

Part 2 (Adolescent Intern Demonstration Proficiency Checklist), to Section D (Adolescent Program), to Chapter 1 (Individuals), to Book II (Procedures), to Standards and Procedures Manual of Montessori Educational Programs International, *with change 6 August 15, 2004*

Intern Name \_\_\_\_\_

Internship School \_\_\_\_\_

Supervising Teacher \_\_\_\_\_

Date Internship Began \_\_\_\_\_

1. Purpose. This document verifies that the intern has been presented and mastered everything that is listed on the following pages. Only a certified and designated supervising teacher shall initial the MASTERED columns. The intern must be able to present everything dated and verified in this document and shall be able to determine the PURPOSE, AIM, POINT OF INTEREST, CONTROL OF ERROR, and DEVELOPMENTAL AGE OF THE INDIVIDUAL TO WHOM THE LESSON IS PRESENTED. The intern shall also demonstrate knowledge of the RATIONAL FOR MATERIALS. *The intern is held responsible for the correctness of this document and shall be held responsible for falsification or forgery of the information contained herein.*

**The following represents a comprehensive list that the intern will develop, implement, and present. The intern will include samples and lesson plans for all items on the list, and present at a portfolio review.**

Signature of Intern \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervising Teacher \_\_\_\_\_ Date \_\_\_\_\_

<b>Parent Education</b>	<b>Presented</b>	<b>Practiced</b>	<b>Mastered</b>	
	Date	Date	Date	Lead Teacher's Initials

- |                       |       |       |       |       |
|-----------------------|-------|-------|-------|-------|
| 1. Parent Guidebook   | _____ | _____ | _____ | _____ |
| 2. Parent Program     | _____ | _____ | _____ | _____ |
| 3. Family Orientation | _____ | _____ | _____ | _____ |
| 4. Parent Conferences | _____ | _____ | _____ | _____ |

<b>Extended Field Study</b>	<b>Presented</b>	<b>Practiced</b>	<b>Mastered</b>	
	Date	Date	Date	Lead Teacher's Initials

- |   |       |       |       |       |
|---|-------|-------|-------|-------|
| 1. Interns will present a summary presentation of study that will include an overview of the following: |       |       |       |       |
| a. Itinerary  | _____ | _____ | _____ | _____ |
| b. Packing List/Permission Slip   | _____ | _____ | _____ | _____ |
| c. Preparation/Orientation  | _____ | _____ | _____ | _____ |
| d. Facilitation   | _____ | _____ | _____ | _____ |
| e. Follow-up Program  | _____ | _____ | _____ | _____ |

<b>Moral Education</b>	<b>Presented</b>	<b>Practiced</b>	<b>Mastered</b>	
	Date	Date	Date	Lead Teacher's Initials

- |  |       |       |       |       |
|--|-------|-------|-------|-------|
| 1. Service Project (Humanitarian, Environmental, or Intergenerational) | _____ | _____ | _____ | _____ |
| 2. Community Meeting   | _____ | _____ | _____ | _____ |
| 3. Peace Education   | _____ | _____ | _____ | _____ |
| 4. Conflict Resolution   | _____ | _____ | _____ | _____ |
| 5. Adolescent Psychology Research                                      | _____ | _____ | _____ | _____ |

Occupational Studies	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials

1. Design and Implementation of one or more of the following:

- a. A Flower/Vegetable Garden \_\_\_\_\_
- b. A Weather Station \_\_\_\_\_
- c. Stream or Pond Study \_\_\_\_\_
- d. Woodland Study \_\_\_\_\_
- e. Nature Reserve \_\_\_\_\_

Expressive Arts	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials

1. Design and Implementation of one or more of the following:

- a. Visual \_\_\_\_\_
- b. Kinesthetic \_\_\_\_\_
- c. Music \_\_\_\_\_
- d. Drama \_\_\_\_\_
- e. Poetry \_\_\_\_\_

Outdoor Education/Health	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials

- 1. Environmental Studies/Involvement \_\_\_\_\_
- 2. Team Initiatives \_\_\_\_\_
- 3. Cooperative Games \_\_\_\_\_
- 4. Ropes Course (Optional) \_\_\_\_\_
- 5. Physical Education \_\_\_\_\_
- 6. Health and Nutrition \_\_\_\_\_

Apprenticeship/Internship	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials

1. Intern provides opportunity for students to experience an apprenticeship in the school community and an internship with the business community.

