



# **ADMTEI ADULT LEARNER POLICY HANDBOOK**

**MONTESSORI EARLY  
CHILDHOOD TEACHER  
CERTIFICATION COURSE**



# Adrian Dominican Montessori Teacher Education Institute

Offers

Graduate, Undergraduate and Non-Degree  
American Montessori Society (AMS)  
Montessori Teacher Certification Courses

In cooperation with  
Siena Heights University  
Adrian, Michigan

Accredited by  
Montessori Accreditation Council for Teacher Education (MACTE)  
and AMS affiliated

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# **ADMTEI ADULT LEARNER HANDBOOK POLICY**

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## **HISTORY**

The Adrian Dominican Montessori Teacher Education Institute (ADMTEI) was developed in 1991 for the purpose of offering an Early Childhood Montessori teacher certification program. This program is affiliated with the American Montessori Society (AMS) and accredited by the Montessori Accreditation Council of Teacher Educators (MACTE). The primary goal of ADMTEI is to offer a high quality Montessori certification program to its adult learners in accordance with the standards and requirements of AMS and MACTE.

## **ACCREDITATION STATUS**

The ADMTEI Early Childhood Certification Course prepares adult learners to conduct Montessori classes for children ages 2 1/2 through 6. The course consists of 302 hours of intensive academic preparation and a two-semester teaching practicum under the supervision of a qualified Montessori certified teacher. This early childhood course is an affiliate program of AMS and is accredited by MACTE.

## **AFFILIATION AND ACCREDITATION**

### **AMS**

The American Montessori Society (AMS) is a non-profit education society founded in 1960 whose purpose is to help children develop their potential through the educational standards of Dr. Maria Montessori

Since its first teacher education program at Whitby School, Greenwich, CT (1960), AMS has served as an accreditation and certification agency, awarding Montessori teaching credentials to adult learners recommended by its AMS-affiliated courses. The Society affiliates teacher education programs in the US and throughout the world.

(AMS Handbook, December 2013, p. 4)

### **MACTE**

The Montessori Accreditation Council for Teacher Education, Inc. (MACTE) accredits certification course levels based on (1) the evidence they have that they prepare competent, caring and qualified professional Montessori educators and (2) their capacity to monitor and improve the program's quality. The Montessori teacher education program, not the college, school, department, or other administrative unit of the institution, receives MACTE accreditation.

(MACTE Guide to Accreditation, July 2013, p. 4)

## **MISSION STATEMENT**

Adrian Dominican Montessori Teacher Education Institute, a Montessori teacher certification program recognized by the Adrian Dominican Sisters, educates and prepares the whole person for teaching in an early childhood (2½ through 6 years old) environment by providing a quality personalized learning experience in a nurturing atmosphere, and by valuing the spirituality and uniqueness of each individual.

## **BELIEF STATEMENTS**

- We believe in a God-centered, ethical and moral framework of education.
- We believe education involves the whole person--spiritual, emotional, social, intellectual and physical.
- We believe in the worth and dignity of each individual.
- We believe in the uniqueness of each person.
- We believe positive self-esteem is basic to learning.
- We believe a prepared environment positively affects learning.
- We believe education is a developmental process based on ability, effort, life experiences and reflection.
- We believe adult learners learn more effectively in an environment of collaboration and cooperation.
- We believe in academic excellence.
- We believe in and respect the interdependency of all creation.
- We believe we are co-creators of God's justice and peace.

## **CREDENTIALS OFFERED**

1. AMS Associate Early Childhood Credential
2. AMS Early Childhood Montessori Credential

## **CAREER INFORMATION AND OPPORTUNITIES**

The career opportunities for individuals holding an AMS Early Childhood Teacher Credential are numerous. Within the private Montessori sector, there is a great demand for Montessori certified teachers. This need is the result of several factors:

1. The growing interest of parents and the general public in Montessori education.
2. The resulting increase in the number of new schools needing Montessori teachers.
3. The growing number of existing schools that are expanding their class size and number due to increasing enrollments.
4. The existing situation of teachers leaving the field and the need to fill these vacancies.

The overall picture would appear to be a very healthy one for a certified Montessori professional. In addition, the public school sector is becoming increasingly committed to offering Montessori as an alternative choice within the public context. Therefore, an increasing number of public school districts and programs are actively seeking Montessori teachers to begin and maintain these programs.

Further possibilities for career opportunities include various early childhood settings, which are looking to integrate Montessori in to their existing programs. Some examples are: corporate childcare, Head Start, special education, children's hospitals, and religious organizations.

The career opportunities for an individual with Montessori certification are numerous and diverse. Projections for the immediate future appear to be positive. Current interest and growth in Montessori indicates a continued healthy career market for the coming years. Employment and salary are not guaranteed by ADMTEI and will be the responsibility of the adult learner. ADMTEI does not offer "job placement" services. However, the institute does maintain an "Employment Opportunities" tab on the program website [www.admtei.org](http://www.admtei.org).

