

International Montessori Society



Montessori Teacher Education Course

Primary Level (2-6)

Elementary Level (6-12)

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SUMMARY OF COURSES

Montessori teacher education courses of the International Montessori Society (IMS) aim to help students learn how to effectively apply a unique type of scientific observation of children that brings about and supports their true natural development. The courses are presented in a distance learning format, one course at the primary (2-6) level, and one at the elementary (2-6) level. These courses come from the original research and discoveries of Dr. Maria Montessori who, in 1907, discovered the child's true nature while observing young children in their free use of various self-teaching learning materials provided in their environment.

Dr. Montessori's observation brought about amazing changes in ordinary children which entered on the young child's profound concentration of a particular piece of work, that seemed to bring about a psychological shift in the child's whole being from his ordinary pattern of inattention, disorder, and misbehavior to one of natural order, spontaneously self-discipline, precocious intelligence, and complete harmony with their entire environment. She termed this change of being to a stable, normal state of being as "normalization", and the new emerging children as "normalized".

From 1907 until her death in 1952, Dr. Montessori attempted to instruct others in this unique type of observation that came to be known as Montessori teaching. However, lacking complete understanding of exactly how this occurred, practitioners became confused and deviated from Dr. Montessori's original type of observation to become attached to personality or culture.

In 1979, Lee Havis came to understand how Dr. Montessori was observing to bring about the child's true nature, and established the international Montessori Society (IMS) to offer teacher education through distance learning involving a comprehensive study guide and series of lesson assignments for the student to complete and submit for review and evaluation. This catalog provides a basic summary of these distance learning courses.

In IMS distance learning, Montessori teaching is presented as a scientific way of being committed to laws of nature with children. The modern courses now include an exact "technology" which is the functional equivalent to laws of nature. So, using this technology as presented in the course prepared you to practice Montessori teaching in a reliable, scientific manner that was never possible before. In the course, you will learn how to use the technology with children to accurately resolve misbehavior and ultimately bring about and support the child's true natural development.

Two distinct courses are offered: *Primary Level (2-6)* and *Elementary Level (6-12)*. At the Primary Level, a foundation for all Montessori teaching is provided with emphasis directed primarily to show students how to bring about the child's true normalized being.

The Elementary Level (6-12) course extends primary Montessori teaching to meet the distinctive needs of 6-12 year old children, ideally to maintain their true normal development during this age range.

The IMS technology consists of various techniques, protocols, safe words, and lesson presentations. Taken together, and applied as intended with children, the student learns to conduct Montessori teaching with great ease and confidence to bring about the effects that Dr. Montessori described as true normal being.

Primary Level (2-6)

The Primary Level course is the foundation for ALL Montessori teaching at any level in any situation. It consists of a sequence of 22 guided study lessons that especially focus on Montessori teaching with the 2-6 year old child. Upon completion of this foundation course, the student receives a certificate to verify successful completion of this body of coursework. The student also receives a three-year Montessori teaching credential, which may be renewed upon completion of at least 30 additional hours of approved continuing education. Continuing education is provided by IMS through such means as completing individual “observation” lessons (10 credit hours each) and occasional weekend workshops (15 credit hours each).

The Primary Level (2-6) course includes a detailed presentation of the unique IMS technology, and a deep inner preparation to help rid your personality of unknown errors and flaws that are most problematic in the practice of Montessori teaching.

The IMS course breaks down the idea of following laws of nature into practical functioning to control the environment, not the child. For example, you will learn the difference between the “child” and the “environment” as you analyze and resolve various practical problem situations that are presented in the various assignments. The course evaluator guides students along the path of learning to use the IMS technology for this purpose will skill and confidence.

