



HOUSTON MONTESSORI CENTER

7807 Long Point Rd., Ste. 100
Houston, TX 77055
713-465-7670

Secondary I & II

Houston Montessori Center

7807 Long Point Rd. – Suite 100, Houston, TX 77055-3679
Phone: 713-465-7670 Fax: 713-465-8577
email: drbcoe@aol.com

Elisabeth Coe, Ph.D.
Executive Director

Application

Houston **TIES** **Program:**
Infant & Toddler Secondary I/II
Early Childhood Administrator
Elementary I/II

Name: _____
Last First Middle Preferred

Birth Date: _____ **Social Security No:** _____

Address
: _____
Street City State Zip

Phone: _____
Area Code Home Cell # Area Code Work

Email: _____

Emergency Contact _____
Name Area Code/Phone

Street City State Zip

Education:
High School: _____ Date: _____

College/University: _____ Date(s): _____

Degrees Earned: _____ Major _____ Minor _____

Montessori Credential(s): _____ Date: _____

Location(s): _____

Other Education/Training: _____ Date: _____

Teaching Experience:
Montessori _____ Public/Private _____

Other Experience: _____ Interests/Talents: _____

Please include \$150 application fee, official transcripts/credentials and three letters of recommendation with application

Staff Use:
Accepted: _____ Date: _____ Interviewer: _____

Application Fee Paid Check No. _____ Cash: _____ Money Order _____

Official Transcripts/Credentials Recommendation Letters

Secondary I/II (12 through 18)

In AMS affiliated courses, a team teaching approach is used in teacher education. The faculty have a wide range of skills and keep up-to-date on the most recent research in the fields of Montessori philosophy, best practices in secondary education and 21st century skills, adolescent psychology especially the new adolescent brain theory. Experienced mentor teachers, instructors, and field consultants guide the adult learner through the academic and practicum phases of the course. HMC pays all travel expenses for supervision of practicum within 100 miles of HMC. Adult Learners or their schools pay for travel and lodging expenses only for over 100 miles.

Each course requires the following components to be completed for a credential by AMS:

- Attendance and active participation in classes
- Practicum in an approved classroom
- Written assignments
- Performance assessment
- Portfolio
- Active Research Project

This course is designed to be an interactive study on meeting the needs of adolescents ages 12 - 18 and in creating responsive learning environments based on Montessori's vision and the latest research. Instructors with Montessori credentialed instructors with many years of experience will facilitate the learning process and share their resources. The academic phase occurs in two summers and two mid- year seminars (possibility of 3 summers with approval) and included the following course components.

Montessori Philosophy (Adolescent Development)

- Weekly philosophy classes using Science Behind the Genius book and other Montessori topics by dialoguing with and receiving a perspective from all levels from infant/toddler to middle and high school.
- Study of adolescent psychology especially the new adolescent brain theory and current adolescent issues
- A review of the Montessori secondary education literature
- Observations in middle and high school classes
- A year-long active research project done in ones own classroom
- Daily personal reflection activities and presentations

Classroom Leadership

- Live the schedule/structure of an adolescent classroom
- Daily cooperative activities and community meeting
- Daily seminars and book talks based on readings
- Small group work
- Personal work time
- Presentations
- ROPES course
- Service
- Operating a class business

- Planning Social events.
- Record keeping, & Assessments

Curriculum – (we teach how to teach the subject but not necessarily all the content)

- College preparatory, integrated, cosmic curriculum
- Structure and requirements of a middle school and high school
- How to create a study guide and give lessons
- Overview of Language Curriculum - 7th – 12th grades
- Overview of Language Curriculum - 7th – 12th grades
- Presentation of Sample Middle School Study Guides
- Sample High School Courses Study Guides
- Mentor teachers to support creation of adult learners own study guides for private and public schools
- Living at Blackwood Land Laboratory

Communication and Counseling

- Sample MS and HS Family Handbook with communication information, forms, and expectations
- Verbal and Non Verbal Communication Strategies
- Grace and Courtesy
- Adolescent Resources
- Parent Education
- Professionalism