## **ADULT LEARNER SERVICES**

The ADMTEI faculty is available for academic advising by appointment during the instructor's specific teaching weekend(s). Hours TBA. Academic advising is also available Saturdays from 12:00-1:00 pm and Sundays 7:00-8:00 am and 12:00-1:00 pm during scheduled academic weekends.

Health care is not provided. However, ADMTEI refers all health care issues to the local hospital (Bixby Healthcare Systems), which is approximately two miles from the program site.

## CAMPUS FACILITIES

### **1. Adrian Dominican Sisters Motherhouse 1257 E. Siena Heights Dr. Adrian, MI 49221**

The Motherhouse is composed of several buildings including Madden Hall (houses the Montessori offices), Weber Center, Regina Hall, Roncalli Hall, and Dominican Life Center. Madden Hall has 5 floors. Next to the Adrian Room, on the first floor of Madden Hall, is the location of the Montessori Wing. It includes two offices, two closets and two restrooms.

### **2. Weber Center (Convention and Retreat Center) 1257 E. Siena Heights Dr. Adrian, MI 49221**

Weber Center was built in 1968 and completely renovated in 2004. This building is used primarily for retreats, meetings, and conferences and for the program's enrichment series. Weber is a six-story, smoke-free facility.

Weber Center also has a multi-level outdoor deck; a wooded campus for walking that is situated on more than 100 acres, an outdoor labyrinth and a circle meditation garden. Adult learners can avail themselves of these advantages when staying at Weber Center and may have their meals in the Motherhouse (Madden) dining room.

### **3. Siena Heights University 1247 E. Siena Heights Dr. Adrian, MI 49221**

The Adrian Dominican Sisters founded Siena Heights in 1919. SHU is a co-educational liberal arts university. The enrollment is approximately 2650 full time undergraduate and graduate adult learners. SHU is accredited by The Higher Learning Commission of the North Central Association of Colleges and Universities, The Department of Education of the State of Michigan and The National Association of Schools of Art and Design.

Siena Heights University offers two Montessori-based programs: Child Development: Concentration in Montessori Education (undergraduate) and Master of Arts in Early Childhood Education/Montessori-based (graduate). See degrees offered on pages 22 and 23 of this handbook. ADMTEI adult learners also have access to the university library.

### **4. St. Joseph Academy – now St. Joseph Hall as part of Siena Heights University 1267 E. Siena Heights Dr. Adrian, MI 49221**

Saint Joseph Academy was established by the Adrian Dominican Sisters in 1896. In June of 2011, St Joseph Academy closed its doors permanently due to financial constraints. At that time, the school was composed of primary grades and Montessori Children's House. MCH operated successfully for 40 years.

The Adult Learner Montessori Education Program is currently located in the ground floor of the Academy along with the Literacy Center. The classroom (65' x 24') houses the model Montessori classroom and the lecture hall.

## **ADMISSIONS**

### **I. Requirements**

- A. For AMS Associate Early Childhood Credential:
  - 1. Applicant holds an associate degree with an acceptable grade point average plus related experience, or
  - 2. Applicant holds less than an associate degree, provided that such an applicant has background and experience of a relevant nature.
  - 3. Applicant is willing to follow AMS policies regarding the Associate certification. This certification allows the graduate the same professional opportunities as the AMS Early Childhood Certification. However, AMS urges each graduate with an Associate certification continue to pursue educational development.
  
- B. For AMS Early Childhood Credential:
  - 1. Applicant must hold a bachelor degree from a recognized institution. (If the applicant holds an international degree, the college or university transcripts must be analyzed and evaluated by a qualified service to prove equivalency to a US college/university degree.)
  - 2. Applicant is required to have official transcripts of higher education, including official date of graduation, forwarded directly from the institution to ADMTEI.
  
- C. For All Applicants:
  - 1. Applicant will be required to submit three letters of reference.
  - 2. Applicant will be provided with an Adult learner Information form and will be required to complete statements that include:
    - a. experience or exposure relevant to the Montessori method
    - b. understanding of basic Montessori principles and implementation
    - c. evaluation of motives and goals relevant to the Montessori education and certification
  - 3. Applicants will be encouraged to arrange an on-site interview with the program director if desired. This is not a requirement.
  - 4. After the application and necessary information have been received and the applicant's file is complete, a final review will be made by the Executive Director of the program. The applicant will then be notified regarding his/her acceptance. Applicants are encouraged to observe in various potential practicum sites that have been approved by ADMTEI and AMS.

The process of locating a practicum site should begin before or during the application process.

### **II. Admission Time Sequence**

- A. Completed application, student information form (contained in Application

Packet #1) and registration fee are received and adult learner file is opened. *The Application Packet may be received via email per request or found on the ADMTEI website.*

- B. Applicant will receive Packet #2 which consists of:
  - 1. Letter of Receipt of Application
  - 2. Tuition Contract
  - 3. Letters of Reference Forms (3 required)
  - 4. ADMTEI Information Sheet
  - 5. Suggested Reading Material list
  
- C. Applicant will send original transcripts of highest education level received to ADMTEI.
  