Significant objectives of the Primary Level (2-6) Program are:

- To learn the basic technology of Montessori teaching that brings about and supports true natural development in children.
- To enable students to effectively employ the specialized IMS technology to successfully conduct experiments to resolve educational and behavioral problems associated with the 2-6 year old child;
- To enable the student to create a genuine, complete and effective “normalizing” environment for children so that the child’s true normal being is free to emerge;
- To enhance the students’ experience of satisfaction, confidence, harmony, peace, and completion in relating with children aged 2-6;
- To enable the student to discover Montessori teaching as a way of being committed to laws of nature that is independent of all opposing forces and circumstances in society;
- To enhance and extend the student’s administrative ability to communicate with and supervise other adults to assure their effective preparation and skill in Montessori teaching with children.

Elementary Level (6-12)

The Elementary Level (6-12) course essentially extends the primary level course work to prepare the student for effective Montessori teaching with the 6-12 year old child. "Cosmic Education" — the total interrelated functioning of the universe — is the basic approach for addressing the academic subject matter of elementary level Montessori teaching.

The Elementary Level course is open only to individuals who have completed the Montessori Primary Level (2-6) course.

Significant objectives of the Elementary Level (6-12) Program are:

- To enable students to effectively use Montessori technology to express their complete commitment to laws of nature with the elementary aged child;
- To enable student's independent ability and confidence to resolve educational problems and obstacles arising in the supervision of the elementary child by applying a "cosmic" approach to acquiring knowledge;
- To enhance the student's experience of satisfaction, joy, harmony and completion in their relationship with the elementary aged child along the path of his true natural development.
- To enable students to function with elementary (6-12} children to effectively support their true natural development.

Distance Learning

Students are required to complete a series of lessons through written correspondence, which are sent through the mail or otherwise transmitted to: International Montessori Society, 9525 Georgia Avenue #200, Silver Spring, MD 20910. These lessons involve the student in completing written assignments related to specific subject matter dealing with Montessori teaching for children at the primary or elementary level. An IMS course evaluator reviews each lesson, and responds with an individualized written commentary to clarify and expand on the student's own comments and reflections about the subject matter in that lesson.

Through this process of study and reflection on subject matter, and the dialogue between student and evaluator, the student gains greater knowledge and understanding from one lesson to the next. The ultimate purpose of this learning experience is to enable the student to effectively conduct Montessori teaching with children in a wide range of practical situations.

Application

To apply for either course described in this catalog, complete and return the enrollment contract with initial fee (\$140, of which \$70 is a registration fee, and \$70 is for instructional materials; add \$40 for shipping cost of books outside the United States). Send enrollment contract with initial fee to:

Lee Havis, Program Director
International Montessori Society
9525 Georgia Avenue #200
Silver Spring, MD 20910
Tel. (301) 589-1127
E-mail: havis@imsmontessori.org
Web: <http://imsmontessori.org>

Program Owner

Courses described here are conducted by the International Montessori Society (IMS) which is owned by Educational Services, Inc., a non-profit educational corporation with administrative office located at 9525 Georgia Ave. Suite 200, Silver Spring, Maryland 20910. Lee Havis is president and sole director of Educational Services, Inc. All programs and activities of the International Montessori Society are directed and coordinated by Lee who serves as IMS executive director.

Hours and Cost

Montessori Primary Teacher Education Program

Total Length: 22 Lessons: 220 Clock Hours (est.)

Total Program Cost:

\$70	Registration
\$70	Materials Cost (books, study guide)
<u>\$2,860</u>	Tuition (all 22 lessons)*
\$3,000	Total

Montessori Elementary Teacher Education Program

Total Length: 19 lessons: 190 Clock Hours (est.)

Total Program Cost:

\$70	Registration
\$70	Material Costs (books, study guide)
<u>\$2,470</u>	Tuition (all 19 lessons)*
\$2,610	Total

**Lessons are \$130/each.*

Instruction is provided through distance learning and a certificate is issued for satisfactory completion of each course. Methods of paying tuition are flexible. Schools may sponsor their staff to participate in the course. However, IMS does not participate in state or federal government financial aid programs and does not provide direct grants or scholarships to pay for portions of the tuition fees.

It is recommended that prospective enrollees review this course catalog and discuss personal educational and occupational plans with program personnel prior to enrolling or completing enrollment procedures. As a prospective student, you are also encouraged to review this catalog prior to signing an enrollment contract.

