



Montessori Institute of America

Internship School Application

Your application is not complete without \$100 first-year membership fee and the pictures of internship classroom.

Date _____

Official Name of School _____

School Address _____ City, State, Zip _____ Telephone Number _____

Country _____ Fax Number _____

E-mail Address (If different than above) _____

Director's Name _____ Address _____ Telephone Number _____

Director's Education (Montessori Certificate, degrees) _____

Year School was established _____

Attach a brief History _____

Number of Students _____ Tuition _____ # of Teachers _____

General Program _____
(Please describe)

Classroom Schedule: _____ All-Day Schedule: _____

Age Range of Students: 1-3 _____ 3-6 _____ 6-9 _____ 9-12 _____
(Number) (Number) (Number) (Number)

Number of Classes: _____
(If more than 1 age range, please indicate how many of each)

Key Officers and Their Addresses: _____

Supervising Montessori Teachers' Names:	Bachelor's Degree	Montessori Credential Organization	Date Certified
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_____ [] Yes [] No _____

_____ [] Yes [] No _____

_____ [] Yes [] No _____



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Internship School Agreement

(Please submit one agreement for each intern)

Date _____

I agree to meet the requirements for internship schools as stated in the MTP of WA Internship School Agreement with Internship Site.

I affirm that my school has a 3-year age span, a full set of Montessori materials, and a certified Montessori teacher.

Director's Name _____ Date _____

_____ will be interning under
(Intern's Name)

_____ 's direct daily supervision
(Supervising Teacher's Name)

for these hours per day: _____

The above named certified Montessori teacher has:

A Bachelor's degree plus one year of internship
and one year of teaching experience.

[] Yes [] No

-or-

_____ years of college education and _____

years of Montessori classroom experience.

Intern _____

School name _____

Director of school _____

Certified, supervising teacher and date of certification *

Date _____

*Copy of certificate attached



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Documents Required for MIA Internship School Approval

1. Application for MIA Internship School Membership
2. Internship School Agreement
3. Inventory of Montessori Materials
4. \$100 first-year membership fee
5. Copy of Montessori certificates for all supervising teachers and directors
6. Brochure of your school
7. Pictures of all shelves in intern's classroom.

Please submit the above documents and fees to:

**Montessori Institute of America
Sharlet McClurkin, Education Chairperson
23807 98th Ave. S.
Kent, WA 98031
(253) 859-2262**



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INVENTORY OF MONTESSORI MATERIALS

Director: Please make a check (✓) to the right of the materials actually in your internship classroom now.

PRACTICAL LIFE - Level 1A	PRACTICAL LIFE - Level IB	PRACTICAL LIFE - Level 2A
Buttoning frame, large buttons (N) * Bow tying frame (N) * Snapping frame (N) * Zipping frame (N) * Dry transfer * Plunking * Pouring dry * Sweeping * Spooning * Dusting * Folding * Squeezing sponge * Pouring water * Mopping spills *	Lacing frame (N) ** Hammering* Washing table ** Washing floor ** Buckling frame (N) ** Beating bubbles ** Watering plants ** Food preparation: bread, banana, orange* Sewing cards **	Basting water * Eye dropper * Washing chair * Washing baby doll * Float-sink * Mixing colors ** Arranging flowers ** Food preparation: carrot, apple, egg **
SENSORIAL - Level 1A	SENSORIAL - Level IB	SENSORIAL - Level 2A
Rolling rug * Set of 3 rough and smooth boards (N) * Rough and smooth tablets (N) * Sound boxes (N) * Cylinder blocks 1-4 (N) * Pink tower (N) * Broad stair (N) * Red rods (N) * Primary color box (D) * Color box 2 (D) * Mystery bag * Matching fabrics *	Baric tablets (N) ** Geometric cabinet complete (D) ** Geometric cards (D) ** Color box 3 (D) ** Geometric solids (D) ** Simple puzzles * Complex puzzles ** Peg board * Parquetry blocks Fruit matching * Matching: buttons, shells * Sorting: nuts, grains *	Themic tablets (N) ** Binomial cube (N) * Trinomial cube (N) ** Constructive triangle boxes (D) ** Smelling bottles * Tasting bottles **
MATH - Level 1A	MATH Level IB	MATH - Level 2A
Numerical rods (N) * Sandpaper numerals (N) * Print cutout figure and counters (D) * Spindle boxes (D) * Printed numerals/counters (D) * Golden beads, 10 units (D) * Golden beads, 10 tens (D) * Golden beads, 10 Hundreds (D) * Golden beads, 2 beaded 100 squares (D) * Golden beads, 2 beaded 1000 cubes (D) * Large plastic numerals, 1 box * Memory game *	Complete hundred board (N) * Sequin boards, teens (D) ** Complete colored bead bars (D) ** Golden beads, 10 units, no box ** Golden beads, 10 ten's, no box ** Golden beads, 10 hundreds, no box ** 100 golden bead chain ** 1000 golden bead chain with shelf (D) **	Complete multiplication board (N) ** Unit division board complete (N) ** Golden beads (50 units/box) (D) ** Golden beads (50 tens/box) ** 45 wooden 100 squares (D) ** 45 wooden 1000 cubes (D) ** Wooden numerals 1-9000 large (N) ** 3 sets small plastic numerals 1-3000 (D) ** Large plastic numerals 1-9000 (D) ** Wooden trays for golden bead materials (D) **

