled before midnight of the first class session, or the seventh day after enrollment, whichever is later. Reimbursement related to later course withdrawal will be prorated.

### Dropout or Leave of Absence Policy

Students who drop out or ask for a leave of absence may attend the following year to fulfill needed classes and take the examination. This applies only to the year following dropout or absence; after that the student would be required to reapply and retake the full course. (This does not apply to the present summer course, because no subsequent course is planned).

### Student Records

The institution shall maintain current records for a period of **not less** than five years.

### Job Opportunities

The Institute receives many job offerings and this information is made available to the trainees. Job placement information is also available through communication with the Montessori community, addresses of which are also made available to trainees. It should be noted that AMI Montessori certified personnel continue to be in great demand world-wide.

No specific job placement assistance is offered through the Institute.

## **NOTICE OF STUDENT'S RIGHT TO CANCEL CONTRACT**

Institutions shall refund 100% of the amount paid for institutional charges, less an application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or seventh class day after the enrollment, whichever is later.

The institution shall provide the student with two cancellation forms at the first class attended by the student. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

After the end of the cancellation period you also have the right to stop training at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the enrollment agreement. If you have lost your enrollment agreement, ask the school for a copy of the refund policy.

The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Student shall pay or credit refunds within 30 days of a student's cancellation or withdrawal.

If the training center closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education, at the address and telephone number printed below, for information:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833  
Telephone: (888) 370-7589  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

## STUDENT TUITION RECOVERY FUND

MISD will pay on your behalf the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays 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 fee, if either of the following applies:

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with, the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, 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 comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.



# STUDENT CATALOG

## AMI 2013-2014 Primary Teacher Training Course

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## INTRODUCTION

The Montessori Institute of San Diego directs a course of study for one academic year preparing adults to work with children three to six years of age according to the Montessori principles. This course leads to the internationally recognized Primary Montessori Diploma of the Association Montessori Internationale (AMI).

The curriculum includes lectures on the Montessori philosophy, psychology (theory and practice), demonstrations of the Montessori apparatus and supervised practice sessions with these materials, as well as observation and practice teaching in AMI approved Montessori schools. Lectures include early childhood development and a comparative study of the child, family and community. The contrasts between Montessori education and common practices in early childhood settings are also discussed. AMI examinations are given by a panel selected by AMI and MISD jointly. Students reaching a satisfactory standard at these examinations will be awarded the AMI Primary Diploma.

Instruction is in residence, with class sizes limited to 50 students. The course is conducted from September until the end of May/beginning of June each academic year.

All classes at the Montessori Institute of San Diego are given in English. The institution does not require documentation of English language proficiency nor does it provide English as a second language instruction. Please also note that we do not provide lodging or transportation. MISD currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition fees.

Notice concerning international students: Following acceptance, the institution will provide an I-20 form so that international students may obtain an F-1 visa from the US Embassy or Consulate.

Notice concerning transferability of credits and credentials earned at our institution: The transferability of credits you earn at MISD is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the AMI diploma you earn in MISD is also at the complete discretion of the institution to which you may seek to transfer. If the AMI diploma that you earn at this institution is not accepted at the institution you seek to transfer, you may be required to repeat some or all of your coursework at the 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 MISD to determine if your AMI diploma will transfer. Prospective students are encouraged to read the program catalog and review the MISD Fact Sheet prior to signing an enrollment agreement.

**The Montessori Institute of San Diego is a private institution and is approved by the Bureau for Private Postsecondary and Vocational Education.** Institution's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor filed a petition within the preceding five years. Institution has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

All information in the content of this school handbook (catalog) is current and correct, and is so certified as true by Silvia C. Dubovoy Ph.D., Director of Training

This handbook is updated annually.

## **ADMISSION REQUIREMENTS**

The Montessori Institute of San Diego does not discriminate on the basis of age, gender, race, color or ethnic origin. All qualified students are afforded the rights, privileges, programs and activities generally accorded to any student at the Center.

A bachelor's degree in any field of study is required, although the Director of Training may make exceptions to this requirement under special circumstances. Applicants must demonstrate personal suitability for training, including emotional maturity, integrity of character, intellectual creativity and the aptitude for psychological insight and understanding. A high school diploma (or GED) is also required.