The courses are administered from the IMS offices, located at 9525 Georgia Ave., #200, Silver Spring, MD 20910. Persons seeking to resolve problems or complaints should contact the IMS executive director, Lee Havis. All information in the content of this catalog is current and correct and is so certified as true by Lee Havis, Program Director.

INTERNATIONAL MONTESSORI SOCIETY



Lee Havis, Program Director

Montessori Primary Teacher Education Program

Level (2-6)

Course Evaluator

Lee Havis, Executive Director, International Montessori Society (MS); course author and founder of IMS. Editor of *Montessori Observer*, IMS newsletter (1979-present) and "*Montessori News*" (1982-present).

Course of Study

The Montessori Primary Teacher Education Program, Level 2-6, consists of a 22-lesson sequence of reading and writing assignments. Included are 12 hours of observation directed to Montessori teaching. The purpose of the course is to enable the student's effective Montessori teaching to support true natural development with children aged 2-6. The course is set forth in a study guide, which is given to the student in portions that relate to each lesson in the course. The required texts are sent to the student upon enrollment. The study guide and support materials contain all necessary directions, information and commentary for the successful completion of specific written assignments for each lesson. All lessons are sent through the mail to: IMS, 9525 Georgia Avenue Suite 200, Silver Spring, Maryland 20910. And, in digital form through the IMS email address, havis@imsmontessori.org. The specific course content is presented sequentially within the following components.

- **Initial Observation Report:** This lesson consists of an introduction to observing children from the perspective of Montessori teaching. A specific outline form is provided.
- **Montessori Philosophy and Technology:** This sequence of nine lessons relates to the student's basic knowledge of the technology and philosophy of Montessori teaching with children aged 2-6. Each lesson includes a specific study guide commentary, a reading assignment from the required Montessori texts and written assignment which addresses the specific subject matter of the lesson.
- **Observation:** Four experiences in observing children from a Montessori perspective (12 hours total of direct experience) are required in this component. During each experience, the student observes children for a three-hour period according to various outline formats.
- **Child Development:** This sequence of four lessons considers basic aspects of child behavior and its development. Two of the lessons are specifically directed to using IMS technology to resolve misbehavior situations. Each lesson provides a study guide commentary about some specific subject matter and a written assignment relative to that topic.
- **Introduction to Montessori Materials:** This sequence of four lessons examines the presentation of self-teaching materials used in Montessori teaching with children in one of the following areas: Practical life, Sensorial, Math and Language.

Library and Learning Resources

Required Texts

(\$70 - included in total cost of course)

Joy Hardinge (foreword, Lee Havis), *Montessori Manual*, Silver Spring, MD, IMS, 2012

Montessori, Maria. *Dr. Montessori's Own Handbook*, New York, Schocken Books, 1965.

-----, *The Montessori Method*, New York: Ballantine Books, 1972

-----, *The Secret of Childhood*, New York: Ballantine Books, 1966

Standing, E.M., *Maria Montessori: Her Life and Work*, New York: New American Library, Inc., 1970, revised, 1998. (Introduction by Lee Havis)

Other Resources

Supplemental texts and learning resources are available on the web, at local public libraries and at the IMS website, <http://imsmontessori.org>

Course Completion Policy

This course begins upon receipt of the first lesson, the "Initial Observation Report", and continues thereafter by submitting one lesson at a time. A specific lesson submittal schedule is determined and agreed upon at the time of submittal of this first lesson. This schedule aims to assure a regular submittal rate of course work with an ordinary frequency of at least one lesson submitted within thirty (30) days from receipt of each prior evaluated lesson. The course evaluator will ordinarily return a lesson within (7) days of its submittal, so that the entire 22-lesson sequence will be completed within a two-year period from date of the student's enrollment.

Students who fail to submit any lesson within a thirty (30) day period or as otherwise agreed to by the student will be subject to dismissal as set forth under "Withdrawal and Dismissal Policy". Withdrawn or dismissed students may be readmitted at the option of the program director upon the student's written request and subject to a re-admission fee not to exceed \$75; such re-admission to be determined and specified as set forth in more detail under "Leave Policy".