Early Childhood & Elementary Overview

- For adult learners who do not have these Montessori credentials from a MACTE accredited institution

Practicum phase during the school year

- Focus on middle school or high school level
- Must have at least 8 students at 2 levels (7th – 12th graders)
- 9 consecutive months
- Minimum of 6 hours a day, 5 days a week
- Complete at least 60% of academic phase
- Practicum site must meet AMS and HMC standards

TUITION

Secondary I & II: \$6,250

FEEES

Books and Manuals SI & II: \$400
 AMS & MACTE student fees SI & II: \$350

TOTAL PROGRAM COST

Secondary I & II: \$7,000

ADMISSION/ENROLLMENT POLICIES

Admissions Requirements

Applicants must have at least an U.S. Bachelor's degree or equivalent, submit three letters of recommendation, submit one original transcript, have an interview with the director or staff member, and complete an essay and survey. Credit may be given for previous course work in another MACTE accredited course

New Legislation in Texas requires background checks and FBI fingerprint checks for each person 14 years or older, other than the clients of operation, who will regularly or frequently be present at your operation while children are in care. www.dfps.state.tx.us/Child_Care/Information_for_Child_Care_Professionals/fingerprint.asp

Applicants who learned English as another language, will be required to take the computer based Test of English as a Foreign Language (TOEFL). A total score of 100 (25 in each area) or better on the computerized test will be required for acceptance.

Master Graduate Credit Option:

Students enrolled in the HMC programs are eligible for Admission into the Endicott College-TIES Master of Education (M.Ed.) in Montessori Integrative Learning. Students must enroll in TIES the September following the beginning of the Houston Montessori Center classes in June. You will receive generous credit for all of the work you complete through HMC. The course is delivered online through a specially designed eCampus. It is facilitated by experienced Montessorians who are members of the Endicott College/TIES faculty. Endicott provides a substantial tuition discount for jointly enrolled HMC students. For more detailed information visit their web site: <http://www.ties-edu.org> <<http://www.ties-edu.org>> or write to ties@endicott.edu

SCHEDULE - SECONDARY I/II (12 through 18)

Summer I

June 4 - 8, 2012 – Early Childhood/Elementary Overview

June 11 – June 29, 2012

June 22 (7 - 9pm) and June 23 (8 - 12am)

Break July 2-6, 2012

July 9 – August 3, 2012

July 21-22 Blackwood Land Lab

2 Seminars

November 2012

February 2013

Summer II

June 12 - 20, 2013

Requirements for Secondary I/II Credential

Previous Experience

Candidates must hold an equivalent four-year college bachelors degree to be eligible for credential.

Academic Course Components

1. Attendance and Active Participation in classes
Required attendance is at least 80% of each course component and at least 90% of total clock hours of the course. All work should be made-up; however make-up work does not erase absences.
To begin the practicum phases 60% of the academic phase must be completed.
2. Study Guides
Student teachers will complete study guides and participate in practicum seminars and activities. Study guides have built in written, performance, and self-assessment. There is a checklist of assignments due at the end of part 1 and part 2 of the course.
3. Practicum seminars include observations, self-assessments and assignments of readings.
4. Portfolio and Yearlong Project
The portfolio of your work is presented in the second summer. It includes your class handbook, personalized study guides, record keeping system, and a reflection of on the changes you will make for the following year. The yearlong active research project is due along with a presentation to peers.

Practicum

All the infant and toddler, early childhood, elementary, secondary, and administrators teacher education courses require an extensive practicum.

- Infant and Toddler and Early childhood adult learners will complete 540 hours of practicum: a minimum of three hours per day, five days a week for a nine month school year.
- Elementary I, Secondary, Administrators students complete 1080 hours of practicum: a minimum of six hours a day, five days a week for a nine month school year. Administrators also have the option of working 3 hours a day for two school years.

Practicum sites must be an AMS Accredited, Full, Associate, or Initiate School, unless special arrangements are made.

When at least 60% of the academic phase is complete, students may begin their practicum experience.

