



Guidelines for a Montessori Training Course 0-3 Assistants to Infancy

1. Principles

- a. Course contents
The course imparts the knowledge of Maria Montessori's pedagogy for the 0-3 year old child.
- The teacher training course does not contain a critical comparison with other pedagogues.
- b. Recognition by the AMI
The course is recognized by the Association Montessori Internationale. AMI sets the requirements according to which the diploma is handed out at the end of the course to the successful students.
The Course Guidelines correspond to AMI requirements.

2. Enrolments and Fees

To enrol for the course a signed enrolment form has to be sent to **LiFt** (address see 2.b.). The signature confirms that the Course Guidelines have been read and are a binding part of the course contract. **LiFt** will confirm the prospective participant's participation in the course as soon as the enrolment procedures (examination of data and interview) permit.

- a. Enrolment data
The following data are required for enrolment:
- q Completely filled out enrolment form
 - q Curriculum vitae
 - q Certificates of professional training and employment
 - q Passport photograph
 - q interview of admission
 - q Enrolment fee of CHF 500.00

In order to teach at a Montessori Infant Community at the end of the course a state teaching diploma or a similar education may be required. Although this is not a necessary requirement for admission for the course, it is recommended to check out whether such a certificate is needed for the intended country of occupation.

a.

Calendar

When course lectures are translated, it is difficult to gauge precise lecture time. The course will be held from Monday through Friday with the possibility of an occasional Saturday. Alterations are subject to change by the director of the course.

The Course dates are:

Monday 26 April to Friday 21 May 2010

Monday 20 September to Friday 22 October 2010

Monday 25 April to Saturday 21 May 2011

Monday 03 October to Friday 28 October 2011

Monday 31 October to Friday 04 November 2011: Oral examinations

Friday 04 November 2011: Graduation

It is necessary to arrange time for the observation hours between the course modules.

The written examinations will be held during the last session of the course.

The oral examination is held the last week of the course. Exact dates will be announced.

It is necessary that students are available during the whole period of the oral examinations, although they need not be present the entire time.

b.

Timetable

Time	Lecture	Practicals	Breaks
8:45 -9.30 h		Group work	
9.30-11:00 h	X 90 min.		
11:00-11.30 h			X 30 min.
11.30-13.00 h	X 90 min.		
13.00-14.00 h X 60 min.			Lunch break 60 min.
14.00-15.00 h	X60 min.		
15.00-15.30 h			X 30 min.
15.30-17.00		handwork or observations	

This schedule is subject to change if necessary. Changes will be announced in advance. For example it may be necessary to have observations from 14.00 to 17.00.

4. Requirements of the Course

a. Attendance

Students have to be present at all the obligatory course activities. This concerns lectures, supervised practicals, discussions, observations, written exams and orals.

Absence is only accepted if there are important and unavoidable reasons. In case of foreseeable reasons there has to be a written application and in case of unforeseeable reasons (illness, etc.) there has to be a signed letter of explanation on return.

Coming late into a session is going to be calculated as 1 hour of absence. Students that appear after the attendance register has been read, have to report to the course assistant.

Lectures and supervised practicals start at the time indicated on the timetable. If the absence of an activity amounts to more than 10% of its total time, the missing time in this particular activity has to be made up. In case of lectures this is extremely difficult and may result in retention of the diploma. It is recommended to keep a record on absences, in order to secure that a minimum of 90% of attendance is kept.

b. Lectures

Lectures communicate the theory of the Montessori Pedagogy and serve to demonstrate the presentations of the Montessori materials. Further they are an introduction to the Montessori Literature and discussions, the repetition of the course contents and a preparation for the final exams.

Lectures are being given on Montessori Psychopedagogy, home environment including philosophy and materials, obstetrics, nutrition, anatomy and physiology (background material only), infant community including philosophy and materials, music, art, hygiene, child neuropsychiatry, development of language, development of movement, brain development, and parent information.

At intervals there may be informal examinations on the curriculum given in the lectures. The results serve as an orientation both for students as well as the teaching staff. They however do not serve as a part of the valuation at the final exams.

c. Albums

The AMI requires that all students make their own albums containing the write ups and illustrations of all Montessori-materials presented on the course. These albums are to be made by each student her- or himself. They represent the contents of the course that each student has taken part in. Contents from other courses or sources are not part of these albums.

The basis for the albums are notes and sketches that have been made during the lectures. It is therefore necessary that each student makes complete notes on all that has been offered.

The use of laptop computers is not recommended during most lectures, because typing keeps from listening to the lecturer.

Making the albums serves to internalise that which has been heard during the lectures and be sure that the contents of the lectures have been understood, to prepare for the exams and the work with the children and to create life long lasting reference books for the graduate.

