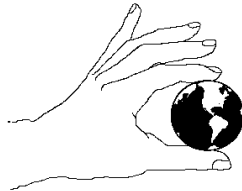


Montessori Educators International, Inc.

913 E. Cumberland Drive
Louisville TN 37777
(865) 970-4322



CATALOG

January 2012

Early Childhood Course ages 2 1/2 - 6
MACTE accredited

Montessori Educators International, Inc. (MEI, Inc.) is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. All MEI, Inc. course sites guarantee confidentiality and access to student records in accordance with Family Educational Rights and Privacy Act.

Students must respect the copyright of the printed course materials.

MEI, Inc. is a nonprofit organization. The Early Childhood Course is accredited by the Montessori Accreditation Council for Teacher Education (MACTE).

MEI, Inc., admits students of any race, color, sex, national or ethnic origin to the rights, privileges, programs and activities generally accorded or made available to students of the course. It does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admission policies and other school administered programs.

The mission of Montessori Educators International, Inc., shall be to maximize the potential of children through the Montessori method of education by providing effective Montessori teacher education and practice for qualified adults.

Table of Contents

Advantages of Montessori Educators International, Inc.	Info 3
Course Components	Info 3
Evaluations	Info 4
Admissions Policy	Info 4
Enrollment Procedure	Info 4
Other Fees	Info 4
Refunds	Info 5
Financial Aid	Info 5
Cancellation	Info 5
Attendance Policies	Info 5
Transfer of Credit	Info 5
Grievance Procedures	Info 5
Placement Services	Info 5
Termination	Info 5
Readmission	Info 6
Facilities and Equipment	Info 6
Instructional Aids and Equipment	Info 6
Material to be provided by student	Info 7
Federal Trade Commission Consumer Disclosure Statement	Info 7
Montessori Educators International, Inc., Instructors	Info 8
Officers & Directors of the Corporation	Info 8
Early Childhood Course Information	Info 9

Advantages of Montessori Educators International, Inc., Instruction for Teachers

Use of many teaching techniques, including video tapes

Provision of detailed and accurate instructional manuals on lesson presentation and material preparation, thus eliminating time-consuming “album” making

Extensive text and drawings for preparing instructional materials

Opportunity to pursue the course without the expense of leaving home or current position of employment for more than a total of four weeks (Early Childhood) or six weeks (Elementary)

Provision of study guides with bibliography for Montessori’s writings, pertinent research and sources of materials

Free consultation services of degreed instructors with Montessori diplomas, each of whom has had experience teaching in Montessori classrooms and extensive experience teaching adults

Extensive and thorough evaluations of progress, which are communicated to students

Prompt return of assignments

Evaluation of instructors and course content by students to ensure continuous improvement

Extended hours for practice with materials during the course

Availability of all Montessori equipment and examples of each type of teacher-made material during course

Payment in installments throughout the course

Individual attention and genuine concern for developing effective Montessori teachers

Course Components

Academic

1. Follow study guide in the sequence given to prepare for evaluations and for writing essays. Submit essays on due dates to the instructor. Essays must be a minimum of five hundred words with quotations from Montessori and relevant sources. If requested, correct as specified and resubmit to instructor.
2. Receive course manuals according to the schedule in the Student Handbook. All students must respect the copyright of the printed course materials.
4. Attend lectures and demonstrations of Montessori materials, including supervised practice with materials. Class size is limited to 15 students.
5. After receiving instruction on observation, observe Montessori classrooms with children whose ages are appropriate for the course level being pursued. Use the observation guidelines and the forms for recording observations. Submit observations to instructor.
6. Prepare assigned instructional materials in all areas. Submit materials to instructor. Note: This requires a minimum of 100 hours.
7. Take practical examinations by demonstrating materials selected at random from each category for evaluation by peers and the instructor.
8. Take written examinations as scheduled.
9. Receive a certificate issued upon satisfactory completion of all work.
10. Receive a diploma after completion of practice teaching requirement (**Internship**).

Note: A minimum of **two years** is required for completion of the academic requirements.

