



STUDENT HANDBOOK

2016 - 2017

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TEACHER TRAINING COURSE IN MONTESSORI EDUCATION AND CHILD DEVELOPMENT

Vision

Our vision is to provide an innovative training course that transforms the teacher's perspective about how children learn.

Our Mission

We believe that the training of teachers of children who are in the 3 to 6 year-old developmental phase is of vital importance, and that it is the responsibility of more experienced and able professionals to train a new generation of educators. This is our goal: to offer a specialized course focused on child development and teaching for this age group. The Montessori philosophy and methodology will be the way to create the environment and curriculum appropriate for children between 3 and 6 years of age. The training of teachers practiced and versed in child development, philosophy, curriculum and the Montessori materials are the priorities of our work.

Target Audience

Teachers trained in Early Childhood Education or Elementary Education; educators school directors and coordinators. Specialists in early childhood education, researchers and teacher trainers.

GENERAL STRUCTURE OF THE COURSE:

Phase 1 - 100 hours, (Monday to Saturday from 8h to 18h)

10 hours of class observation and reflection on the classroom

46 hours of theory: child development, learning theories, Montessori philosophy, history of early childhood education, observation techniques in the classroom, self-knowledge

34 hours technical curriculum: practical life, sensorial education, art education

10 hours of practical work with teaching materials

Phase 2 - 100 hours, (Monday to Saturday from 8h to 18h)

10 hours of class observation and reflection on the classroom

26 hours of theory, class management, self-knowledge

8 hour technical curriculum: music education

46 hour technical curriculum: language and math

10 hours of practical work with teaching materials

Phase 3 - 100 hours, (Monday to Saturday from 8h to 18h)

10 hours of class observation and reflection on the classroom

25 hours of theory: Montessori philosophy, development phases, class management, self-knowledge

55 hours of technical curriculum: history, geography, science and motor development

10 hours of practical work with teaching materials and advanced mathematics

Internship:

During the phases of the course, the student will complete an internship of 400 hours in a Montessori Preschool classroom, approved by the directors of the course. A journal of classroom observations is kept monthly during the course of the internship.

Parameters of the internship: (400 hours are necessary, a minimum of 3 full months, a maximum of 8 hours per day, , a minimum of 3 hours per day/5 day,. a minimum of 4 hours per day/ 4 days per week.

Other work required:

Reading, reflection, school visits and observations, making materials and making the teaching practice albums are required during the training period. The final piece of work will be a thesis focused on the development of a particular child. Throughout the course evaluations will be made and a final exam will be given at the end of the course. Rubrics of expectations are available on the student website for each phase and each assignment. Assignments are evaluated as adequate or inadequate/complete or incomplete. Assignments requiring revision should be delivered within one month after evaluation. A recommendation for the granting of certification from the Curso de Formação Montessori is made by the directors of the Centro de Educação Montessori after receipt of all requirements. The student has up to three years after the beginning of the course to complete all course requirements and to receive the certificate of completion. Extra time may be granted at the discretion of the administrators of the course.

Certificate:

The CEMSP Montessori Training Course is recognized by the Montessori Accreditation Council for Teacher Education (MACTE). With the completion of the course, internship and all coursework, the student will receive a certificate from MACTE that is recognized in the United States and globally. See more: www.macte.org

With the three phases of the course, the internship and assignments completed, the student will receive a certificate recognized by the Brazilian Montessori Organization (OMB). See more: www.omb.org.br.

Students who choose to complete the three phases of the course without an internship will receive a letter of academic course hours completed.

To obtain a certificate of course completion, 90% attendance in class/hours is required.

Post graduate credits are available for this course. If you are interested in this opportunity, please speak with a course administrator.

CEMSP is a non-discriminatory organization. CEMSP does not discriminate based on race, color, religion, national origin, sex, age or disability in admission, employment or access to its programs and activities.

To Enroll in the Course:

Registration Forms are for Phases 1, 2 or 3 and can be found on the website www.metodomontessori.com.br.

To guarantee a place in the course you must complete the registration form with your information and send it to the directors of the Montessori Education Center of São Paulo.

After submitting this registration form, you will be redirected to the webpage tab named "Investment".

* When you make a deposit in the bank, proof of payment must be sent to: admin@metodomontessori.com.br. A place in the course will be granted after approval of the application form and receipt of payment.

APPLICATION/ADMISSION REQUIREMENTS AND SELECTION PROCEDURES

CEMSP's objectives are to provide a training program that focuses on the improvement of educational practice for Montessori teachers and teachers in general, who wish to enhance their practice in Early Childhood education.