- D. An application information form is used to record documents as they are received and added to the adult learners file

### III. Acceptance

- A. After all required information has been received and is acceptable, the applicant is informed in writing as to his/her acceptance into the program. The acceptance letter is sent in Packet #3 along with pertinent practicum documentation required from the adult learner participating in a practicum.
  
- B. Upon completion of the application process, each file is thoroughly reviewed by the Director. If there is a need for additional information or clarification, the Director will inform the applicant.

## COURSE OF STUDY: ACADEMIC COURSE WORK

COURSE TITLE	CLOCK HOURS
Administration.....	8
Art.....	5
Child Development.....	30
Classroom Leadership/Observation.....	20 ( <i>Contact Hours</i> ) ( <i>30 hours of documented adult learner observation</i> )
Everyday Living .....	35
Social Studies.....	8
Language.....	35
Math.....	35
Music and Movement.....	5
Family Involvement.....	20
Philosophy (28.5) Peace Education (4).....	32.5
Practicum Project.....	28.5*
<i>*12.5 Contact Hours/16 Independent Study</i>	
Physical and Life Science.....	5
Sensorial.....	35
<b>Total Academic Hours.....</b>	<b>302</b>
<b>Practicum Phase.....</b>	<b>+ <u>600</u></b>
<b>Total</b>	<b>902</b>

## COURSE DESCRIPTIONS

*(For all courses offered, please see specific dates in course schedule online)*

### MAJOR SUBJECTS

#### **Educational Philosophy and Theory**

**28.5 clock hours**

This course will give an overview of theories and practices in the field of early childhood education. It will specifically review the history and philosophy of the Montessori method of early education.

#### **Early Childhood Development**

**30 clock hours**

This course presents a concentrated review of child development from conception through the early years (to approximately 7 years of age). This course will include a review of relevant theories and theorists and will relate this core curriculum specifically to Dr. Maria Montessori's theory of child development. It will also include a practical emphasis on application of such theoretical orientations to the early childhood education center.

#### **Everyday Living Curriculum**

**35 clock hours**

This course will include the presentation of materials and activities for children, ages 2½ through 6, in the area of practical exercises for the early childhood education center. These activities for young children promote the following: independence, concentration, cycles of activities, eye-hand coordination, small muscle development, etc. There will be practice labs coordinated with this curriculum.

#### **Sensorial Curriculum**

**35 clock hours**

This course will include the presentation of materials and activities for children, ages 2½ through 6, in the area of both Montessori apparatus (pedagogical materials) as well as commercial and teacher prepared materials. These activities for young children will primarily focus on the understanding of sensory development in young children and the refinement of the sensorial abilities. There will be practice labs coordinated with this curriculum.

#### **Mathematics Curriculum**

**35 clock hours**

This course will include the presentation of materials and activities for children, ages 2½ through 6, in the area of the Montessori math program for young children. This will include a sequential presentation of the Montessori pedagogical materials and a theoretical review of the "mathematical mind" and development of math concepts in young children. There will be practice labs coordinated with this curriculum.

**Language Curriculum**

**35 clock hours**

This course will include the presentation of materials and activities for children, ages 2½ through 6, in the area of language development, specifically studying Dr. Montessori's theory. The course will present language materials to enhance language, pre-reading and reading skills, pre-writing and writing skills in the young child. There will be practice labs coordinated with this curriculum.

**Classroom Leadership and Observation Curriculum**

**20 clock hours**

The goal of this course is to integrate the knowledge gained by observation into implementation in classroom leadership. The Montessori method of observation is introduced and reinforced as the root of classroom leadership. The course offers opportunities to discuss classroom observation and will provide the adult learner with the practical skills of designing an aesthetic classroom environment and the tools for administering a classroom.

**Practicum Project Unit**

**12.5/16 Independent clock hours**

This course will provide the adult learner with an opportunity to create a yearlong project to enhance the practicum site. Each adult learner will choose and develop a project based on personal interests, interests of the Montessori classroom and/or needs of the practicum site. This project may pertain to various areas of the school setting and maybe related, but not limited to, the following: parent education, curriculum development, classroom management, or special curriculum areas (i.e., art, movement, science, second languages, etc.) The project will be developed throughout the academic school year and presented orally at the final seminar in May. Specific guidelines for the practicum project are included in the Adult Learner Handbook available online.

**MINOR SUBJECTS**

**Administration**

**8 clock hours**

This is a mini-course that provides leadership and administration strategies to manage an effective Montessori program. This course offers an overview of administrative issues including: licensing standards, regulations, budgeting, funding, legislation, personnel and other specific concerns of child care programs.

**Family Involvement**

**20 clock hours**

The essentials of family involvement are built into the Montessori philosophy. From its earliest inception, Montessori education included child, parent and teacher. Collaboration between parents and teachers has been one of Montessori education's goals. The benefits of family involvement in young children's education as supported by research will be explored and discussed. Practical techniques to involve parents or guardians in their children's education will be presented.