Student Teaching Internship

1. Declaration of Intent to Pursue Internship must be submitted with fee before beginning internship or student teaching.
2. Student teaching internship is required for 540 hours. Before internship begins, the school must be evaluated and approved according to MEI, Inc., standards. The supervising teacher must be certified and/or approved by MEI, Inc. Interns are obligated to follow requirements set forth in the internship contract.
3. Periodic evaluations of the student teacher intern are submitted to the field supervisor by the supervising teacher.
4. An alternative procedure is a self-guided internship in an approved school with periodic on-site evaluations by MEI, Inc., personnel and written self evaluations submitted weekly to the field supervisor with on-going consultation by mail or telephone.
5. Financial arrangements concerning payment of salary, if any, for student teaching internship are between the intern and the administrator of the school.
6. A diploma is issued upon successful completion of student teaching internship, replacing the certificate previously issued.

Evaluations: (70% is the passing grade for each requirement)

1. Written assignments are evaluated on content, form, quotes, bibliography and presentation. One opportunity to rewrite any assignment is permitted without charge. Thereafter a fee of \$15 is charged for each additional time work is submitted for evaluation.
2. Instructional materials prepared by the student are evaluated on appearance, accuracy, completeness, suitability for age range, clarity of concept and adherence to Montessori principles. A fee of \$15 is charged for each additional time work is submitted for evaluation.
3. Student demonstrations of materials and of activities involving prepared materials are evaluated on accuracy of presentation, understanding of sequence and purposes of materials, the control of error, and the observations to be made.
4. Classroom performance is evaluated on attitude, appearance, demeanor, promptness, class participation, materials handling, evidence of understanding Montessori principles and the use of practice time.
5. Quizzes are evaluated on accuracy and completeness. After a period of study and further instruction, a quiz may be retaken. When subsequent quizzes on the same material are administered, a fee of \$5 is charged for each additional evaluation.
6. Written examinations are evaluated on completeness, accuracy, and degree of understanding and integration of Montessori concepts. A \$25 fee will be charged each time a final written examination is retaken. If the student does not pass the second written evaluation, the instructor will specify what additional study is required before the exam may be taken a third time.
7. Internship performance is evaluated by a field supervisor and a supervising teacher on presentation of lessons, classroom management, appearance, and evidence of understanding of both the Montessori method and the needs of children. The required intern's self evaluations are reviewed. Students participating in a self directed internship are evaluated by a field supervisor.
8. Students evaluate instructors on promptness in returning assigned work, effectiveness of guidance given in all phases of instruction, quality of lectures and demonstrations, availability for consultation. The course and manuals are evaluated by students as to content, organization, clarity of instructions.

Admissions Policy

MEI, Inc., accepts qualified students who hold a high school diploma or GED and who demonstrate ability to benefit from the courses offered. MEI, Inc. provides enrollees with full information concerning fees, course content and course locations and issues certificates or diplomas as applicable. Instructors are trained to present MEI, Inc. courses, and are experienced in the age appropriate application of the Montessori method with children and in adult education. Performance of instructors and students is monitored by MEI, Inc.

MEI, Inc., admits students of any race, color, sex, national or ethnic origin to the rights, privileges, programs and activities generally accorded or made available to students of the course. It does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admission policies and other school administered programs.

The methods used to determine the ability to benefit from the education offered are (1) a sample essay on why Montessori education is desired and (2) recommendations from those who have intimate knowledge of the applicant's character and abilities, particularly in an educational or Montessori setting. (Refer to application form.) The essay is evaluated on form, content, clarity of ideas, appearance, spelling, and grammar.

Enrollment Procedure

1. Complete the application form and submit it with a check for \$100 (plus the current Montessori Accreditation Council for Teacher Education [MACTE] student fee if pursuing an Early Childhood Credential – currently \$139). Include a transcript of most recent education record and two letters of reference from previous employers or teachers with whom applicant has worked.
2. Beginning with most recent, list work experience relevant to childhood education or development.
3. Submit an essay of 250 words or more on why Montessori education is desired.

Other Fees

Students not completing all requirements, except internship, within three years of the date of acceptance are subject to an annual assessment, which reflects tuition increases.

A fee of \$15 per submission is charged to evaluate work submitted three or more times.

There is a fee of \$25 for each retake of the written examinations.