The applicant must provide transcripts of college records, two recent photographs and a completed application form. An application fee must accompany a submitted application. A personal interview is sometimes required during the application process. Applications will be reviewed on a rolling basis until enrollment has reached capacity, at which time a waiting list will be established. If enrollment does not reach quorum as defined by the Director of Training the course will not be given.

Notice concerning transferability of credits & credentials earned at our institution: The transferability of credits you earn at MISD is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the AMI diploma you earn in MISD is also at complete discretion of the institution to which you may seek to transfer. If the AMI diploma that you earn at this institution is not accepted at the institution you seek to transfer, you may be required to repeat some or all of your coursework at the 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 MISD to determine if your AMI diploma will transfer.

MISD has not entered into a transfer agreement with any other college or university. However, if a student has taken a portion of this course at another AMI training center, the Director of Training will consider counting that work toward a diploma earned through this institution. Here is the process: The former institution will report to MISD about how many hours of coursework have been completed. MISD will then compare those hours to the total number of hours required per the AMI Requirements for Certification, and will pro-rate the remaining tuition based on MISD's current fee structure. The former institution will also provide us with a list of which course aspects have been completed (written exams, albums checked, observation hours, etc.), and any outstanding elements of the course will need to be finished in order for the student to sit for oral exams.

Notice concerning International Students: Following acceptance, the institution will provide an I-20 form so that international students may obtain an F-1 Visa from the US Embassy or Consulate.

MISD abides by the rules of the Student Tuition Recovery Fund established by the State of California for California residents.

## **REQUIREMENTS FOR GRADUATION**

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

- 90 percent attendance of lectures, observation work and practical sessions with materials.
- personally prepared reference albums containing illustrated notes on demonstrations and lectures
- assigned material-making projects
- successful practice-teaching as scheduled in AMI classes
- assigned written reports
- passing grades on both written and oral examinations conducted by examiners of the AMI

Admission to the training course does not guarantee certification. All students are given progress conferences at the end of the first semester. Students not fulfilling any part of the course or final AMI examination must retake that part the following year, after complying with recommendations made by the AMI Board of Examiners. The examination may only be taken twice

## **FACILITIES**

The Primary Program will be held at the Montessori Institute of San Diego located at 8745 La Jolla Scenic Drive North, La Jolla, CA 92037.

The Montessori Institute of San Diego is comprised of the following available space and facilities in the La Jolla location:

- Approximately 10,000 square feet
- Reception Area and Administrative Offices
  - Office of the Director of Training
  - Office of Primary Trainer & Director of Operations
- Staff Restroom
- Copy Room
- Conference Room
- Server Room
- Staff Kitchen/Lounge
- Bookkeeping Office
- Model Classrooms
  - Primary Model Classroom
  - A-I Model Classroom
- Lecture Rooms
  - Primary Lecture Room
  - A-I Lecture Room
- Elementary Classroom
- Student Kitchen/Lounge
- Student Restroom
- Storage Room
- Front Parking Lot – *for staff use only*

This institution with the facilities it occupies and the equipment it utilizes fully complies with any and all Federal, State and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

## **LIBRARY**

There are bookshelves containing resources available for students to check out in both the Administrative office and the Director of Training's office.

## **HOUSING**

If a student is interested, MISD will offer suggestions/options for student housing. The average housing cost in the La Jolla/San Diego area is \$1,000 – \$2,500 per month.

## **FACULTY**

**Silvia C. Dubovoy, Ph.D.**

### **Director of Training**

Dr. Dubovoy is a primary level trainer, lecturer, consultant, and examiner for the Association Montessori Internationale worldwide. She has been involved in Montessori education since 1965, as a parent, board member and coordinator of her children's school. Dr. Dubovoy holds a Bachelor of Arts in Psychology, a Master's in Psychological Research and Intervention, and a Ph.D. in Psychology from the University of Barcelona. She also has the AMI Primary, AMI Special Education, and AMI Assistants to Infancy diplomas. Dr. Dubovoy was a board member of AMI, headquartered in Amsterdam, from 1982 until 2013. She currently serves on the AMI Research Committee and is one of the AMI representatives to the United Nations. As a psychologist she studied and worked with Dr. Carl R. Rogers, one of the founders of the humanistic approach to psychology.