### **Art Curriculum**

***5 clock hours***

The philosophy, rationale and aims of the art curriculum are presented and discussed. Child development as it applies to this creative exploration with the materials is stressed.

### **Social Studies Curriculum**

***8 clock hours***

Montessori's theory of learning by exploration through the senses is emphasized in this course. It is designed to provide the adult learner with both concrete skills and creative ideas to stimulate the development of individual curriculum to be used in the Montessori classroom. The importance of concrete manipulation of materials as well as sequencing of materials is stressed.

### **Music and Movement Curriculum**

***5 clock hours***

This course will guide teachers in learning how to design a music and movement program for children 2½ to 6 years old. Teachers will learn basic skills, which will assist children to develop healthy bodies, fine and gross motor skills, increase self-esteem, social skills, and enhance creativity.

### **Peace Education Curriculum**

***4 clock hours***

The essentials of education for peace are built into the Montessori curriculum at every level. At the preschool stage, when children are in an absorbent state of mind, they are exposed to the Continents and the Peoples of the World, thus providing the basis for a global view of life and humanity's part in it. We as teachers must remain aware that our function is not simply to talk about peace, but to create an environment that will promote the evolution of peaceful individuals.

### **Physical and Life Science Curriculum**

***5 clock hours***

The philosophy, rationale and aims of the science curriculum are presented and discussed. Child development, as it applies to this curriculum, is explored. Science is a hands-on curriculum. Adult learner exploration and practicing with the materials are stressed, as are direct observations and explorations in the natural world.

### **Information on Expected Performance Standards**

Each adult learner receives a syllabus for every academic course. The expected performance standards are listed for each course in the syllabus as well as the assessment practices. ADMTEI makes it very clear that the adult learner will not receive a credential until he/she has met all of the requirements satisfactorily. Adult learners are strongly encouraged to complete all requirements by the end of May. In addition, adult learners, who are unable to complete all requirements, have the summer months to complete any work not handed in by the end of May. Upon completion of the program requirements, the names of eligible adult learners are sent to AMS.

## **PRACTICUM**

The adult learner is required to assist in a Montessori Early Childhood classroom for half-day, five days a week, under the daily supervision of a Montessori lead teacher for one academic year (a minimum of 600 clock hours). AMS, AMI, NCME or MACTE must credential the lead teacher with three years of teaching experience. Additionally, the adult learner is required to observe other Montessori early childhood classrooms and/or non-Montessori early childhood classrooms to complete eight required observations.

### **Supervision and Monitoring**

The adult learner works under the direct, daily supervision of a Montessori lead teacher. Three adult learner observation visits by a representative of ADMTEI are conducted during the practicum phase. The representative observes the adult learner in the classroom to assess progress and to offer support. A consultation and a discussion of the visit follow, or the consultation may be scheduled for a later date. Additionally, the Director of ADMTEI is available for consultations and academic advising at mutually agreed upon dates and times for both the Director and the adult learner.

## **EVALUATION SYSTEM**

### **Evaluation System for the Academic Phase**

List of the current system follows:

Albums:        Accepted  
                  Accepted with recommendations  
                  Not Accepted/Must Re-submit

Academics:    Excellent  
                  Very Good  
                  Good  
                  Adequate  
                  Not Accepted

### **Evaluation System for the Practicum Phase**

Evaluation of the practicum phase utilizes both the grading system and the recommendations of the on-site supervising teacher and the ADMTEI representative. The following system is used to assess the adult learner's performance and progress at the practicum site:

Recommended for Certification  
Recommended with Suggestions  
Not Recommended for Certification

## **Final Evaluation for Certification**

To be recommended for certification by the American Montessori Society, the adult learner must achieve the following:

Academic Phase:	Good or above in each area
Practicum Phase:	Completion with recommendation for certification
Administrative:	Completion of all financial obligations to ADMTEI

## **TUITION, FEES AND PAYMENT POLICIES**

Tuition payment contracts are required for all adult learners enrolled in the program. The tuition, fees and payment plans are clearly stated in the current promotional packet and also repeated in subsequent packets released for adult learner submittal during the enrollment process. This information is regularly updated. For the most current information, please refer to this year's current promotional packet.

## **FINANCIAL RESPONSIBILITY AGREEMENT**

By registering for the Montessori certification program at ADMTEI, you, as the student, accept personal financial responsibility for payment in full of all student tuition account charges by the stated tuition due dates (please refer to the Academic Calendar for the current program's tuition due dates). You also understand you are responsible for officially canceling your enrollment in our offices if you no longer wish to take or complete the program in which you are enrolled. DO NOT assume your enrollment will be cancelled automatically if you do not pay your tuition or if you do not attend classes. ADMTEI will withhold certifications, transcripts, and other services until all debts are resolved.

Outstanding or delinquent debts will be reported to a credit bureau and referred to collection agencies and pursued through legal action against you. You agree to pay all reasonable costs of collecting unpaid charges, including collection agency fees, attorney fees and court costs. This Agreement shall be construed in accordance with Michigan law and you consent to the jurisdiction of the District Court of Lenawee County, Michigan, or the Federal District Court of Michigan regardless of your domicile at the time of such suit. (Note: All outstanding debts are considered to be educational loans offered for the sole purpose of financing an education and may not be dischargeable in bankruptcy proceedings).