(*) Required materials for 1st semester

(**) Required materials for 2nd semester

(N) Nienhuis

(D) Didactico



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INVENTORY OF MONTESSORI MATERIALS

(continued)

LANGUAGE - Level 1A	LANGUAGE Level IB	LANGUAGE - Level 2A
Metal insets (N) * 2 stands for metal insets (N) * Sandpaper letters/box (D) * Sound buckets * Small blackboards * Letter stencils * Patterning: direction, small, large *	5 pencil holders * Movable alphabet with box (D) * First cards * Phonetic picture boxes * Phonetic puzzle boxes ** Phonetic command cards **	Phonetic flash cards (N) ** First books (N) * Easy reading booklets (N) ** Simple phonetic commands 1 (N) ** Simple phonetic commands 2 (N) ** Phonogram sandpaper letters ** Phonogram sound buckets **
ART - Level 1A		ART - Level 2A
Paper cutting * Paper gluing * Crayons * Water colors * Easel painting * Clay *		Maze cutting ** Crayon resist Fabric printing Sponge painting ** Gadget printing
GEOGRAPHY - Level 1A		GEOGRAPHY - Level 2A
Globe: land and water (N) * Globe: world parts (N) * Compass directions (N) * Earth labels (N) * Labels for continents (N) * Wooden map of world/control map (D) * Wooden map of North America/control Map (D) * Making Land Forms * Land forms/water * Land forms/paper *		Wooden geography cabinet, complete (D) ** Flags of world (D) ** Flag stand (D) ** Making flags ** Continent animals ** Land form booklets **
HISTORY - Level 1A		HISTORY - Level 2A
Timing items * First clock * Felt clock * Judy clock * Matching clock cards * Date stamping * Birthdays *		Making clocks ** My day ** Days of week ** Calendar making ** Personal time line **
SCIENCE - Level 1A		SCIENCE - Level 2A
Prism * Magnifying glass * Magnet sorting * 3 forms matter * Rocks, 3 types * Living, nonliving *		Botany cabinet, complete (D) ** Polished rock matching ** Plants-animals ** Parts of tree, flower, leaf ** Invertebrates-vertebrates ** Classes of vertebrates Vertebrate matching cards **



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INVENTORY OF MONTESSORI MATERIALS

(continued)