- Infant and Toddler, Elementary I, Secondary I-II practicum begins after the first summer if criteria are met according to practicum site agreement.
- Elementary I-II and Administrators begin after the first seminar and complete the next school year. If criteria are met according to practicum site agreement

Adult learners will be visited a minimum of three times by a field consultant of HMC. If adult learners are in a self directed practicum, each adult learner will receive a minimum of three visits, and, in addition, given other ways of support such as extra visits. contact with a local mentor teacher. communication by email

or phone, etc. which will be available or required on an individual basis according to the needs and experience of the student teacher. Elementary 1-II model C adult learners will have one practicum visit and perhaps other requirements.

If student teachers are outside a 100-mile radius from HMC, the cost of transportation, lodging, and, if required, additional consultant fees must be assumed by the student teacher or the practicum school. The three field visits are included in the tuition fee. Extra practicum fees may be assessed based on the type, location, and special needs of the practicum. The rate is \$75 per in-town visit and \$250 a day for out-of-town visits.

Seminars are designed support adult learners during the practicum phase.

- Infant and Toddlers - 3 seminars usually in October, January, April
- Early Childhood - 3 seminars usually in October, January, April
- Elementary I - 2 seminars usually in October, January,
- Elementary I-II - 3 seminars usually in October, January, October
- Secondary I-II - November, February
- Administrators - November, February, November

Time Period

The course must be completed within three years after the start of the academic phase. The date is **August 2015 for Secondary I/II.**

I understand the requirements for 12 through 18 credential and have sought clarification if needed.

Signature

date

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Practicum Site Agreement

The Houston Montessori Center complies with the standards of the American Montessori Society (AMS) and the Montessori Accreditation Council for Teacher Preparation (MACTE) for the Practicum Site of our adult learners. Your school has been selected as a Practicum Site. If the assigned classroom and school site meet each standard, indicate in the appropriate space. If an alternative is proposed, please check accordingly and describe the alternative on the back of this form. THANK YOU.

MEETS PROPOSES
STANDARD ALTERNATIVE

STANDARD The Practicum site/classroom is an AMS Accredited, affiliate or subscriber school for the current school year.

includes multi-age grouping of children/ Early Childhood - 3, 4, 5 year olds, Elementary I- 6, 7, 8 year olds; Elementary II 9, 10 ,11 year olds, Secondary I /II – at least two different age levels representing ages 12-18 (7th – 12 grade)

provides an environment in which seventy five percent (75%) of the children/adolescents' week is spent in a Montessori classroom with Montessori materials in a Montessori way.

has the full array of Montessori materials for the age group so the adult learner can implement the curriculum they have taught.

has a written nondiscrimination policy for children/adolescents and staff,

meets all state and local regulations.

provides regular janitorial service: Frequency _____.

communicates administrative policies and guidelines to adult learner and program: _____verbally _____written.

provides the adult learner with a mutually-agreeable job description and contract agreement.

allows the adult learner release time to meet seminar requirements and observations.

is generally supportive of the adult learner in all efforts to meet the practicum requirements.

if supervising teacher, has two years after credential of experience at the appropriate level.

adult learner has had the appropriate background check necessary in his/her state.

adult learner has completed 60% of academic course work.

Adult Learner _____

Name of School _____ **AMS #** _____

Address of School _____

If Applicable: Name of Mentor Teacher _____

Head of School (Print Name) _____

Head of School Signature _____ **date** _____

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APPLICANT ESSAY FOR SECONDARY COURSE

Name _____ Date _____

On a separate sheet of paper, please answer any two of the following four questions.

1. Why do you want to be a Montessori secondary teacher?
2. Describe your relationship with children ages 12 through 18. Be specific about one recent experience.
3. Describe one bad and one good educational experience that you have had previously.
4. Describe a time you experienced real joy in working with adolescents? Describe the situation and the experience.

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Secondary I/II Supply List

1 3- ring Binder for Philosophy
1 ream of printing paper
Spiral for taking notes
Computer and flashdrive 1GB
Your school calendar
Personal Journal
Writer's notebook after the lesson
Drinking cup with lid

We provide

Bag to carry supplies
Mead binder with plastic sleeves
Planner
Books and sample handbook

The Secondary I/II curriculum as presented in the course is very complete; if you have specific resources you must use, please bring them.