## **ADMTEI TUITION REFUND POLICY**

### **Withdrawal:**

Tuition will be refunded as determined at the time the adult learner withdraws and the adult learner's remaining tuition balance at that time.

- The adult learner will be credited for paid time attended. If the adult learner was paid ahead of her last attendance, the refund will be pro-rated by remaining program months and/or the amount of tuition paid ahead.
- The application fee is non-refundable.
- AMS and MACTE fees paid for the adult learners by ADMTEI will not be refunded. The amount will be determined by the set fees for each program year.

Tuition refunds will not be paid until the AMDTEI coursework flash drive given to the adult learner at orientation is returned to the program. A refund will be given within 30 days after the flash drive has been returned.

### **Enrollment Rejection or Withdrawal before Program Begins:**

Tuition will be refunded if the applicant is rejected for enrollment or withdraws before the program begins. AMS and MACTE fees are included in the tuition amount refunded because they are not paid until October/November of the program year. The application fee is non- refundable.

### **Adult Learner Expelled:**

If the adult learner is expelled from the program for reasons stated in the ADMTEI Handbook: Dismissal Policy, the tuition refund will follow the same as ‘Withdrawal’.

### **Cancellation of Program Refund:**

In the unlikely event of the cancellation of the program, a refund will be determined at that time of the event. The stated procedure: a refund will be decided according to the number of adult learners in that specific academic year multiplied by that specific year’s tuition and multiplied by the percent of time remaining in that academic year. A refund will be given within 30 days of the cancellation date.

## **FINANCIAL AID**

The Adrian Dominican Montessori Teacher Education Institute does not participate in any State or federally funded tuition assistance programs.

## **AMS TEACHER EDUCATION SCHOLARSHIP**

Every year, the American Montessori Society awards teacher education scholarships to aspiring Montessori teachers. Through the awarding of Teacher Education Scholarships, AMS supports the growth of Montessori teachers of tomorrow. Those eligible to apply for scholarships are individuals who have been accepted, are in the process of being accepted, or are already enrolled in an AMS-affiliated teacher education program.

### **Applications**

An application for the upcoming academic year will be posted on the AMS website

([www.amshq.org](http://www.amshq.org)) in January. The submission deadline will be May 1 of that academic year. Applicants are considered on the basis of financial need, a compelling personal statement, three letters of recommendation, and official verification of acceptance into an AMS-affiliated program.

## **ATTENDANCE POLICY**

It is strongly believed by the faculty of the Adrian Dominican Montessori Teacher Education Institute that attendance is extremely pertinent to the process of the program and that attendance serves at least two important purposes:

1. Full participation in the program guarantees the adult learner total exposure to the entire course of study and practicum offered by ADMTEI.
2. Full participation in the program indicates to the faculty that the adult learner possesses a sincere interest in learning and appreciates the importance of the course of study as preparation for becoming a Montessori professional.

Therefore, the faculty of ADMTEI does not require a certain number of days of attendance, nor permit a certain number of days of absence, since these would be highly arbitrary and would not serve the purpose of evaluating each adult learner on an individual basis. It is our assumption, and stated as such to the entire adult learner body at the start of the program cycle, that all adult learners will be in full participation in the program and that attendance will be taken each day.

When an adult learner does have serious reason or illness necessitating a short absence from the program (i.e., one day), the adult learner meets with the Director in order to work out a plan for making up the classes unattended. If such a plan cannot be implemented immediately, the adult learner will be required to return to the program the following year to complete that portion of study.

Each adult learner must attend no less than 90% of the program to be considered for a credential.

### **Practicum Attendance:**

Attendance during the practicum phase is determined to a large degree by the school at which the adult learner is working and is usually a requirement for the adult learner maintaining the employment. ADMTEI requires that the school maintain an attendance requirement consistent with AMS policy.

## **INSTRUCTOR/ADULT LEARNER RATIO**

Instructor/adult learner ratio is one instructor per number of adult learners in a program year. The cap is 35:1.

## **TIME LIMITS FOR COMPLETION**

As indicated by AMS, the adult learner must complete all course requirements, including academic requirements, practicum requirements and financial obligations within a three-year time period following the program's official end of the academic phase in which the adult learner was originally enrolled. To apply for an extension for completion of the academic or practicum phase of the program, the adult learner must submit a formal written request. The extension may be granted following review by the Program Director. Extensions are granted on rare occasion.