PRACTICAL LIFE - Level 2B	PRACTICAL LIFE - Level 3A	
Grinding bread ** Other grinding Cracking nuts Place setting Polishing shoes ** Polishing wood ** Polishing silver ** Sewing buttons ** Sewing bracelet ** Sanding wood	Washing and drying dishes ** Polishing brass Polishing mirror Embroidery Hand washing ** Tea party	
	SENSORIAL - Level 3A	SENSORIAL - Level 4A
	Set of 26 bells/striker (N) Two keyboards (N) One bell striker (N) One bell damper (N) Notation boards and note box Rubber band board Sensorial labels Zither	Two wooden staff boards (N) Box with music signs and notes (N) Greenboard blank (N) Roman arch 6 large hollow geometric shapes (D)
MATH - Level 2B	MATH - Level 3A	MATH - Level 4A
Sequin boards, tens, complete (D) ** Colored beads/box (D) ** Golden beads/box (D) ** Short bead chains/squares (D) ** Positive snake game (D) ** Addition strip board complete ** Subtraction strip board complete **	Wooden numbers 1-9000 small (N) ** Missing numerals ** Roll of numerals ** Small bead frame (N) ** Large bead frame (N) Fraction skittles (D) ** Fraction circles (N) 2 stands for fraction circles (N) Number words and numerals 10 (N) Fraction labels (N) Colored bead bar bank Negative snake game beads (D) Complete stamp game (D) Printed form for dot game (D) Add/subtract/multiply/divide charts complete (D) Printed forms for 4 'operations' (D) Cubing cabinet complete (D) Short bead chains (D) **	Stamp game paper, 6 problems (N) Stamp game paper, 15 problems (N)



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INVENTORY OF MONTESSORI MATERIALS (continued)

	LANGUAGE – Level 3A	LANGUAGE - Level 4A
	Labels Montessori apparatus (N) Labels for 60 fabrics (N) Labels for indoor environment (N) ** Labels for Montessori math materials (N) Puzzle words (N) ** Illustrated poems (N) Printed alphabet/2 boxes (D) Grammar boxes: noun, article, verb (D) Phonogram card material ** Sentence card material	Noun labels for farm (N) Adjective phrases farm (N) Set II colored pencil holders (N) Base/fences (N) Farm (N) Unprinted cards for farm (N)
	ART - Level 3A	
	Wood, toothpick sculpture Stitchery	
		GEOGRAPHY - Level 4A
		4 pin maps of North America (N) 4 pin maps of South America (N)
		HISTORY - Level 4A
		Clock and box/movable figures (N) Season matching set (N) Mommy, It's a Renoir (N) Child-size masterpieces (N)

Please note: The Education Committee will overview your materials' list and inform you of any materials you do not have that are required by MIA.

Montessori Teacher Preparation of Washington

Agreement with Internship Site

MTP of WA will:

1. Approve student teaching at approved MIA internship site.
2. Support the MIA Internship School and Director as valuable persons in the student teaching program.
3. Keep confidentiality of school matters, which arise during the internship.
4. Counsel and advise only as requested by the school director; support a hands-off policy toward the school internal policies.
5. Counsel the student teacher (intern) and answer questions as often as needed.
6. Provide a Field Supervisor to visit the interning teacher three times during the school year.
7. Require written reports to be given to school and interning teacher by Field Supervisor.
8. Receive, evaluate and file in the students' files all bi-monthly evaluations sent by interning teacher and supervising teacher.
9. Inform Internship School of special problems or needs of interning teacher which arise during the academic year.

PRACTICUM SITE will:

1. Apply for MIA membership with \$100 one-time membership fee, completing all required MIA and MTP forms.
2. After the first year, pay the annual \$75 MIA renewal membership fee.
3. Renew the membership annually, listing changes in staff and materials or program.
4. Provide a Montessori classroom that includes a mixed-age of children, 2 ½ to 6 years of age.
5. Provide a certified Montessori Supervising Teacher for the daily supervision of no more than two interns who will follow the MIA job description (p. 8).
6. Provide a Montessori consultant outside of the classroom to observe the intern monthly if no Supervising Director is available.
7. Agree to the MTP of WA Interning Teacher Job Description.
8. Support and respect the interning teacher as a valuable part of the school program.
9. Allow the interning teacher to use all classroom materials and move to new areas of learning each week. Provide a full range of learning materials for 2 ½ to 6 years of age.
10. Allow MTP of WA Field Supervisors to make three field supervision visits.
11. Notify the Course Director if problems arise in the internship of interning teacher within one week of the problem.

I agree to the above duties and statements as described for both parties.

Course Director

Date

School Director

Date