Refunds

A written notice of withdrawal within 72 hours of the postmark date of student's submission of the application/contract allows a full refund. Otherwise, the \$100 application fee is non-refundable unless the student is not accepted, in which case \$75 will be refunded. The Admissions Committee shall notify the applicant regarding acceptance within two weeks of receipt of all required documents.

If a student withdraws after partial attendance of a session, a refund of the unused tuition will be made minus a \$100 administration fee and the cost of the manuals (unless returned unopened).

Financial Aid

No financial aid is offered through Montessori Educators International, Inc.

Cancellation

Should there be insufficient enrollment for a course, all fees collected for that course shall be refunded in full within thirty days of cancellation. Notification of cancellation will be given at least two weeks prior to the scheduled opening date of the course.

Attendance Policies

Absences and tardiness records are kept by each instructor so that total number of clock hours in attendance is documented. No absences are allowed. In case of absence due to an emergency, the instructor may agree (but is not obligated) to conduct make-up classes during the scheduled course or the student may attend the session missed when offered at another date. Make-up classes must have the same clock hours as those missed.

Transfer of Credit

Any transfer of credit is controlled by the receiving institution. Accreditation of the MEI, Inc., Early Childhood course by MACTE does not guarantee transfer of MEI, Inc., credit to other institutions.

Grievance Procedures

Grievances which cannot be resolved between the student and instructor must be submitted in writing to the MEI, Inc., President, Jane Dutcher, P. O. Box 143, Cordova, TN 38088, phone (901) 754-7860, no later than 90 days from the date of the grievance. The arbitration committee will consist of MEI, Inc., Board of Directors, instructor of the course (unless the grievance involves the instructor), and a student from the same course. The arbitration committee must initiate action toward resolution of the grievance within 30 days of notification. For students enrolled in the Early Childhood course, if a grievance cannot be resolved with MEI, Inc., action of the arbitration committee can be appealed to the Montessori Accreditation Council for Teacher Education (MACTE), 524 Main Street Suite 202, Racine WI 53403. If the student is a resident of Tennessee, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830, telephone (615) 741-5293.

Placement Services

Montessori Educators International, Inc. offers no placement services for graduates or students currently enrolled.

Termination

A student's enrollment may be terminated under the following conditions:

- upon receipt of certificate or diploma signifying fulfillment of all requirements established by MEI, Inc.;
- upon written notification of withdrawal by student;
- upon failure to submit assignments for a period of six months. (See Readmission section.)
- upon dismissal on the following grounds:
 - showing disrespect toward instructors and other students;
 - abuse of materials and facilities;
 - substance abuse;
 - conviction of a felony;
 - recommendation of instructor with proven just cause;
 - lack of cooperation;
 - failure to pay fees;
 - failure to present neat, clean and inoffensive appearance;
 - use of profanity;
 - failure to meet attendance requirements;
 - failure to submit assignments within six months of enrollment or of previous submissions.

Students shall be provided with documented evidence for dismissal.

Mutual respect shall be shown among all teachers and students. Any student whose conduct violates this requirement shall be considered unsuitable to be a Montessori teacher and a description of the behavior shall be so noted on the student's permanent record.

Readmission

No readmission is given in cases of substance abuse or felony conviction.

In the case of past due assignments, the student will be readmitted upon receipt of written request for readmission and the readmission fee of \$100. Students dismissed for other causes may submit a written request for readmission and a fee of \$25 to the MEI, Inc., Board of Directors for decision. If rejected, a refund of \$25 is made.

Facilities and Equipment

Courses are conducted in Montessori classrooms at New Horizon Montessori School, 913 East Cumberland Drive, Louisville, TN 37777. Classes are conducted when children are not present. Adult size tables and chairs are provided. All facilities are inspected and approved by MEI, Inc., personnel prior to authorization to conduct a course.

Instructional Aids and Equipment

Books by Maria Montessori

The Absorbent Mind
The Discovery of the Child
Education for a New World
The Formation of Man
From Childhood to Adolescence
The Montessori Elementary Material/ The Adv. Mont. Method, Vol. 2
The Montessori Method
Dr. Montessori's Own Handbook
The Secret of Childhood
Spontaneous Activity in Education/ The Adv. Mont. Method, Vol. 1
To Educate the Human Potential
What You Should Know About Your Child

Students have access to site and nearby libraries.