The admission requirements are explicit on the Registration Form on the CEMSP Website Home Page: www.metodomontessori.com.br.

The candidate is required to be enrolled in, or have completed, a university degree, preferably in pedagogy.

The candidate must provide three contact numbers for reference.

The candidate will be interviewed by the directors of CEMSP.

Should the candidate not meet one or more of the published admission requirements, the interview by the directors, a letter of intent, written by the candidate, and references from the referees will be the decisive factors to determine enrollment.

TRANSFER OF CREDIT POLICY

Credits for Montessori Courses previously taken will be reviewed by the directors of CEMSP.

Only classes taken through courses which are accredited by OMB (the Brazilian Montessori Organization), MACTE, AMS, AMI or other regulating agency will be considered.

The Application Form asks students to provide a personal statement to include any further information which the student believes to be pertinent to their application. The student may indicate a claim for the recognition of relevant prior learning, other than that already required to be registered in the application form.

ATTENDANCE POLICIES AND ABSENCES

To obtain a certificate of course completion, the student is required to be present for 90% of class / hours.

The administration keeps track of attendance and absences.

If absent for reasons considered legitimate (work commitments or poor health) provision will be made for a student to make up the clock hours missed. This will be provided through meetings or workshops with one of the directors, or a relevant report directly related to the Montessori content missed. Information related to this report or essay will be offered through videos or readings.

STUDENT SUPPORT SERVICES

Academic Advisement, Non-Academic Counseling and Health Care

Academic advisement is provided by the directors. During the phases of the course held at Graded School, there is always one nurse on duty and she is available to attend anyone present on the school grounds for emergency support or outside reference. The specific school nurse is on duty from Monday through Friday for consultation for both health care and counseling. Any need for intervention is referred to private or state professionals.

POLICY AND PROCEDURES for WITHDRAWAL, DISMISSAL and CANCELLATION

Withdrawal

Students withdrawing from the course, due to extenuating circumstances, will be refunded “pro rata temporis” in relation to the fees paid by them, minus 15% to cover administrative costs.

Dismissal

If a student is dismissed from the course they will be refunded “pro rata temporis” in relation to the fees paid by them, less 15% to cover administrative costs.

Cancellation Phases 1, 2 or 3

If a cancellation is made until October 30 for a specific phase of the course that begins in January, 100% of the course fee will be refunded.

After this period the student will be refunded 85% to cover the costs of administrative materials and services.

If the cancellation is made until April 30 for a specific phase of the course that begins in July, 100% of the course fee will be refunded.

After this period the student will be refunded 85% to cover the costs of administrative materials and services.

DISCLAIMER

CAREER INFORMATION AND OPPORTUNITIES

CEMSP's objectives are to provide a training program that focuses on the improvement of educational practice for Montessori teachers and teachers in general, who wish to enhance their work in Early Childhood education.

Our vision is to provide an innovative training course that transforms teachers' perspectives on how children learn.

We believe that the training of teachers working with children in the 3-6 age range, a developmental phase of extreme importance, is the responsibility of more experienced and capable professionals who are able to train a new generation of educators. This is our goal: to offer a specialized course focused on child development and teaching for this age group. The Montessori philosophy and methodology will be the way to create the environment and curriculum appropriate for children between 3 and 6 years old. The training of teachers who are versed and prepared in child development, philosophy, curriculum and the Montessori materials are the priorities of our work.

CEMSP's objectives do not include career placement in Montessori or other early childhood schools, whether private or public. Neither do CEMSP's objectives include opportunities for career advancement or increase of salary in Montessori or other early childhood schools, whether private or public.

GRIEVANCE POLICIES AND PROCEDURES

Student or faculty concerns should be addressed, in writing via e-mail, to both directors of the course.

A specific time and venue will be scheduled for a joint private hearing of grievances, with the intent to arrive at an amicable solution.

CEMSP - CODE OF ETHICAL CONDUCT

As an institution dedicated to the search for truth through teaching and scholarship, CEMSP is committed to excellence and integrity in all its endeavors. In this way, CEMSP will maintain the trust and confidence of the student body and educational community. CEMSP's reputation is one of its most valuable assets.

CEMSP's directors, faculty and students are expected to undertake their responsibilities with diligence and professionalism and to comply with the highest standards of honesty, integrity, and fairness. This includes, but is not limited to the following:

Being respectful of the rights of others. The directors, faculty and students of CEMSP will not use their position for personal interest, personal gain, or grant unwarranted benefits to anyone.

Forthright in all dealings with members of CEMSP's community. All decisions and actions of the directors, faculty and students are to be made for the sole purpose of advancing the best interests of CEMSP and the public good.