Student Regulations

Students are required to satisfactorily complete all lessons in accordance with the direction given in the respective assignments. Incomplete lessons will be returned to the student for revision in accordance with specified further clarification and instructions. Each submittal of a 'revised' lesson shall be taken as a regular lesson for purposes of compliance with the student's established lesson submittal schedule. Fraud or misrepresentation in the completion of lesson or other communication with the course evaluator or IMS program officials may be grounds for dismissal.

Student Grievances

Any student aggrieved by any action of the Institution may submit a complaint in writing setting forth the specific grievance including the name of individual(s) involved in the matter and the pertinent facts in this regard. A request for specific remedy may also be included for consideration. The program director shall cooperate with the student to expedite a prompt impartial investigation of the matter(s) at issue.

Leave Policy

Students may withdraw from the entire course at any time for any reason. Tuition will be refunded only to the extent specified under "Cancellation and Refund Policy". All work completed up to the time of withdrawal or dismissal may be credited towards participation to continue and complete the course at a later time. Withdrawn or dismissed students may be readmitted upon request to the program director who will decide all such requests based on the student's ability and willingness to comply with all program policies, including particularly the completion policy with respect to submittal of lessons. Re-admittance and credit for prior course work completed will not be unreasonably disallowed.

Withdrawal and Dismissal

The student has the right to withdraw from the course at any time. If the student withdraws from the course after the time period for cancellation of the contract for enrollment as specified in the section entitled "Cancellation and Refund Policy", the institution shall remit no refund for registration paid by the student.

The institution may dismiss the student after the period of cancellation has expired for any of the following reasons:

1. The student has failed to submit a lesson or revised lesson with proper tuition payment by its due date as specified and agreed to in writing between the student and the institution;
2. The student has failed to submit the first lesson within sixty (60) days of having received such lesson and the other instructional materials for the course;
3. The student has failed to provide a written agreement scheduling lesson submittals at the time the first lesson is due for evaluation; specifying such lesson submittal schedule to be with a frequency of at least one lesson or revised lesson to be ordinarily submitted within sixty (60) days of evaluation or other written response to last prior lesson;
4. The student commits a fraud or other misrepresentation in the enrollment process or course work;
5. The student failed to comply with substantial requirements of the course as set forth in the course catalog, contract for enrollment or other agreements or written documents between the student and the institution relative to the course.

The institution will dismiss no student without prior written notice and opportunity to show just cause for failure to comply with the pertinent agreements or requirements of the course. Withdrawn or dismissed students may be readmitted upon the student's written request to the institution and payment of a re-admission fee not to exceed \$75.

Placement Assistance Policy

Placement assistance may be offered to enable students in this course and graduates to serve on the teaching staff of a Montessori School or to develop their own Montessori School. However, the program guarantees no teaching position or minimal salary in this regard.

Certification Credit

A certification is issued to each student upon completion of the 22-lesson course of study to verify the student's completion of a basic course of preparation for Montessori teaching with the 2-6 year old child at the date of its completion. In order to complete the course and receive this certificate, the student must successfully complete all 22 lessons. IMS will also issue a Montessori teacher credential which is recognized by IMS for a three-year term. This credential is renewable upon completion of at least 30 hours of additional IMS-approved course work. Upon completion of all course assignments, a student is qualified to participate in the IMS Elementary Teacher Education program as set forth in further pages of this catalog.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the International Montessori Society is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or credential you earn in the IMS teacher education program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or credential that you earn in IMS teacher education is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the IMS teacher education program to determine if your certificate or credential will transfer.

Admission and Enrollment Policy

Admission is open to all individuals without regard to race, color, sex or national origin. Minimum academic requirements are that such individuals hold at least a high school diploma or its equivalent. Enrollment procedures include completion of an enrollment contract form and submittal of registration fee, copies of pertinent college transcripts, and entrance test to verify basic proficiency in written English ability. The primary instruction language is English, however, admission is open to students from countries other than the USA, on the basis of sufficient English language proficiency. Enrollment is open at all times.