Typical Equipment Available at course location

typewriter	television
VCR	photocopier
video camera	three hole paper punches
computers	printers
laminator	paper cutter
audio-visual materials relating to Montessori education	

Material to be provided by student:

Books by Maria Montessori: (to be obtained by the student from libraries or by purchase for approximately \$100)

The Secret of Childhood

The Discovery of the Child,

Spontaneous Activity in Education or (Advanced Montessori Method Vol. 1)

To Educate the Human Potential

The Montessori Method

Montessori Elementary Material or (Advanced Montessori Method Vol. 2)

The Absorbent Mind,

From Childhood to Adolescence

Education for a New World

Loose-leaf binders for course manuals (cost approximately \$20). Note: Pages may be hole punched to place in a loose-leaf binder or may be placed in optional plastic page protectors (cost approximately \$27).

Equipment catalog in color (to be obtained by the student from Nienhuis Montessori, 140 E. Dana Street, Mountain View, CA 94041)

Scissors; equipment for lettering (cost approximately \$10); pictures for geography, reading, time lines, zoology, botany

Cover stock in specified colors (cost approximately \$25) and laminating material (cost approximately \$50)

Copies on white copy paper (cost approximately \$20)

Federal Trade Commission Consumer Disclosure Statement

Students interested in receiving information on tuition and fees at other MACTE accredited institutions within the state may obtain this information from MACTE, [524 Main Street Suite 202, Racine, WI 53403](#).

Montessori Educators International, Inc., Instructors

Jane Dutcher

Experience: 12 years as Montessori teacher and administrator at Lausanne Montessori School, Memphis, TN, for ages 2 1/2 through 11; 20 years as lecturer, tutor, examiner and workshop coordinator for St. Nicholas Montessori Training Centre; 9 years as Montessori school evaluator for St. Nicholas Montessori Training Centre; Montessori conference coordinator, consultant, lecturer; MEI, Inc., course development since 1989;

Education: B.S. University of Delaware; M.A. Memphis State University; St. Nicholas Montessori Training Centre diplomas for ages 2 1/2 through 11

Mary Creech Gebhart

Experience: 7 years as Montessori teacher, 6 with elementary age; 16 years in public schools of Florida, 6 with learning disabled; assistant at Maitland Montessori Workshop in 1988; tutor and examiner for St. Nicholas Montessori Training Centre; coordinator and teacher of workshops in Florida schools for 5 years; MEI, Inc., instructor since 1990; MEI, Inc., course development since 1990

Education: B.S. Memphis State University; M. Ed. University of South Florida; St. Nicholas Montessori Training Centre diplomas for ages 2 1/2 through 11

Aleta Ledendecker

Experience: Montessori teacher for ages 2 1/2 through 11 since 1977; 8 years as lecturer, tutor, examiner and workshop coordinator for St. Nicholas Montessori Training Centre; administrator and owner of New Horizon Montessori School, Louisville (Knoxville), TN, for ages 2 1/2 through elementary grades since 1978; MEI, Inc., course development since 1989

Education: B.A. Humanities, Thomas Edison State College; M. Ed, Adult Learning and Distance Education, University of Phoenix; St. Nicholas Montessori Training Centre diplomas for ages 2 1/2 through 11

Elvada Ward

Experience: Montessori teacher for ages 2 1/2 through 7 since 1974; workshop presenter for various topics.

Education: St. Nicholas Montessori Training Centre diplomas for ages 2 1/2 through 7, attended St. Nicholas Montessori Training Centre course for ages 7 – 11.

Instructors must have Montessori certification and at least five years of classroom experience at the level they are teaching.

Officers & Directors of the Corporation

Todd Covert, President, Stockbridge, MA
Aleta Ledendecker, Secretary, Louisville, TN
Carl Ledendecker, Treasurer, Louisville, TN
Jane Dutcher, Cordova, TN
Mary Gebhart, Lake Placid, FL
Meagan Ledendecker, Stockbridge, MA
Elvada Ward, North Little Rock, AR
Tonya Watts, Little Rock, AR

EARLY CHILDHOOD COURSE FOR AGES 2½ - 6

OCTOBER 2011

Objectives for the Early Childhood Course

The student will be able to demonstrate:

1. understanding of Montessori's method, philosophy and theories;
2. the ability to prepare and maintain the environment for ages 2½ - 6;
3. the ability to observe objectively and to understand action needed;
4. understanding of child development;
5. understanding of the sequence, purposes and presentations of practical life, sensorial, mathematics, language, science and cultural subjects materials so that appropriate lessons may be given;
6. the ability to prepare beautiful, accurate and developmentally appropriate materials for all areas of the environment;
7. the ability to manage the classroom effectively and to keep records;
8. understanding of children's needs and the means by which these are best met;
9. respect for children and adults;
10. ability to relate appropriate research to Montessori education and child development in the 2½ to 6 age range;
11. evidence of personal and professional development;
12. the ability to communicate with children, parents, staff and the public
13. the willingness to participate in decision making at the administrative level when invited.

Early Childhood Course Description

HISTORY OF MONTESSORI EDUCATION

CHILD DEVELOPMENT

Major theories, periods of development, characteristics of first period, sensitive periods, development of character and personality, work of the child's nature, deviations

PREPARING THE ENVIRONMENT

Indoors and outdoors

TEACHER PREPARATION

Characteristics, duties

CLASSROOM LEADERSHIP

Freedom, discipline, work cycle, record keeping, parent communication

TECHNIQUE OF LESSONS

Demonstrations, three-period lesson, self-guided lessons, types of errors

PRACTICAL LIFE

Purposes, preliminary work, care of person, care of environment, manners, food preparation

SENSORIAL EDUCATION

Purposes, qualities of didactic materials, materials for discrimination of dimension, weight, color, taste, temperature, sound, texture; stereognostic exercises, geometric cabinet and cards, constructive triangles, binomial and trinomial squares and cubes, powers of two, fractions

TECHNIQUE OF OBSERVATIONS

Observation for a minimum of 20 hours in Montessori classrooms

MATHEMATICS

Rods, numerals, spindle box, cards and counters, games, decimal system with golden beads, Seguin boards, short bead stair addition, multiplication, subtraction, snake game, chains, boards, charts, summary tables, multiples, factors, money, measurement, time, fraction operations, nomenclature

ALGEBRA

Binomial and trinomial squares and cubes, powers of two

GEOMETRY

Geometric cabinet, definition cards, solids, constructive triangles

LANGUAGE

Sandpaper letters, movable alphabet, phonetics, phonograms, interpretive reading, commands, composition, capitalization, punctuation, vocabulary, grammar games, grammar boxes, parsing boxes, grammar project, symbolic grammar, singular-plural, gender, degree of adjectives, verb tenses, triangle game, contractions, foreign language

GEOGRAPHY

Globes, pictures, land/water forms, puzzle maps, flags, physical geography, solar system, geology, continental drift, climate

HISTORY

Time lines for prehistory, early man, BCE-CE, day and year of child's life

BIOLOGY

Parts of plants and animals, life cycles of selected phyla, classification, ecology

EXPERIMENTAL SCIENCE

FANTASY, IMAGINATION AND CREATIVITY

ART, HANDWORK

MUSIC AND MOVEMENT

The Montessori bells, musical notation, expressive movement activities

MATERIALS MAKING

Instruction for making appropriate materials for practical life, language, history, experimental science, handwork, mathematics, geography, botany, zoology

Early Childhood Course Procedures

Preliminary Work:

Read The Secret of Childhood to get an overview of Montessori's philosophy.

If interested in learning about Montessori's life and work, read Rita Kramer's biography.

Academic Requirements:

- | | |
|-----------|--|
| 400 hours | 1. Follow study guide in the sequence given to prepare for evaluations and for writing essays. Submit essays on due dates to the instructor. Essays must be a minimum of five hundred words with quotations from Montessori and relevant sources. If requested, correct as specified and resubmit to instructor. |
| 200 hours | 2. Receive course manuals according to the schedule in the Student Handbook. All students must respect the copyright of the printed course materials. |
| 20 hours | 3. Attend lectures and demonstrations of Montessori materials, including supervised practice with materials. Class size is limited to fifteen students. |
| 100 hours | 4. After receiving instruction on observation, observe Montessori classrooms with children whose ages are appropriate for the course level being pursued. Use the observation guidelines and the forms for recording observations. Submit observations to instructor. |
| 540 hours | 5. Prepare assigned instructional materials in all areas. Submit materials to instructor. |
| | 6. Take practical examinations by demonstrating materials selected at random from each category for evaluation by peers and the instructor. |
| | 7. Take written examinations as scheduled. |
| | 8. Receive a certificate issued upon satisfactory completion of all work. |
| | 9. Receive a diploma after completion of practice teaching requirement (Internship). |

Note: A minimum of two years is required for completion of the academic requirements. Students typically take longer to complete the course.