There is a small shopping center located across the street (easy walking distance) if additional supplies are needed.

We will share several different organizing systems for storing of materials for you to choose from.

We will be sleeping on bunk beds at Blackwood in July. Bring twin sheets or bedroll and pillow. You may also borrow these from a local person.

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Secondary Curriculum License Agreement

The curriculum, organization and structure of the Secondary I/II course represents over 25 years of development, research and field study by Dr. Elisabeth Coe and the secondary faculty of the Houston Montessori Center. All contents in the material provided are copyrighted. The adult learners who are participants in the 10-week education course internalize the Secondary I or I – II organization, structure and curriculum through an experiential process on a daily basis in order to successfully implement this program with adolescents. HMC believes this intensive grounding in the material and the method is fundamental to the use of the curriculum. In our experience, only the adult learners who have participated in the course work fully understand the information provided in the printed materials. The materials on the secure website are to be used only by the adult learner who actually participates in the course and The Houston Montessori Center only grants permission for the use of these materials in the classroom to those participants who have successfully completed the course in the HMC Teacher Education Program, and this license is not transferable to any school, organization or other teacher. The license does not include the lessons cards, language supplements, and math student materials. They are available for a nominal fee.

Each teacher will receive a password to access the Secondary I/II materials website for 3 years. A renewal fee will be charged for the teacher to have access to updated information each three years cycle thereafter.

Adult learner Name

Adult Learner Signature

Date

School Official Name

School Official Signature

Date

Scholarships

Houston Montessori Center does not fund or provide scholarships nor does HMC participate in any lending or student loan.

HMC Alumnae and some schools contribute to an annual scholarship program, which is collected by HMC and administered by an alumnae committee.

Scholarship application requirements are:

1. Submit application for scholarship to the committee with
2. Personal statement for need.
3. Financial Statement and copy of tax form. Income single or joint must be under \$20,000.00

Applicants will be informed of a date and time to bring applications to the committee. The committee will interview the applicant and ask for a short written essay.

There are two levels of scholarships awarded:

In-service scholarships to persons who have worked at least two years in a Montessori environment, demonstrated high standards of competency, dedication, and responsibility as documented by strong recommendations from the administrator and lead teacher. This level is also available to certified Montessori teachers who desire to train at a new level.

Pre-service grants-in-aid to persons already attending the teacher education program. This grant is made to applicants only after the summer course is successfully completed and the field consultant (and mentor teacher where appropriate) recommend the candidate for certification after the second visit.

Applicants will be notified of an award and the amount will be deducted from their tuition.

AMS also offers scholarships. Please see the AMS website at amshq.org. All documentation must be submitted to AMS by May 1.

Housing Arrangements

Houston Montessori Center has many applicants from out-of-town who require housing during the summer sessions. In early spring, a questionnaire is sent out to private parties inquiring whether or not they will have housing available in June and July. HMC does not arrange housing between parties, but a housing list is made available. The student then contacts the parties to make arrangements privately.

In the past, housing has been available from:

Private homeowners wishing to find students willing to look after house and pets during summer vacations with rates negotiable.

Private homeowners willing to share their house with students for the summer at an average rate of \$100.00/week.

Commercial suites with kitchens, suitable for 2-4 persons.

Motel accommodations with special monthly rates.

In almost all cases, a car is necessary for transportation.

The list will describe the housing available and inform students whether or not children are welcome; whether smoking is allowed; whether pets are allowed; whether there are kitchen and laundry privileges; and whether the accommodation is available for the required seminars during the school year.

Students Accompanied by Children

Because children are not appropriate in the adult teaching environment, teachers frequently ask about arrangements for their children during the summer session. Nearby schools provide summer programs for early childhood and elementary students. Information can be obtained from:

Sherwood Forest Montessori: 713-464-5791

School of the Woods: 713-686-8811

North