**Cristina A. De León M.**

### **Primary Trainer**

Ms. De Leon holds a Bachelor of Arts degree in Clinical Psychology from Centro de Enseñanza Técnica y Superior in Tijuana, Mexico, a Masters in Pedagogy from State University of Pedagogy Studies and a Master of Education in Montessori education from Loyola University in Maryland. She holds both the Primary AMI Diploma and the Elementary AMI Diploma. From 1998 to 2003 she worked as a Primary teacher at Scripps Montessori School in San Diego, CA. Cristina has been assisting the training course at MISD since 2003 and also serves as an AMI examiner. She also does work with the MISD training programs in Miami and Argentina.

**Chelsea Swenson**

### **Course Administrator**

Ms. Swenson works as the training center's course administrator. She has a B.F.A. in graphic design from James Madison University and an M.Ed. from Loyola University Maryland. She spent the early years of her professional life working as a graphic designer in New York City. Later, inspired by her own experience attending Montessori schools as a child, she decided to change careers and received her AMI Primary (3-6) diploma from the Montessori Institute of San Diego in 2009. After spending several years working as a head guide, Chelsea returned to the Montessori Institute of San Diego to work as the administrator of the teacher training courses. Ms. Swenson is currently completing the AMI Assistants to Infancy (0-3) course.

**Nasreen Yazdani**

### **Director of Operations**

Ms. Yazdani oversees the general operations of the Montessori Institute of San Diego Training Center. She has a bachelor of arts degree from Smith College where she studied world religions and applied mathematics. Nasreen also holds the AMI primary diploma from the Montessori Institute of San Diego and a master of education degree in primary Montessori education from Loyola University Maryland. Her professional background includes experience in grant writing, sociological research, and tutoring a range of subjects from kindergarten reading to college calculus.

## COURSE OF STUDY

The Study of Child, Family and Community Human Relations and Self Awareness in Young Children	3 units
Early Childhood Education Development from Infancy through Adolescence	3 units
Language Arts / Reading Curriculum and Instruction	3 units
Mathematics and Science Curriculum and Instruction	3 units
Creative Activities (Music, Art, Movement)	3 units
Demonstration and Theory of Montessori Materials Foundations of the Montessori Method Montessori Child Psychology Philosophy and Education Theory History - Former Educators	3 units
Perceptual Motor Development-Sensorial	3 units
Teaching Strategies and Social Development Administration/Supervision Techniques Classroom Management Parent Education, Techniques and Family Development	3 units
Supervised Field Experience	3 units
Practicum / Practice Teaching in Approved Montessori Schools Observation Supervised Practice with Montessori Material Material Making	3 units
<hr/>	
Total Semester Units: 30 units*	

\* 30 Semester units is equal to approximately 900 hours

*The Montessori Institute of San Diego is non-departmental in structure and curriculum and does not employ standard departmental subject divisions in the recording of credits. We supply a division of credits into traditional categories in response to specific inquiries, but it is to be understood that any such division is approximate, given the integrated nature of the curriculum.*

## COURSE INFORMATION

### Duration of School Year

The Montessori Primary Teacher Training Course will begin September 9, 2013 and will end with graduation held on May 24, 2014.

Office hours: 8:00am to 5:00pm, Monday through Friday

Course hours: 8:00am to 2:00pm, Monday through Friday

All classes will be held at the Montessori Institute of San Diego, located at 8745 La Jolla Scenic Drive North, La Jolla, CA 92037, unless otherwise specified by the Director of Training.

### Observation and Teaching Practice Hours

First semester:

3 weeks of assigned classroom observation: 8:00am to 3:00pm, Monday through Friday

Second semester:

6 weeks of assigned classroom Teaching Practice: 8:00am to 3:00pm, Monday through Friday

### Lectures and Demonstrations

Lectures will focus on the philosophy and psychology behind the Montessori Method, as well as its practical application. Although most lectures will be given by MISD staff members, periodic sessions will be held with guest lectures and will be announced ahead of time.

An introduction and detailed demonstrations of Montessori activities will be presented in each of the following four areas of work:

1. Practical Life

2. Sensorial

3. Language

4. Mathematics

\*Art, Music and Movement are included in these areas

Students are required to observe and record all demonstrated exercises according to the prescribed form, including related materials illustrations as assigned. Students are expected to turn in their typed notes on the lectures and demonstrations, as well as written notes on the recommended readings, for review on specific dates given by the lecturer.