The albums to be created include:

- Ø *Montessori Pedagogy including the Montessori Quotations*
- Ø *Observations*
- Ø *Medicals including Child Neuro Psychiatry*
- Ø *Environment I - The Home Environment*
- Ø *Psycho-Sensory-Motor Development*
- Ø *Environment II - the Infant Community*

The albums contain the following:

- q Handouts, which have been supplied during the course and form a declared part of the albums
- q From the theory lectures, including Montessori theory - written accounts (in whole sentences with headings) of the essence of the lecture
- q Presentations that have been given in the lectures are to be recorded in such a manner, that the student is able produce the presentation. Part of each written up presentation are: title, age, aims, relevant information, list of materials, description of the materials, subtitles to the different steps of the presentation, actions and key words of the person presenting the material, sketches and layouts of the various steps of the presentation, variations and exercises, activities of the children (as necessary).
- q Drawings and photographs necessary for illustrations as well as for materials and layouts where text alone does not suffice to create a clear reproduction. Drawings of the layout have to represent the most important steps, the dimensions of the material and the final presentation
- q Description and drawings are to explain clearly the aim of the presentation
- q Raw notes and summaries of 250 hours of observation.
- q Quotations on the Newborn, Language and Movement from Maria Montessori's books.

Note: Bilingual Albums (if possible) are encouraged.

Format of the albums:

- q Examples of albums and page set-ups will be shown.
- q Text to a new title begin on a new page, titles and subtitles are the same as on the handouts
- q Sketches are to be inserted in or near the relevant text, examples will be shown.
- q Albums should be typed.
- q No pictures or sound recordings of the lectures are allowed

Reading of the albums:

- Sections of the albums are to be handed in weekly according to plan to the staff for control reading. This control reading is meant as a service to the students and a feedback about their work. The read sections are returned to the students with written remarks. The written remarks are to be kept by the students. As soon as the corresponding corrections in the albums have been made the written remarks will be crossed off. Towards the end of the course all the sheets of the written remarks together with the final version of the albums are to be handed in.
- Sections of the albums that have been corrected have to be handed in again if requested.
- The reading of the albums is not intended to be a complete correction. There is no claim to supply complete tips about faulty or missing parts of the albums. The responsibility for the quality of the albums lies with the students.

Standards of assessment:

- The albums should contain information given in the course
- The albums have to be understandable
- The text contains sufficiently clear directions that the material can be presented to children of the age of 0-3 years
- It is expected that orthography and syntax correspond with the standard of a professional working with children of 0-3 years.

Handing in sections of the albums:

- Weekly assignments will be 1) corrected and recorded, 2) recorded only.
- The pages are to be named and numbered at the bottom of the sheet, preferably on the right hand side.
- The pages are not to be put into plastic covers
- The sheets of each subject are to be stapled or paper clipped together, put into a cardboard folder with the name of the student on the outside and handed in.
- Album-sections will only be read, when they are handed in on the agreed date complete with text and sketches. Late hand-in of album-sections needs to be announced and well founded.

Corrections:

- It lies in the responsibility of the student to correct the albums according to the remarks, changes and supplements made by the reader.

Final examination of the albums:

- For the final examination each album is to be presented for the final examination.

- q Albums have to be separated according to the subjects:
 - Ø *Montessori Pedagogy including the Montessori Quotations*
 - Ø *Observations*
 - Ø *Medicals including Child Neuro Psychiatry*
 - Ø *Environment I - The Home Environment*
 - Ø *Psycho-Sensory-Motor Development*
 - Ø *Environment II - the Infant Community*
- q The albums are to be marked clearly with the name of the student and the subject, each album contains an index with page numbers which correspond to the page numbers on all pages or the tabulated divisions.
- q On a date agreed, incomplete or incorrect albums may be represented after they have been corrected. If by that time the albums are still incorrect or incomplete, the issuing of the diploma is withheld until an agreed time when the album has been completed.
- q For the oral exams the albums (as well as other assignments) are presented to the examiners.

d.

Self-made materials

- q As part of the course requirements students are asked to produce some materials which have to be presented by previously announced dates.
- q Some materials will be made by hand others are for sale. The Course Director will explain which materials will be hand-made.
- q Cost for materials should be budgeted for.
- q These materials are under copyright and may not be sold or duplicated.
- q The required materials for the course have to be handed in at a previously announced date and will be checked as to their correctness by the course staff. Inaccurate examples have to be corrected. If by the end of the course the materials are not complete or incorrect, the issuing of the diploma is withheld until the materials are handed in as requested.

e.