Early Childhood Montessori Materials

Practical Life materials for preliminary exercises, care of the person and the environment, food preparation and service
Sensorial materials for dimensions, touch, weight, color, sound, odor, taste, temperature, sensorial preparation for algebra, geometry and fractions
Biology materials for plant and animal classifications, parts of plants and animals, life cycles of plants and animals
Mathematics materials for establishment of concepts 1 to 10, decimal system, squares and cubes, addition, subtraction, multiplication, division, fractions, currency, measurement
Language materials for writing, reading, spelling and grammar
History materials for time lines for animals, plants, geology and fundamental needs of humans
Geography materials for continents, land and water forms, latitude and longitude, climate, map legends, solar system, earth's interior, earth's moon
Experimental science materials for simple experiments involving water, air, light, sound, magnets, fabric, plants
Music materials for singing and walking on the line, bells, boards, staff and notes, major scales, instruments, definitions and vocabulary
Handwork and art materials for weaving, sewing, cutting, folding, paper making, painting, drawing, art history

Materials to be provided by MEI, Inc. to the student:

bibliography;
videotape on the environment, Montessori classrooms in action, observation of behavior of teachers and children, lesson demonstrations;
study guides to direct study through reading assignments and preparation of essays;
instructional manuals on uses and purposes of didactic materials;
evaluation forms for periodic written evaluations of students by instructors, of instructors and courses by students.

Early Childhood Course Calendar

Distance learning students may enroll at any time during the year. Distance learning students fulfill the 200-hour contact requirement by attending two summer sessions of 100 hours each over a period of two summers. Written examinations may be taken only after essays for the exam topic have been completed.

Dates and locations for courses are announced well in advance.

A minimum of two years is required to complete the course. Students typically take longer to complete the course.

Dates for the Early Childhood academic phase:

July 9 – 20, 2012 and July 10 – 21, 2013

Internship begins August 2013.

Early Childhood Course Fees (All fees are payable to MEI, Inc.)

Application Fee: \$100

If the applicant is not accepted, \$75 of this is refunded. Upon acceptance the student receives:

letter of acceptance

copy of application/contract

Student Handbook, which contains all course information and requirements

MACTE Student Fee: \$142

Early Childhood Course Tuition: \$2200, payable in four installments

The first payment of \$550 is due upon acceptance, after which the student receives:

- practical life manual
- sensorial manual
- art and handwork manual

The second payment of \$550 is due upon completion of the essay on child development, after which the student receives:

- guidelines for observation
- observation checklists
- mathematics manual

The third payment of \$550 is due upon completion of the essay on learning theory, after which the student receives:

- language manual
- geography manual

The fourth payment of \$550 is due upon completion of the essay on geography, after which the student receives:

- history manual
- biology manual
- experimental science manual
- music and movement manual

Fee for Internship: \$450

This covers expenses for the Field Supervisor and the supervising teacher. If the internship site is more than 25 miles from any Field Supervisor, there will be extra charges to cover costs of travel (IRS rate per mile by car), room and board, if required.

Audit Fees (All fees are payable to MEI, Inc.)

Application Fee: \$100

If the applicant is not accepted, \$75 of this is refunded. Upon acceptance the student receives:

- letter of acceptance
- copy of application/contract
- Audit Student Handbook, which contains all course information.

Early Childhood Course Fees for auditing: \$2200, payable in four installments of \$550 each

Early Childhood Course Expectations

The course requires considerable effort and self-motivation on the part of the student. Correct grammar and clear writing skills are essential. The course requires a minimum of two years of concentrated work. Students typically take longer to complete the course. Students are obligated to follow course requirements for preparation of assignments. If there are questions about the course, be sure to seek answers before enrolling.

No financial aid is provided for students enrolled in the course.