### Supervised and Independent Practice

Practice sessions provide the student with hands-on experience using the materials. It is this experience which ultimately enables them to compile original written records of the sequence of each presentation which will serve as a professional reference guide. Each student is required to attend a minimum of 140 hours of supervised practice schedule by the Director of Training. The student will be responsible for making sure that the minimum number of 4 practice hours has been met each week. In order to make optimum use of supervised practice periods, students are encouraged to independently explore each exercise soon after it has been demonstrated to the group, recording questions or difficulties they would like addressed during supervised practice.

### Required Individual Work (Homework)

Students should expect to dedicate a considerable number of hours on their coursework outside of Institute-scheduled classes and activities. A minimum of 15 hours of work each week are usually needed for preparing albums, illustrating exercises, making language and cultural materials, reading and studying. This time expectation is in addition to the required supervised practice at the Institute.

All compositions and artistic renderings are considered to be individual work and are to be done outside of class hours. Typed or neatly handwritten, illustrated records of each demonstrated activity are to be handed in for correction on specific due dates.

### Observations

90 hours of assigned observation will be scheduled at AMI Montessori schools. Students will also select three additional non-Montessori preschools to observe comparatively. Students will be required to arrange their transportation to accommodate their visits to these selected schools. Written observation notes are to be handed in after each observation period. Discussions on observations will be periodically arranged and any questions arising during observations must be held until these designated discussion periods.

### Teaching Practice

Beginning in February, each student will be given the opportunity to do practice teaching in selected AMI classrooms. The student will work full-time at the assigned sites so as to fulfill the required minimum 100 hours of student teaching. Students will coordinate their schedule in order to practice with the assigned supervising AMI guide

### Projects & Assignments

Each student will complete an album of written and illustrated exercises for each of the four areas as noted above. These exercises must be written out as each student's original work, according to the prescribed format, and must include illustrations of the materials used in selected exercises. Please see the calendar for album due dates.

In addition, students are required to prepare:

1. A theory album consisting of lecture notes and colleague's essays
2. Selected materials for each area which will be the student's property
3. Two essays on theory lectures – *for MISD students*  
Four essays on theory lectures – *for Loyola students*

The four completed materials albums, the theory album and the additional hand-made materials are to be handed in for final evaluation as arranged by the Director of Training. These albums and materials must meet the required standards set by the Director of Training before the student can be allowed to take the oral examinations.

### Due Dates and Deadlines

Students must complete each unit of study in a satisfactory manner before proceeding to the next unit of study. Students are expected to turn in essays, albums, observations journals and hand-made materials on the specific due dates given by the course staff. Late work can only be accepted for review if a student has made special prior arrangements with the Director of Training. Any work which does not meet acceptable standards will have to be upgraded and resubmitted by the student. *There will be \$25 fee for the review of any album submitted more than one week after the specified due date.*

### Grades

The MISD Primary Teacher Training Course is graded pass/fail. Although letter grades will not be assigned, students must meet all academic requirements as stipulated by AMI in order to obtain their diploma. If a student turns in work that is below standard, it will be returned to him/her with feedback so revisions can be made and the work resubmitted. Students attending the MISD Primary Course who are also enrolled in a cooperative master's program will receive grades for their Montessori coursework according to the established conventions of their university. The Director of Training serves as an adjunct professor for the Loyola graduate program.

### Final Written Examinations

Three-hour written exams to be scheduled on each of two subsequent days, generally in March or April and focused as follows:

Day 1: Exam A - Montessori Philosophy and Psychology

Day 2: Exam B - Theory and Methods of Application

Examinations are administered by the training staff of MISD during the two day period. Students will select 4 out of 7 questions offered on each examination. Each question is worth 25 points and a passing grade of 50 points out of 100 is required on each exam.

### Final Oral Examinations

Each student is required to demonstrate his/her knowledge of Practical Life, Sensorial, Language and Mathematics, during a two hour oral examination before an examining committee from the Association Montessori Internationale and the Montessori Institute of San Diego. These tests will be held on dates determined by the Executive Board of AMI (headquartered in Amsterdam) usually in late May or early June. A passing grade of 12 ½ points out of 25 points in each of four areas is required to pass the oral examination.