Applications Instructions

1. Complete the enrollment contract and entrance test, and return to IMS with \$140 payment for the course. \$70 of this amount constitutes the registration fee, and \$70 is cost of required texts. [Shipping costs of \$40 or more may be assessed for delivery of books to locations outside the United States] Send enrollment contract, entrance test, and payment to: IMS, 9525 Georgia Ave., #200, Silver Spring, Maryland 20910. Or, in digital manner to IMS email: havis@imsmontessori.org.
2. Upon acceptance of this enrollment application, the student receives course materials to begin the course.

Tuition Fee Schedule

Registration	\$70
Materials Costs (books, study guide)	\$70
* Tuition	<u>\$2,860</u>
Total	\$3,000

Non-refundable registration fee and instructional materials fee must be paid before acceptance into the course. Tuition is payable with each lesson submitted at the rate of \$130 per lesson*. No lesson will be evaluated until and unless its corresponding fee has been paid.

Cancellation and Refund Policy

The student shall have the right to cancel the contract for enrollment including instructional materials provided until midnight of the eighth business day after the first lesson was mailed. This first lesson is sent to the student with the co-signed enrollment contract by first-class mail, postage prepaid; and by digital form as attachment to student's email address. Cancellation shall occur when the student gives written notice of cancellation to the institution at the address specified in this contract for enrollment. Such written notice, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.

If the student cancels the contract for enrollment, the student shall have no liability for completing further lessons in the course and IMS shall refund consideration paid for instructional materials only upon the terms as set forth below. The registration fee is non-refundable upon the student's acceptance into the course. No other refunds will be made. Any refund due for instructional materials shall be paid by the institution within ten (10) days after the institution receives notice of cancellation and the instructional materials are returned as set forth below under "Instructional Materials".

Tuition shall be paid in the amount of \$130 for each lesson, due at the time of each lesson submittal for evaluation. The student shall be entitled to a full refund of any tuition paid in advance of the current due lesson, such refund to be made to student within a thirty (30)day period from the time such refund and course cancellation is made.

Instructional Materials

(Total cost, \$70; plus shipping cost \$40 outside USA)

Initial text book materials shall be sent to the student at the same time as the first lesson in the course — under separate cover from the first lesson. If the student cancels the contract for enrollment as specified here and the student fails to return the instructional materials within ten (10) days following the Notice of Cancellation, the institution will retain the full amount paid by the student for such materials and no refund whatsoever will be paid. No refund for instructional materials shall be made if such materials are not in good condition, reasonable wear and tear excepted.

Standards of Progress and Grading

Progress of each student towards completion of the lesson of the course is maintained in a file in the administrative office. Evaluation of quality and completion of lessons consists of comments indicated on lessons and provided on a formal evaluation form which is returned to the student in response to each submitted lesson. Grading is "pass/fail" based on standard of "complete and satisfactory"

Maintenance of Records

Application records and copies of lesson completed and evaluations shall be maintained at the administrative office. Enrollees are advised and cautioned that IMS may not maintain student records for no more than five years. Transcripts and copies of certificate and credential, if pertinent, will be retained permanently by IMS.

Credit for Previous Training

Credit may be granted to students who have previously completed a portion of the IMS Montessori Teacher Education programs. If such credit is granted, tuition for that part or period of the course that they advance will be adjusted by granting credit for the portion of the tuition previously made. A permanent record is maintained in the student's files for at least a five year period documenting this information. The Institution has not entered into an articulation or transfer agreement with any college or university for the purpose of transfer of credits to the Institution's program of instruction.

Administration

Lee Havis is administrator of this course. Administrative functions and enrollment is conducted by mail to office located at 9525 Georgia Ave. #200, Silver Spring, Maryland 20910, (301) 589-1127. Office hours are 9-5 daily. Course enrollment and student records are maintained in this office.