Practical Life	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials

- |                  |       |       |       |       |
|------------------|-------|-------|-------|-------|
| 1. Meal Planning | _____ | _____ | _____ | _____ |
| 2. Cooking       | _____ | _____ | _____ | _____ |
| 3. Construction  | _____ | _____ | _____ | _____ |
| 4. Sewing        | _____ | _____ | _____ | _____ |
| 5. Childcare     | _____ | _____ | _____ | _____ |

Language Arts	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials

- |                                  |       |       |       |       |
|----------------------------------|-------|-------|-------|-------|
| 1. Literary Seminar              | _____ | _____ | _____ | _____ |
| 2. Reading of all literary genre | _____ | _____ | _____ | _____ |
| 3. Writing (All types)           | _____ | _____ | _____ | _____ |
| 4. Grammar/Usage                 | _____ | _____ | _____ | _____ |
| 5. Debate/ Oratory               | _____ | _____ | _____ | _____ |

Mathematics	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials

- |  |       |       |       |       |
|--|-------|-------|-------|-------|
| 1. Financial Project   | _____ | _____ | _____ | _____ |
| 2. Business Enterprise (Store, Pizza Lunch, Sandwich Shop, Cafe) | _____ | _____ | _____ | _____ |
| 3. Pre-Algebra/Algebra/Geometry                                  | _____ | _____ | _____ | _____ |

History – Experiential and Thematic	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials

1. The three Histories:

- |   |       |       |       |       |
|---|-------|-------|-------|-------|
| a. History of the Earth   | _____ | _____ | _____ | _____ |
| b. History of Human Progress  | _____ | _____ | _____ | _____ |
| c. History of Humanity - Ancient, World, U.S.,<br>Local, Current Events | _____ | _____ | _____ | _____ |

Science	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials

1. Land based, experiential, and a mixture of lab work, application, project work, demonstrations, field studies, and lectures.

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|---|-------|-------|-------|-------|
| a. Environmental/Ecological               | _____ | _____ | _____ | _____ |
| b. Physical Science                       | _____ | _____ | _____ | _____ |
| c. Cosmology                              | _____ | _____ | _____ | _____ |
| d. Human Physiology/Anatomy               | _____ | _____ | _____ | _____ |
| e. Biology, Botany, Zoology,<br>Chemistry | _____ | _____ | _____ | _____ |

Part 3 (Supervising Director’s Adolescent Intern Evaluation), to Section D (Adolescent Program), to Chapter 1 (Individuals), to Book II (Procedures), to Standards and Procedures Manual of Montessori Educational Programs International, *with change 6 August 15, 2004*

Intern's Name \_\_\_\_\_

Name of School \_\_\_\_\_

Date \_\_\_\_\_

The following categories are evaluated on a scale of 1 to 5, where 1 is least and 5 is most.

	1	2	3	4	5
1. When interacting with students, the intern:					
a. Displays alertness in the classroom and the out doors.	—	—	—	—	—
b. Models appropriate behaviors for the students.	—	—	—	—	—
c. Has good rapport and understanding of the students.	—	—	—	—	—
d. Demonstrates spontaneous involvement with the students.	—	—	—	—	—
e. Shows awareness of and respect for the individuality of each student.	—	—	—	—	—
2. In the area of classroom management, the intern:					
a. Reflects ground rules.	—	—	—	—	—
b. Demonstrates materials to an individual student while maintaining awareness of the rest of the class.	—	—	—	—	—
c. Conducts small group activities.	—	—	—	—	—
d. Maintains accurate records of student's work.	—	—	—	—	—
e. Prepares the environment with appropriate materials.	—	—	—	—	—
f. Maintains the beauty and order of the environment.	—	—	—	—	—
3. In the area of personal growth, the intern:					
a. Demonstrates self confidence.	—	—	—	—	—
b. Has a quiet and calm manner.	—	—	—	—	—
c. Shows respect for and sensitivity to each student.	—	—	—	—	—
d. Has appropriate body movements.	—	—	—	—	—
e. Has ability to receive constructive and positive criticism.	—	—	—	—	—
f. Uses correct grammar and spelling.	—	—	—	—	—
g. Exemplifies appropriate personal grooming and healthy physical condition.	—	—	—	—	—
h. Has flexibility when confronting necessary changes.	—	—	—	—	—
4. In the area of professional development, an intern:					
a. Attends parent meetings.	—	—	—	—	—
b. Attends staff meetings.	—	—	—	—	—
c. Attends parent conferences.	—	—	—	—	—
d. Works well with team members.	—	—	—	—	—
e. Demonstrates good rapport with administration of school.	—	—	—	—	—
f. Demonstrates good rapport with training center administration.	—	—	—	—	—
g. Demonstrates good rapport with parents.	—	—	—	—	—
h. Is meeting the requirements of internship assignments.	—	—	—	—	—
i. Shows promptness and regularity of attendance.	—	—	—	—	—
j. Continues to return to Montessori theory/philosophy ( readings, manuals, and “following the child”)	—	—	—	—	—