## **TRANSFER POLICY**

### **ADMTEI Transfer Policy**

Transfer to ADMTEI from an AMS-Affiliated Program

In order for ADMTEI to consider the application of a transfer student from another AMS-Affiliated program, the adult learner would have to follow the directives of AMS:

The candidate must:

1. Be within the three-year time limit following the original academic phase
2. Be a current member of AMS

ADMTEI must:

1. Review and evaluate previously completed academic and practicum work, and consider the cost of the review
2. Notify the prospective adult learner in writing with the fees and time required to complete the transfer requirements
3. Contact the original program to determine if the adult learning is in good standing including fulfillment of financial obligations
4. Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form

### **Transfer to ADMTEI from a non-AMS Affiliated Program**

No transfer students from a non-AMS Affiliated Program are accepted in ADMTEI.

## **NON-DISCRIMINATION POLICY**

It is the policy of ADMTEI to provide equal education opportunities in recruitment, selection, placement and promotion of all persons: regardless of race, creed, color, religion, sex or national origin. Any person applying for a position must have the necessary skills, education, training, and experience for the position.

## **CONFIDENTIALITY**

All adult learner records are property of ADMTEI and are kept strictly confidential. Access to records is permitted only to the ADMTEI Faculty, Personnel, and Board Members. Adult learners wishing to access their own records may do so by appointment only.

## **SEXUAL HARASSMENT**

Sexual harassment in any form is prohibited. Sexual harassment is defined as, but not limited to:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Such conduct has the purpose or effect of substantially interfering with the individual's learning environment.

## **PLAGIARISM POLICY**

The Adrian Dominican Montessori Teacher Education Institute seeks to foster a positive interactive learning environment by encouraging honesty and respect for oneself and others. Respect for oneself and others is a primary condition for participation in any aspect of the Adrian Dominican Montessori Teacher Education Institute (ADMTEI). To promote respect, ADMTEI recognizes the unique gifts, talents, and challenges each student and faculty member bring to the pursuit of knowledge and the development of skills, and encourages the personal and professional growth that accompanies diversity.

In an effort to maintain high standards and expectations for, and support ethical practice of, the students and faculty, the Adrian Dominican Montessori Teacher Education Institute does not tolerate any act of plagiarism, whether intentional or unintentional. Plagiarism is the use of another's words, ideas, or images without attribution to the originator.

Plagiarism may occur in a variety of ways including, but not limited to, claiming or implying all or part of another's work as one's own, failing to document the source and authorship of information incorporated in any manner into one's work to be submitted as one's original efforts, allowing another to do one's work, or using one's own work for multiple purposes without explicit consent to do so.

Acts of plagiarism are not acceptable. Therefore, any alleged or confirmed act of plagiarism will be handled individually by the faculty member, in conjunction with the Director of the Adrian Dominican Montessori Teacher Education Institute.

## **PROFESSIONAL DEVELOPMENT**

AMS requires that holders of AMS credentials issued on or after July 1, 2013 complete

50 hours of professional development every 5 years for the credential to remain active. The first 5-year period begins with the date the credential was issued. If professional development hours are not completed within the 5-year period, the credential will be considered inactive until the requirement is met. The credential holder must keep a record of his or her professional development and be able to provide print or electronic verification of the event host, location, date, topic, presenter(s), and number of hours attended. For this purpose, the credential holder is welcome, but not required, to use the **AMS Professional Development Form**. To maintain an active credential, verification of professional development is to be submitted to AMS 30 days in advance of the 5-year anniversary of the issuance of the credential, and every 5 years thereafter.

A professional development event may be hosted by a school; a teacher education program; or a regional, national, or international Montessori group or organization such as (but not limited to) those listed on the **Local Groups** and **Montessori Organizations** pages of our Web site, or **AMS** itself (including our **conferences** and **webinars**). Additionally, a regionally accredited college/university; educational foundation/organization, institute, or association; or a national or regional accrediting organization may host seminars/workshops.

## **GRIEVANCE PROCEDURES AND POLICIES**

### **Purposes:**

1. To arbitrate significant complaints or grievances by adult learners, faculty or other personnel directly working with the program.
2. To decide on a course of action, in response to a grievance, which shall be binding on all parties involved.

### **Composition:**

The ADMTEI Arbitration Committee will be composed of the following persons, who shall remain members of the committee until the end of the program cycle:

1. Executive Director of the program
2. One member of the faculty of the program, as elected by the faculty
3. One of the adult learners of the program, as elected by adult learners
4. A second faculty member, as selected, as a stand-in member

### **Areas of Grievance:**

The Arbitration Committee of the training program will consider grievances against the program and against its management and faculty in the following areas:

1. Incomplete or serious deficient training during the cycle
2. ADMTEI's failure to meet AMS requirements during the adult learner teaching experience

3. ADMTEI's failure to meet financial obligations to anyone due those obligations
4. ADMTEI's unjustified dismissal of an adult learner
5. Unethical or unprofessional behavior by the personnel or participants concerning any part of the program.

The Arbitration Committee will only consider problems in the above areas which the committee decides are serious enough to jeopardize the adult learner's right to satisfactory training and the right of others to just recompense for their services. Grievances, which the committee decides, are not serious enough to warrant a hearing will not be heard.