Scoring Criteria:

- Technique when presenting material
- Knowledge of the purpose of the material
- Understanding of how the material relates to other exercises in the area
- Knowledge of the control of error or points of interest for each exercise
- Overall understanding of each area
- Articulation of the connections between different materials and areas
- Understanding of child development

### Make-Up Work/Retaking Examinations

Students not satisfactorily completing any portion of the course must make special arrangements for its completion with the Director of Training.

Students failing any portion of the final written or oral examinations may retake the part(s) of the examinations the following year at any certified AMI Training Center offering the appropriate level of training. Students may inquire with other training centers about when their examinations take place. *Additional practice with the apparatus, written work and/or attendance at lectures may be required as a prerequisite for retaking the examination(s).*

- **Final examinations may only be taken twice.**
- **There is a \$125 fee for retaking one area of the oral examination.**

Each student will be notified by the Director of Training regarding the results of the examination. *The decision of the AMI examiners is final.* Students must pass all written and oral examinations in order to be granted the AMI Primary Diploma by the Association Montessori Internationale.

### The Diploma

The Diploma will be awarded by the Association Montessori Internationale to those students who have satisfied the AMI examiners in each of the above requisites. The diploma must bear the signatures of the General Secretary and the President of the Association Montessori Internationale, and be signed by the Director of the Training Program and the AMI External Examiner. The AMI diploma certifies that the person has successfully completed the Primary Montessori Training Course and is, therefore, qualified to apply the Montessori Method with children between the ages 3 to 6, and to be employed as a Montessori primary classroom teacher.

### Graduate Program in Montessori Education

#### **Loyola University, Maryland**

Students admitted to this graduate program may take their Montessori coursework at the Montessori Institute of San Diego. Additional course work (9 credits) must be done in residence at the Loyola campus in Baltimore, Maryland. Loyola has designed a special, intense summer session for Montessori graduate students who are completing their course of study. Graduates receive both the internationally recognized AMI diploma from the Montessori Institute of San Diego and the Masters of Education (M.Ed.) degree from Loyola University. Applicants seeking admission to the program in Montessori Education at Loyola must have completed a bachelor's degree from an accredited college or university.

## REQUIREMENTS FOR CERTIFICATION

Admission to the course does not guarantee certification. Basic requirements (hereunder) must be met by each student in all areas of the course. Individual training centers may have additional requirements.

- A. In order to be eligible to sit for the written and oral examinations a minimum attendance of 90% is required in the following:
- Theory lectures (minimum 260 Hrs.)
  - Demonstrations of materials in each area
  - Discussions/reviews as organized by the training course.
  - The required reading seminars on Montessori books as stipulated by the training course.

Also required is:

Attendance at supervised practical (minimum 140 hours)

- B. In order to receive a diploma at the end of the training course the following requirements must be met:
1. Successful written and oral examinations.
  2. To complete:
    - Compilation and submission of acceptable and original albums in all areas;
    - Compilation and submission of acceptable materials as required by the course;
    - Observation and observation reports (minimum 90 Hrs.)
    - Practice teaching as scheduled (minimum 100 Hrs.)

Students deferred for any part of the examinations (see B1) must retake that part the subsequent year and may re-sit only once. It will be necessary to comply with the recommendations made by the Board of Examiners.

Students deferred for any part of the other requirements (see B2, a/b/c/d) must fulfill that part the subsequent year in compliance with the recommendations and dates laid down by the Board of Examiners/Director of Training.

In both cases (B1 and B2) the diploma will be issued at the end of that course/academic year.

Students who fail Paper A, Paper B and the oral examinations have failed the course. Clarification of this will be given by the Director of Training. In the aforementioned case, if a student wishes to obtain an AMI diploma it will be necessary to re-take the course in its entirety.

## GUIDELINES FOR STUDENT ACHIEVEMENT

The following guidelines are set forth in order to prepare students for the task of guiding children and to bring students' coursework to the level required for the AMI examination. Due to the unique nature of this course and its instruction, its intensity and the importance of continuity, no credit towards completion is granted for previous experience or training.