Montessori Elementary Teacher Education Program Level (6-12)

Course Instructor:

Lee Havis (background summary on page 1 of this catalog)

Course of Study

This course consists of a sequence of 19 lessons which include 12 hours of observation in a Montessori environment. The purpose of the course is to enable students to conduct effective Montessori teaching with children aged 6-12. The study guide of the Elementary Independent Study Course, provided to the student's with the required texts for the course, contain directions and commentary for the completion for specific written assignments for each lesson. All lessons are sent through mail to: IMS, 9525 Georgia Ave. #200, Silver Spring, Maryland 20910. The specific course work is presented sequentially within the following components;

- **Montessori Philosophy and Technology:** This sequence of seven lessons relates to following laws of nature by using the technology of Montessori teaching directly with the elementary aged child. Each lesson includes a reading assignment from Montessori elementary texts and a written assignment which addresses the specific topic of the lesson.
- **Observation:** This sequence of visits to a Montessori environment directs attention to various aspects of the environment; e.g., the physical environment, child comparison; adult-child engagement and total environment. During each visit, the student observes the environment according to observation criteria directed to the 6-12 year old child.
- **Child Development:** This component consists of four separate lessons which examine the characteristics and nature of the 6-12 year old child with respect to his true natural development of personality and social relationship with others. Two of the lesson relate specifically to resolving misbehavior by using the Montessori technology in an elementary classroom setting. Each lesson provides a substantial commentary and written assignment relative to the pertinent subject matter.

- **Introduction to Montessori Elementary Curriculum:** This component consists of four lessons, each of which consider how Montessori technology applies in offering academic curriculum materials in several representative areas: Cultural subjects, math, language and music.

Library and Learning Resources

Required Texts (\$50; included in total course cost)

- Montessori, Maria. *To Educate the Human Potential*. Oxford, England: Clio Press, 1996.
- From Childhood to Adolescence*. Oxford, England: Clio Press, 1994.
- The Montessori Elementary Materials*. New York: Schocken Books, 1973.

Other Resources

Supplemental texts and learning resources are available at local public libraries and at the IMS website, <http://imsmontessori.org>

Tuition Fee Schedule

Registration	\$70
Materials Costs (books, study guides)	\$50
* Tuition	<u>\$2,470</u>
 Total	 \$2,590

**Tuition is \$130/lesson, payable upon submittal of each lesson.*

Cancellation and Refund Policy

Same as policy for Primary Level (2-6) Course set forth before.

Administration

Lee Havis is the administrator of the program. Application records and information are maintained at the Society's administrative office located at 9525 Georgia Ave. #200, Silver Spring, Maryland 20910.

Credit for Previous Training

Credit may be granted to students who have previously completed a portion of the IMS Elementary Course. Tuition for that part or period of the course that they advance will be adjusted by granting credit for the portion the tuition previously made. A permanent record is maintained in the student's files for at least a five year period documenting this information. The Institution has not entered into an articulation or transfer agreement with any college or university for the purpose of transfer of credits to the Institution's program of instruction.

Course Completion Policy; Student Regulations; Leave Policy; Placement Assistance Policy; Standards of Progress; Maintenance of Records.

Same as policy for Primary Level (2-6) Course set forth before.

Admission and Enrollment Policy

Admission is open to all individuals without regard to race, color, sex or national origin. Minimum requirements include valid IMS teacher education certificate at the 2-6 age level indicating completion of the IMS Distance Learning Course, primary level (2-6). Primary instruction language is English, however, admission is open for students from countries other than USA who have proficiency in the English language.

Enrollment procedures include completion of an application form and submittal of registration fee and evidence of educational background.

Application Instructions

1. Complete the enrollment application and return to the IMS with \$120 course payment. \$70 of this amount constitutes the registration fee, which is normally submitted with the preliminary course application form. Send enrollment application and payment to: IMS, 9525 Georgia Ave., Suite #200, Silver Spring, Maryland 20910.
2. Upon acceptance of this application, the student receives the IMS Elementary Course materials and required texts to begin the course. Lessons are sent individually, one at a time, upon completion of each one in order.