	1	2	3	4	5
5. With regard to the materials in the classroom, the intern:					
a. Shows a love and understanding of the environment.	—	—	—	—	—
b. Demonstrates lessons slowly and clearly.	—	—	—	—	—
c. Matches each student's abilities to appropriate activity.	—	—	—	—	—
d. Makes new and appropriate materials for the classroom.	—	—	—	—	—

6. Describe the manner in which the intern does the following:

a. An individual lesson.

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b. A small group lesson.

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c. Additional comments.

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Signature of Supervising Director: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

1. Environment:

a. Was the environment:

- Yes  No properly prepared?
- Yes  No utilized by students?
- Yes  No utilized by teachers?
- Yes  No attractive?
- Yes  No clean?
- Yes  No equipped with appropriate, clearly organized materials and resources?
- Yes  No meeting the needs and characteristics of the age?

b. Were the resources and materials:

- Yes  No used properly and frequently
- Yes  No arranged for student availability and maximum involvement?

Remarks \_\_\_\_\_  
\_\_\_\_\_.

c. Was the supervising teacher:

- Yes  No well trained?
- Yes  No experienced?
- Yes  No professional?
- Yes  No helpful?
- Yes  No considerate?
- Yes  No quiet in voice and manner?
- Yes  No a link between the environment and student?
- Yes  No available daily?

If this is a self-directed internship, comment here:

Remarks \_\_\_\_\_  
\_\_\_\_\_.

2. Overall Questions.

- Yes  No      Were Montessori theories regarding multi-age groups, duality of work, and community based learning practiced?
- Yes  No      Were the students involved in the daily maintenance of the program?
- Yes  No      Was the outdoor environment made available for student work and study?
- Yes  No      Were students engaged in their work and interacting consstructively with peers and teachers?
- Yes  No      Was the general atmosphere pleasant?
- \_\_\_\_\_      What ages were enrolled in your adolescent environment?

3. Please evaluate the academic phase of your training program. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Program \_\_\_\_\_

Program Director \_\_\_\_\_

Location of Program \_\_\_\_\_

Directions: Ratings are on a scale of 1 to 5 with 1 being poor and 5 being excellent. Please circle your choice and include any comments on the back of the form.

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. The content of the academic phase was appropriate to my needs.                                    | 1 | 2 | 3 | 4 | 5 |
| 2. The academic content increased my knowledge and skill.  | 1 | 2 | 3 | 4 | 5 |
| 3. The material was presented in an orderly and concise manner.                                      | 1 | 2 | 3 | 4 | 5 |
| 4. Materials used were helpful in understanding the program content.<br>(pictures, charts, handouts) | 1 | 2 | 3 | 4 | 5 |
| 5. The director was organized and prepared.  | 1 | 2 | 3 | 4 | 5 |
| 6. Materials were organized and well prepared.   | 1 | 2 | 3 | 4 | 5 |
| 7. The presenter was skilled in conducting training. (good<br>Communication skills, creative, etc)   | 1 | 2 | 3 | 4 | 5 |
| 8. The presenter was knowledgeable.  | 1 | 2 | 3 | 4 | 5 |
| 9. The presenter was sensitive to my learning style.   | 1 | 2 | 3 | 4 | 5 |
| 10. Overall program rating.  | 1 | 2 | 3 | 4 | 5 |

How would you improve this training?