Books, Essays

- q There are a number of set books by Maria Montessori to be read for the course. A booklist will be sent out on acceptance of the enrolment on the course. The purchase of these books has to be budgeted. The knowledge that has been acquired through reading these books is essential to discussions, short exams and to the practical work with the materials.
- q Quotations from the Montessori books on the New Born, Language and Movement are required.
- q A paper on a topic to be announced will be required of each student.
- q These quotations and papers will be written during the months between the course modules.

f.

Practicals

- q Practical work with the materials is an important part of the course work and hours of practicals will be announced.
- q The purpose of the practicals is to exercise the use of the Montessori materials. It is important to practice the handling and demonstration of each material and not only to have seen the presentation.
- q Attendance at supervised practicals is obligatory.
- q There are times when unsupervised practicals are possible.
- q Later on, during the oral examinations and during observation practice with the children, a certain aptitude and ease with the materials is required
- q From time to time students give presentations in the presence of the teaching staff. Afterwards these presentations are being discussed in detail.
- q The time during supervised practicals is not to be used to write up the albums.

g.

Observations

- q It is important to observe the children in hospitals (if possible), homes and classes in order to acquire an aptitude in observing and to verify the insights of Maria Montessori. Observing means to accept the role of a guest student, who does not perform a teaching activity, but is only asked to observe precisely. Focal point of the observations are the children and not the procedures of the teacher or the daily routine.
- q Supervised observations with the course staff and Course Trainer will be arranged to establish good observation and summary techniques.

Observation Requirements:

- q 250 hours observing children are required. The observations will be both during course time and in the intervening months.
- q A breakdown of how many hours for each age group will include:
 - 30 hours – child(ren) from 0-2 months
 - 110 hours – non-walking children (2- approx. 14 months)
 - 110 hours – walking children
- q The observations will take place in homes and groups or classes.
- q Observation hours of one's own child or in one's own classroom are limited.
- q Observations done outside course time do not necessarily have to be done in A.M.I. approved environments.
- q When possible a certain number of observation hours may be done in hospitals or with a mid-wife.
- q A letter of introduction will be provided for each student.

Observation Guidelines and Tasks:

- q Raw notes and summaries (precise instructions will be provided) as well as photos and drawings will make up one album.
- q Observations are to be dated and the running records have to be timed as well as written up on forms supplied by the course director. These records are the basis of the written reports which have to be submitted by the students on a set date.
- q A record sheet of the students own attendance is to be kept and signed by a hospital staff member or parent or class teacher and has to be submitted together with the above mentioned written reports on observation. It is recommended to keep a photocopy of the record sheet of attendance.
- q The submitted documents will be judged according to their fulfilling the requirements set on observation.

Travelling and accommodation during the observations:

- q Travelling and accommodation lie within the responsibility of the student. An information sheet on accommodation will be handed to the student.

h.

Teaching Practice

- q Each student must be observed working with children from 0-3 by a member of the Course staff.
- q During Supervised Observations students will have an opportunity to work with the children and be observed.
- q If necessary, a staff member will travel to the work place of a student to observe. Costs for this visit are the responsibility of the student.
- q The student will be evaluated on
- q Knowledge of the Montessori pedagogy and the ability to use it with the children in the classroom.
- q Knowledge, aptitude and the impression given from the given presentations (language, voice, movements, clothing, attention towards the children and their needs, relationship with the children)
- q Taking over other duties in the class
- q Cooperation with the class teacher
- q Punctuality, sense of duty, ethical integrity.
- q The visit may include a conversation with the class teacher.

i.

Written Finals

The written exam is composed of two parts:

1. Montessori theory and selected topics (to be announced):
Three hours time to write about four topics out of seven topics to choose from.
2. Practical topics including environments and materials and situations pertaining to 0-3 year old children.
Three hours time to write about four topics out of seven topics to choose from.

- q Participation in written examinations is permitted when all the required course documents are handed in, the attendance at the lectures is not less than 90% and all other requirements due are essentially fulfilled.
- q The contents of the exams are taken from the albums as well as from the literature that was required to be read during the course and the essays thereof.
- q The topics will be sent in a sealed envelope by AMI, Amsterdam which will be opened by the trainer at the appropriate time. The examinations are written in English but if necessary, translation will be offered.
- q The exact dates of the written examinations will be announced by the trainer.
- q The examinations will be graded and the results discussed with each student without revealing the marks.

j.