### Attendance

**Attendance is required at all lectures, demonstrations, practices and observations sessions as scheduled.** Attendance will be taken at all lectures, supervised practice, laboratory and independent practice classes. Attendance records are also kept on students' outside observations and practice teaching.

Any absences from the course must have the approval of the Director of Training. In the event of extended absence due to medical reasons, each individual case will be reviewed by the Director of Training. Students must arrange with individual instructors to make up work missed due to excused absence.

The work of the course is already condensed to a tight schedule, and absences will be difficult to make up and will therefore affect your academic and practical performance.

*Students failing to maintain at least 90 percent attendance will be notified by the Director of Training or Primary Trainer. If attendance fails to improve, the Director of Training, acting at her discretion, may dismiss a student for unsatisfactory attendance.*

### Re-enrollment Policy for Students Terminated Due to Absence

A student who has been terminated from the course may re-enroll to continue the course for lectures missed during the time he/she did not have sufficient attendance, to receive special tutoring by a trained staff member, or to attend selected units or lectures during the subsequent course. An additional fee will be charged. Re-enrollment is at the discretion of the course Director of Training.

### Quality of Work

**College-level work is expected.** All papers must be written in clear English, with correct spelling and grammar. Papers must be organized with headings and subheadings. Periodic evaluations of the theoretical and practical work of the students will be made by the course staff throughout the year. Any student not performing at the standards expected will be expected to correct/complete their work within a determined length of time. A student who is unable to bring work up to standard may be asked to withdraw from the course.

### Commitment of Time

Since it will be to your advantage, it is suggested you keep your outside activities and part-time work to a minimum. The greater commitment you can make to the work of the course the better you will be able to prepare yourself for the AMI examinations, and for the work that you will carry out in the future. Characteristics of behavior and qualities of personality will be taken into account and related observations will be discussed with you throughout the year.

### Examination and Results

Association Montessori Internationale standards and goals for teacher trainees are set very high, and albums compiled by the trainee will be critically evaluated by the AMI examiners. A student failing in any one section of the written or oral exams must repeat that part of the examination in the following year. A student who has failed both the oral and written exams will not pass and will be required to repeat the course in its entirety.

## BEHAVIOR AND ATTITUDES

### General Attitudes

A professional and positive attitude must be maintained at **all** times. This is in fairness to yourself, the children, your colleagues and the MISD staff with who you will be in contact during the school year. Students must maintain a professional demeanor at all times when they are guests at a school for observation and teaching practice.

### Ethical Conduct

The Montessori Institute affirms the dignity and worth of every person and values the contribution each makes to the learning community. In order for a productive work environment to exist, verbal or physical conduct by any staff member and/or student which harasses, disrupts or interferes with another's work performance, or which creates an intimidating, offensive or hostile environment, will not be permitted. **Mutual respect of individuals is expected at all times. Bullying, teasing or any type of malicious gossip is completely unacceptable.** All staff and students are expected to be conscious of their personal conduct and how it reflects on the integrity of the Montessori Institute. *Discipline of these policies is fair and consistent.*

### Punctuality

Punctuality is a virtue of primary importance for all teaching professionals. Students are expected to be in their places at the beginning of each lecture/presentation. It is therefore recommended that students plan to arrive at least 10 minutes before the official class time. Latecomers are a disruption to the class and to the lecturer. To avoid being a distraction to the class, latecomers are asked to sit near the door until the next break. Students are marked for tardiness and 3 late arrivals are counted as 1 absence. A student who must leave early for an essential appointment must ask permission of the lecturer or staff person in charge.

### Manner of Dress

**You are required to dress in a professional manner, both at the Institute and at all visited schools during observation and practice teaching periods.** Each student will take personal responsibility for maintaining an appropriate appearance and manner.

### Respect for Lecturers

The information that students will be receiving during the course lectures is vital to their understanding of the Montessori philosophy and method of education. Therefore, the Montessori Institute of San Diego requires the full attention of all students during any lecture, discussion or presentation of material. Any side conversations, whispering, internet browsing, social networking, texting or any other distracting behavior while a speaker is presenting is considered extremely disrespectful and will not be tolerated.

### Cell Phones

Cellular phones will not be permitted in the lecture room or model classroom **at any time**. Students will have breaks throughout the day during which they may check phones and make calls/texts.