**Grievance Procedure:**

Individuals who believe they still have legitimate grievances after all procedures have been exhausted may bring that grievance before the Arbitration Committee of the American Montessori Society Teacher Training Committee:

AMS  
116 East 16<sup>th</sup> St  
New York, NY 10003-2163  
Phone: 212 358-1250  
Fax: 212 358-1256  
[www.amshq.org](http://www.amshq.org)

Beyond the Arbitration Committee of the American Montessori Society Teacher Training Committee, individuals may pursue grievance resolution with the Montessori Accrediting Council of Teacher Educators:

MACTE  
420 Park St.  
Charlottesville VA 22902  
Phone: 434 202-7793  
Fax: 888 525-8838  
[www.macte.org](http://www.macte.org)

or by filing a complaint with the State of Michigan at [www.michiganps.net](http://www.michiganps.net).

The decision of these committees shall be considered binding on all parties and without appeal.

**Stand-by Member:**

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

In the event that the elected adult learner representative to the Arbitration Committee is

bringing a grievance to the committee, the adult learner who received the second highest number of votes in the adult learner election for the committee shall take the place of that adult learner in voting.

NOTE: No solutions can be reached which are in conflict with the AMS or MACTE requirements for training programs, adult learner teaching sites, etc.

## **DISMISSAL POLICY**

Dismissing an adult learner from the program is an action taken very seriously. The following reasons are legitimate causes for consideration of dismissal:

1. An inability and/or unwillingness to meet program requirements and standards.
2. A serious lack of interest and respect for the Montessori program and profession.
3. An unethical and/or inappropriate professional or personal behavior during the course of study.

### **Dismissal Procedure:**

1. The adult learner will be informed by the Director of the existing concern, the specifics of the concern and the available choices:
  - a. the adult learner can withdraw from the program
  - b. the adult learner can be placed on probationary status
2. If the adult learner chooses to be placed on probationary status, the Director will outline the specific problem area(s) and work out a contract with the adult learner to resolve and rectify the situation.
3. The Director will meet with the adult learner at the end of an agreed upon period of time and assess the situation with the adult learner. The Director will determine a reasonable recommendation with regard to dismissal, continued probation or removal of the probationary status.
4. The final recommendation will be made at the next faculty meeting with any additional input from faculty members with regard to the adult learner.
5. The Director will inform the adult learner as to the decision and its implications.

## **CONSIDERATION FOR RE-ENROLLMENT**

Consideration for re-enrollment in the program, after dismissal or withdrawal, will be examined only after conditions, which caused interruptions, have been rectified to the satisfaction of the Director.

**SECTION D: COMPETENCIES FOR MONTESSORI TEACHER CANDIDATES**

Categories of competency:	As relates to each level the candidate for certification understands:	Suggested Evidence:
<b>I. Knowledge</b>		Written and oral assignments and examination results
	1a. Montessori Philosophy	
	1b. Human growth and Development	
	1c. Subject matter for each Course Level* not to exclude: <ul style="list-style-type: none"> <li>• Cosmic education</li> <li>• Peace education</li> <li>• Practical life</li> <li>• The arts</li> <li>• Fine and gross motor skills</li> </ul>	
	1d. Community resources for learning	
<b>II. Pedagogy</b>	Understands:	Written and oral assignments, examinations and demonstrations
	2a. Correct use of Montessori materials	
	2b. Scope and sequence of curriculum (spiral curriculum)	
	2c. The prepared environment	
	2d. Parent/teacher/ family/community partnership	
	2e. The purpose and methods of observation	
	2f. Planning for instruction	
	2g. Assessment & documentation	
	2h. Reflective practice	
	2i. Support and intervention for learning differences	
	2j. Culturally responsive methods	
<b>III. Teaching with Grace and Courtesy</b>	As relates to each level the candidate for certification demonstrates and implements with children/adolescents:	1. Employer, field consultant, supervising teacher observation and evaluation 2. Children’s learning and progress 3. Post-graduate professional performance

	3a. Classroom leadership	
	3b. Authentic assessment	
	3c. The Montessori philosophy and methods (materials)	
	3d. Parent/teacher/ family partnership	
	3e. Professional responsibilities	
	3f. Innovation and flexibility	

\*1c Specific Course Level Subject Matter

Infant and Toddler

Sensory and motor experiences, language experiences, positive social experiences, self-care

Early Childhood

Practical life, sensorial, math, language, science, physical geography, cultural studies

Elementary

The Great Lessons, language, mathematics, physical and natural sciences, geometry, history, geography

Secondary

Language, mathematics, economic experiences, outdoor education, service learning, career education, college admissions/career readiness, science and history