Oral finals

- q The oral exam takes place at the end of the course. The exact time for each student will be announced.
- q Participation is permitted when all the required course documents are handed in, the attendance at the lectures is not less than 90% and all other requirements due are essentially fulfilled.
- q The exam commission will be headed by an examiner chosen by the AMI and the rest of the AMI examiners will be chosen by arrangement with the trainer.
- q The exam commission will decide on the results of the exam.
- q The exam is about two hours per student. The actual exam time depends on the examiner. The student will draw two slips of paper with a material from Language and Practical Life on it. Each of these materials will be presented to the examiner and questions answered afterwards.
- q The order of the exam candidates will be determined by the trainer.
- q It lies in the hands of the exam commission to ask candidates to resit another day. Therefore it is necessary that all candidates are available but not necessarily present for the whole duration of the exams.
- q The albums, time lines and required materials are presented to the examiners before the examinations.

5. Academic Integrity

The students agree to the following rules of academic integrity for the whole time of the course:

Academic dishonesty hurts the quality of the course and the accomplished work of others.

Examples are:

- q Nobody will knowingly use someone else's work as his/her own.
- q All texts that are being handed in must be one's own personal work. Exceptions to this are typing services for a fair copy of the manuscripts.
- q Photocopies and electronic duplicates of the work of others cannot be handed in.

Cheating:

- q Books, notes, communication with others is only allowed during an examination when specifically mentioned.

Forgery:

- q Sources of information are not allowed to be forged, such as attendance documents, letters or other confirmations.

Help with academic dishonesty:

- q Nobody will intentionally or knowingly support academic dishonesty. Infractions of academic integrity is a serious wrongdoing and can result in dismissal from the course. The trainer has to investigate such incidents and has to take appropriate disciplinary actions. The results will be written down in the students records.

6. Progress of studies

a.

Conference

- q A minimum of one conference to discuss the students' progress will be held around the middle of the course.
- q Each student, the trainer or any other person in the course staff can ask for an additional conference at anytime, which will be organized by the trainer.

b.

Probation

- q A probation can be set up because of different reasons:
 - s Acceptance with probation because not all the application requirements were fulfilled
 - s unsatisfactory results in the preparatory course
 - s the absences amount to more than 10% of the attendance
 - s more than 10% of the album material is not being handed in or has not been executed satisfactorily
 - s other course requirements are not being fulfilled, i.e. observations, teaching practice, including the written reports that go along with both of them

The time of probation and the requirements to be fulfilled will be talked about by the trainer and the student, written down and signed by the student.

The probation is finished when the written requirements are fulfilled. This is being decided by the trainer, who writes a written confirmation to the student.

If the probation ends and the requirements have not been fulfilled, the student is dismissed from the course. Refunds are processed according to the refund policy.

7. Withdrawal

A student may withdraw from the course by submitting a written letter of withdrawal to **LiFt**. Refunds will be processed according to the refund policy.

The student then receives a written confirmation for the participation of the course up to the withdrawal date. The written confirmation does neither contain any details about lectures and other course requests nor does it contain a grading of the work done during the course.

8. Course Completion

a.

Diploma

The AMI Diploma is granted upon satisfactory completion of all the course requirements and the complete payment of the tuition. The AMI Diploma confirms that the owner thereof has studied the principles and has practiced the theory of the Montessori pedagogy for the particular age and has passed the written and oral examination.

This diploma does not automatically permit the owner to teach at any school without fulfilling the requirements of the state concerning teaching credentials.

The AMI Diploma does not permit the owner to lead a training course in Montessori pedagogy.

b.

Withholding of the diploma

If the finals are passed, but the student is not fulfilling any part of the course (such as incomplete submission of albums, not enough observation or practice teaching sessions, and others), the diploma is not handed out, until the student does make up the work. This might take longer than the end of the course, but it has to be handed in within the first six months of the end of the course. If not, the student has failed the course and will not be given the diploma.

c.

Failed finals

Students failing any part of the examination can retake that part of the examination at the earliest six months later with another AMI course.

d.

Failed course

Students failing both the written and the oral examination do not pass and cannot repeat the examinations.

These students can apply for another AMI Training Course under the same conditions as all the other applicants.

e.

Dismissal

Students may be asked to discontinue their course for medical, psychological, academic, or other reasons.

9. Course classrooms

- q The rules and regulations set up by the trainer and/or landlord have to be respected
- q The students take on certain responsibilities in keeping the classrooms clean and in order.
- q Smoking is not permitted in the classrooms and any of the schools where observations and practice teaching is taking place.
- q To bring, eat or store food is only permitted in the specified rooms.
- q **LiFt** cannot be held liable for the disappearance of any personal belongings. It is recommended not to bring any valuables to the course or leave them unattended.
- q Child care or pet care is to be set up outside the course classrooms.
- q Each student is responsible to find his or her own accommodation.

Zürich / Amsterdam, 15 November 2009

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