### Eating and Drinking

Please note that there will be absolutely no eating or drinking within the lecture room or model classroom (a small water bottle with a secure lid is the **only** exception). Any food items, including coffee and snacks, will need to be kept in the student kitchen at all times.

### Smoking, Drugs and Alcohol

Drugs and intoxicating beverages are completely forbidden and will not be allowed under any circumstances while attending the Montessori Institute of San Diego. This also applies to any center activity. The only exception to this rule is drugs taken under medical prescription. Furthermore, any prescribed drugs must be kept out of reach of children attending classes. No smoking is allowed on the school premises.

### Dismissal

At the discretion of the Director, a student may be dismissed from school for behavior, which creates a safety hazard to other persons at school, disobedient or disrespectful behavior to a student or faculty member, or any other stated or determined infraction of conduct.

## GRIEVANCE PROCEDURE

A grievance is defined as a written statement which alleges a specific violation of procedures, rules or regulations infringing on the personal and professional rights of the grievant. An informal meeting may reach a resolution to solve the problem. An informal request for a meeting to resolve the problem must be filed, and a meeting must be held, before a grievance can be filed formally. If no decision is reached, or if an appeal is requested, the following procedure must be followed:

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

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

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

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

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

The Director of Training and staff of the Montessori Institute of San Diego will give all possible assistance to all students enrolled in the course.

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 website [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), 888-370-7589 or by fax 916-263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## STUDENT INFORMATION

### COURSE FEES AND PAYMENT SCHEDULE

Course fees of \$ 10,695.00 are payable as follows:

\$100.00 - Application fee to be submitted with application (*non-refundable*)

1)	\$1,000.00	Deposit, due upon acceptance as part of the tuition
2)	<u>\$9,695.00</u>	Remaining tuition balance
<b>Total:</b>	\$10,695.00	Paid through either <b>Plan A, B or C</b> as described below

**Plan A: One Payment**

\$9,695.00 paid on or before September 9, 2013

**Plan B: Two Semester Payments**

\$5,695.00 paid on or before September 9, 2013

\$4,000.00 paid on or before January 6, 2014

**Plan C: Monthly Payments**

\$100.00 Administrative Processing Fee

\$1,1695.00 September tuition, paid on or before September 9, 2013

\$1,000.00 October – May tuition, paid on the first day of each month

*Students should also budget approximately \$650.00 for books, supplies, fingerprinting, CPR, album preparation, and material-making, all of which will be retained by the student as personal property for their future work.*

The Montessori Institute of San Diego may retain up to \$100.00 if the Enrollment Agreement is not canceled before midnight of the first class session, or the seventh day after enrollment, whichever is later. Reimbursement related to later course withdrawal will be pro-rated.

The Montessori Institute of San Diego does not participate in any federal or state financial aid programs nor does it currently have access to sponsored programs, government or otherwise, to provide grants or pay for portions of tuition.

### Student Records

The institution shall maintain current records for a period of no less than five years.

### Job Opportunities

The Institute receives many job offerings and this information is made available to the trainees. These opportunities are posted at the Institute. Job placement information is also available through communication with the international Montessori community, addresses of which are also made available to the trainees. It should be noted that AMI Montessori certified personnel continue to be in great demand worldwide. The demand always surpasses the availability of teachers. No specific job placement assistance is offered through the Institute.

## **NOTICE OF STUDENT'S RIGHT TO CANCEL CONTRACT**

Institutions shall refund 100% of the amount paid for institutional charges, less an application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or seventh class day after the enrollment, whichever is later.

The institution shall provide the student with two cancellation forms at the first class attended by the student. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

After the end of the cancellation period you also have the right to stop training at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the enrollment agreement. If you have lost your enrollment agreement, ask the school for a copy of the refund policy.

The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Student shall pay or credit refunds within 30 days of a student's cancellation or withdrawal.

If the training center closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education, at the address and telephone number printed below, for information:

BPPE

2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833

Telephone: (888) 370-7589

[www.bppe.ca.gov](http://www.bppe.ca.gov)

## STUDENT TUITION RECOVERY FUND

MISD will pay on your behalf the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays 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 fee, if either of the following applies:

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with, the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, 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 comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.