**Child Development**

**Concentration in Montessori Education**

**Infant and Toddler 0-3 Years or Early Childhood 3-6 Years**

**Bachelor of Arts Degree**

I.	Course Requirements for Major		
A.	Montessori Requirements		21 semester hours
	1. Montessori Training Institute (transfer credit)		9
	2. Montessori Year-Long Internship (transfer credit)		12
B.	Program Requirements		27 semester hours
	1. CDV 115	Child Growth and Development	3
	2. CDV 165	Infant/Toddler Curriculum	3
	3. CDV 245	Assessment in Early Childhood Education	3
	4. CDV 280	Co-op: Pre-Primary Teacher Assistant	4
	5. CDV 295	Seminar in Child Development	1
	6. CDV 355	Programs for Young Children	3
	7. CDV 375	Administration of Child Care Centers	3
	8. CDV 480	Co-op: Pre-Primary Teacher Assistant	4
	9. CDV 495	Research in Child Development	3
C.	Cognate Requirements		12 semester hours
	1. EDU 312	Exceptional Children & Youth in the Classroom Early Childhood	3
	2. EDU 322	Methods & Materials of Early Childhood Educ.	3
	3. #PSY 241	Child and Adolescent Psychology	3
	4. — —	Approved Elective	3
D.	Total for Major		<b>60 semester hours</b>
II.	Liberal Arts		<b>32 semester hours</b>
	# May be double counted toward Major and Liberal Arts Requirements.		
III.	General Electives		<b>28 semester hours</b>
IV.	Total for Degree		<b>120 semester hours</b>
V.	Other Requirements		
	1. Students must have a 2.5 GPA in the Child Development major program requirements.		

**Master of Arts in Early Childhood Education/Montessori-based  
(Pre-K – primary)**

*Degree Requirements (36 sem. hrs. total)*

*Students who have an undergraduate major in Montessori education are not eligible to pursue this major*

Prerequisites:	CDV 115	Child Growth and Development	3
	EDU 322/TED 522	Methods and Materials of Early Childhood Education	3
	<b>OR</b>	Equivalent Courses	
<b>COMMON CORE:</b> (6 s.h.)			
	GRS 601	History and Philosophy of Ideas	3
	GRS 602	Introduction to Research [non-thesis track]	3
	<b>OR</b>		
	GRS 605	Methodology of Research [thesis track]	3
<b>PROFESSIONAL CORE:</b> (6 s.h.)			
	TED 601*	Professional Reading and Writing in Teacher Education	3
	TED 617	Perspectives on Diversity	3
<b>SPECIALIZATION:</b> (15 s.h.)			
	TED 623	Observation, Analysis, and Affective Learning Experiences for Young Children	3
	TED 625	Administration and Supervision in the Early Childhood Setting	3
	<i>Select one from the following (Required):</i>		
	TED 512**	Exceptional Children and Youth in the Regular Classroom (P-12)	3
	<b>OR</b>		
	TED 612	Exploration of the Special Needs of Exceptional Children and Youth (P-12)	3
	<i>Required:</i>		
	Adrian Dominican Montessori Teacher Education Institute Credit by Transfer:		6
		Educational Philosophy and History	1
		Early Childhood Development	1
		Everyday Living Curriculum	1
		Sensorial Curriculum	1
		Math Curriculum (TED 620)	1
		Language Curriculum (TED 621)	1
<b>INTEGRATIVE EXPERIENCE:</b> (6 s.h.)			
	Adrian Dominican Montessori Teacher Education Institute by Transfer:		
		Montessori Student Teaching	6
<b>SUMMATIVE EXPERIENCE:</b> (3 s.h.)			
	GRS 694	Thesis/Project Seminar (Early Childhood)	3

\*TED 601 must be scheduled as the first course or before 9 credit hours are earned.

\*\*This course is not an option for the student who has previously completed as an undergraduate at Siena Heights University EDU 312 Exceptional Children and Youth in the Regular Classroom or the equivalent course at any other institution.

NOTE: Completion of this program does NOT lead to the Early Childhood (ZS) Endorsement on a teacher certificate in the State of Michigan.

## SUMMARY

The primary purpose and goals of the Adrian Dominican Montessori Teacher Education Institute are to provide adult learners with a high quality Montessori teacher certification program that meets all requirements and policies of the American Montessori Society. Just as we believe that in the Montessori classroom, the teacher must respond to the "whole child," we believe we also must respond to the "whole adult learner." We do so by offering the academic course work required for further Montessori advancement and by providing for the physical, psychic and emotional needs of our adult learners through our aesthetic, tranquil campus setting where one may learn and grow. The sense of community fostered among the adult learners and the faculty is just as important as the high quality of academics offered.

We truly hope that our Montessori program nurtures the mind, body and inner psyche, which constitute the "wholeness" of each individual.

*The real preparation for education is the study of one's self. The training of the teacher who is to help life is something far more than the learning of ideas. It includes the training of character; it is a preparation of the spirit.*

-Dr. Maria Montessori



• **Adrian Dominican Montessori Teacher Education Institute** •

I \_\_\_\_\_ have received and read the  
Adult Learner Name (Printed)

**ADMTEI Adult learner Policy Handbook on:**

\_\_\_\_\_  
Date Policy Handbook Issued

**By signing I hereby state my understanding. I will adhere to all policies and procedures stated in this Policy Handbook and failure to do so might be cause for dismissal.**

\_\_\_\_\_  
Adult Learner Signature

\_\_\_\_\_  
Date