

Part 2 (Early Childhood Intern Demonstration/Proficiency Checklist), to Section B (Early Childhood 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 CHILD TO WHOM THE LESSON IS PRESENTED. The intern shall also demonstrate knowledge of the SEQUENCE OF 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.*

Signature of Intern _____ Date _____

Signature of Supervising Teacher _____ Date _____

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

1. Carrying procedures

- a. Chair _____
- b. Table _____
- c. Rug _____
- d. Tray _____
- e. Pitcher _____
- f. Pail _____
- g. Books _____
- h. Pencils _____
- i. Knife _____
- j. Scissors _____
- k. _____
- l. _____

2. Grace and Courtesy

- a. Greeting _____
- b. How to walk in a classroom _____
- c. How to push in a chair _____
- d. How to stop for the bell _____
- e. How to sit on the line _____
- f. How to walk around the outside of the line _____
- g. How to walk around a rug _____
- h. How to open and close doors _____
- i. How to restore the environment _____
- j. How to hang a coat _____
- k. How to roll a rug _____
- l. How to watch someone work _____
- m. _____
- n. _____

3. Fine Motor Development

- a. Open-close containers _____

Practical Life	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials
b. Nuts and bolts	_____	_____	_____	_____
c. Sponging	_____	_____	_____	_____
d. Grain transfer	_____	_____	_____	_____
e. Spooning	_____	_____	_____	_____
f. Pouring – Dry				
(1) Clear to clear containers	_____	_____	_____	_____
(2) Clear to opaque containers	_____	_____	_____	_____
(3) Opaque to opaque containers	_____	_____	_____	_____
g. Pouring – Liquid				
(1) Clear to clear containers	_____	_____	_____	_____
(2) Clear to opaque containers	_____	_____	_____	_____
(3) Opaque to opaque containers	_____	_____	_____	_____
h. Liquid color mixing	_____	_____	_____	_____
i. Funnel pouring	_____	_____	_____	_____
j. Tonging	_____	_____	_____	_____
k. Tweezing	_____	_____	_____	_____
l. Clothes pinning	_____	_____	_____	_____
m.	_____	_____	_____	_____
n.	_____	_____	_____	_____
4. Care of the Environment				
a. How to dust	_____	_____	_____	_____
b. How to mop	_____	_____	_____	_____
c. Plant Care	_____	_____	_____	_____
d. Flower arranging	_____	_____	_____	_____
e. Polishing exercises				
(1) Glass	_____	_____	_____	_____
(2) Metal	_____	_____	_____	_____
(3) Wood	_____	_____	_____	_____
(4) Shoes	_____	_____	_____	_____

Practical Life	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials
(5) Window	_____	_____	_____	_____
(6)	_____	_____	_____	_____
f. Sweeping				
(1) Floor	_____	_____	_____	_____
(2) Crumbs	_____	_____	_____	_____
(3)	_____	_____	_____	_____
g. Folding	_____	_____	_____	_____
h.	_____	_____	_____	_____
i.	_____	_____	_____	_____
5. Dressing Frames				
a. Button	_____	_____	_____	_____
b. Snap	_____	_____	_____	_____
c. Zip	_____	_____	_____	_____
d. Buckle	_____	_____	_____	_____
e. Lacing	_____	_____	_____	_____
f. Bow Tying	_____	_____	_____	_____
g.	_____	_____	_____	_____
h.	_____	_____	_____	_____
6. Water Exercises				
a. Basting	_____	_____	_____	_____
b. Whisking – eggbeater	_____	_____	_____	_____
c. Hand Washing	_____	_____	_____	_____
d. Table/chair scrubbing	_____	_____	_____	_____
e. Baby washing	_____	_____	_____	_____
f. Cloth washing	_____	_____	_____	_____
g. Dish washing	_____	_____	_____	_____
h.	_____	_____	_____	_____
i.	_____	_____	_____	_____