Fair Dealings. Representatives are required to act honestly, in good faith, and with professionalism. No representative may take unfair advantage of another person through harassment, manipulation, abuse of privileged information, misrepresentation of material facts, or any other unfair practice.

Protection and Proper Use of CEMSP Assets. CEMSP's rented facilities and equipment should not be used for non-CEMSP business, although incidental personal use may be permitted. The obligation of the directors, faculty and students to protect CEMSP's assets includes, but is not limited to, its proprietary information. Proprietary information includes intellectual property such as patents, trademarks, and copyrights, as well as business plans, databases, records, and any unpublished financial data and reports. Unauthorized use or distribution of this information violates CEMSP policy.

Confidentiality. Representatives are required to protect the privacy of confidential information and comply with all applicable laws, rules, and regulations. The directors, faculty and students must maintain the confidentiality of all personal information entrusted to them. Confidential information includes all non-public information that might be of use to third parties or harmful to CEMSP if disclosed; it also includes information that third parties have entrusted to CEMSP. The obligation to preserve confidential information continues even after the end of each phase of the course.

Use of Information. The directors, faculty and students of CEMSP will not use non-public information to obtain any benefit for themselves or an immediate family member. To be public, information must be broadly disseminated, not just available. Students have the right of access to their own student records held by CEMSP. All rights and responsibilities regarding student records are governed by the Foundation for Consumer Defense and Protection.

Reporting Violations. CEMSP's directors, faculty and students are required to report promptly any known or suspected violations of this Code of Ethics to the Directors of CEMSP. No retaliatory action of any kind will be permitted against anyone making such a report in good faith.

Accountability for Violations. If the Directors determine that this Code of Ethics has been violated, including (without limitation) by failure to report a violation or by withholding information relating to a violation, the offending party may be disciplined, with penalties up to and including termination of a teaching position, or removal from CEMSP's course.

Disclose before Acting. The directors, faculty and students of CEMSP will refrain from acting when there is potential for a violation. When in doubt, they will seek guidance.

Guidance. CEMSP directors, faculty and students must work together to ensure prompt and consistent enforcement of this Code of Ethical Conduct. In some situations, it may be difficult to know if a violation has occurred. Because it is impossible to anticipate every situation that will arise, it is important that CEMSP directors, faculty and students meet to discuss a new question or problem, seeking outside counsel if deemed necessary.

Checklist of Student Work

Centro de Educação Montessori de São Paulo

Name:

Work	Delivery Date	Revision	Complete
Phase 1			
Reflections Self-Knowledge - Beliefs	Phase 1		
Educational Theorists I	Phase 1		
Educational Theorists (M. Montessori)	Phase 1		
5 Samples - Practical Life Album	Phase 1		
5 Samples - Sensorial Education Album	Phase 1		
5 Samples - Art Album	Phase 1		
Article: 5 Pillars of Montessori Education	Until Phase 3		
Practical Life Album - Complete	Until Phase 2		
Sensorial Album - Complete	Until Phase 2		
Art Album – Complete	Until Phase 2		
Table of Child Development 0-6 years	Until Phase 2		
Group Debate - “The Secret of Childhood”	Phase 1		
Material to Make			
Sensorial Material 1 sample made in Phase 1	Phase 1		
Practical Life Material 1 sample made in phase 1	Phase 1		
Phase 2			
Reflections Self-Knowledge - Language	Phase 2		
5 Samples – Language Album	Phase 2		
5 Samples – Mathematics Album	Phase 2		
5 Samples – Music Album	Phase 2		

Language Album - Complete	Until Phase 3		
Mathematics Album - Complete	Until Phase 3		
Music Album - Complete	Until Phase 3		
Child Study Thesis	Until end of course		
Group Debate – “The Absorbent Mind”	Phase 2		
Material to Make			
Language Material One sample made in phase 2	Phase 2		
Mathematics Material 2 samples of counting activities	Phase 2		
Phase 3			
Reflections Self-Knowledge - Emotions	Phase 3		
Motor Development Album - Complete	Until end of course		
Science Album - Complete	Until end of course		
Geography Album - Complete	Until end of course		
History Album - Complete	Until end of course		
Administration Album - Complete	Until end of course		
Material to Make			
Geography Material - 1 project sample	Phase 3		
History Material - 1 project sample	Phase 3		
Science Material 2 samples (cards and an experiment)	Phase 3		
Group Debate – “Education For Human Development “ Mario Montessori Jr.	Phase 3		
Final Evaluation	End of 3 rd Phase		
Other			
School Visits (3)			

Internship (240 hours in the classroom and 160 non-teaching hours.			
Hand in all documents.			