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

7. Food Preparation				
a. Table setting	_____	_____	_____	_____
b. Bread cutting	_____	_____	_____	_____
c. Fruit cutting	_____	_____	_____	_____
d. Vegetable cutting	_____	_____	_____	_____
e. Spreading	_____	_____	_____	_____
f. Grinding – Mortar and Pestle	_____	_____	_____	_____
g.	_____	_____	_____	_____
h.	_____	_____	_____	_____
8. Sewing exercises				
a. Bead stringing	_____	_____	_____	_____
b. Running stitch	_____	_____	_____	_____
c. Sewing cards – metal inset shapes	_____	_____	_____	_____
d. Sewing a button	_____	_____	_____	_____
e.	_____	_____	_____	_____
f.	_____	_____	_____	_____

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

1. Visual discrimination				
a. Tower of cubes – Pink tower	_____	_____	_____	_____
b. Cylinder block – Knobbed cylinders	_____	_____	_____	_____
c. Broad stair	_____	_____	_____	_____
d. Long rods	_____	_____	_____	_____
e. Knobless cylinders	_____	_____	_____	_____
f. Color boxes				
(1) Color box 1 – Primary colors	_____	_____	_____	_____

Sensorial	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials
(2) Color box 2 – secondary colors	_____	_____	_____	_____
(3) Color box 3 – grading	_____	_____	_____	_____
(4)	_____	_____	_____	_____
g. Constructive triangles				
(1) Triangle box	_____	_____	_____	_____
(2) Large hexagonal box	_____	_____	_____	_____
(3) Small hexagonal box	_____	_____	_____	_____
(4) Rectangle	_____	_____	_____	_____
(5) Blue triangles	_____	_____	_____	_____
(6)	_____	_____	_____	_____
h. Geometric solids and basis	_____	_____	_____	_____
i. Geometric cabinet and cards				
(1) Demonstration tray	_____	_____	_____	_____
(2) Drawer 1 – circles	_____	_____	_____	_____
(3) Drawer 2 - triangles	_____	_____	_____	_____
(4) Drawer 3 - rectangles	_____	_____	_____	_____
(5) Drawer 4 – polygons	_____	_____	_____	_____
(6) Drawer 5 – quadrilaterals	_____	_____	_____	_____
(7) Drawer 6 – irregular figures	_____	_____	_____	_____
j. Cubes				
(1) Monomial	_____	_____	_____	_____
(2) Binomial	_____	_____	_____	_____
(3) Trinomial	_____	_____	_____	_____
k.	_____	_____	_____	_____
l.	_____	_____	_____	_____
2. Kinesic discrimination				
a. Mystery bag	_____	_____	_____	_____
b. Rough and smooth board	_____	_____	_____	_____
c. Touch tablets	_____	_____	_____	_____

Sensorial	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials
d. Baric tablets	_____	_____	_____	_____
e. Fabrics	_____	_____	_____	_____
f. Thermal tablets	_____	_____	_____	_____
g. Exploration weights	_____	_____	_____	_____
h. Thermal cylinders	_____	_____	_____	_____
i. Sorting	_____	_____	_____	_____
j. Matching	_____	_____	_____	_____
k.	_____	_____	_____	_____
l.	_____	_____	_____	_____
3. Auditory discrimination				
a. Sound cylinders	_____	_____	_____	_____
b. Rhythm sticks	_____	_____	_____	_____
c. Musical Instruments	_____	_____	_____	_____
d. Bells	_____	_____	_____	_____
e.	_____	_____	_____	_____
f.	_____	_____	_____	_____
4. Olfactory discrimination				
a. Smelling exercises	_____	_____	_____	_____
b.	_____	_____	_____	_____
5. Gustatory discrimination				
a. Tasting bottles	_____	_____	_____	_____
b.	_____	_____	_____	_____

Math	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials
1. Preliminary				
a. One-to-one correspondence	_____	_____	_____	_____
b. Sorting	_____	_____	_____	_____
c.	_____	_____	_____	_____

Math	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials
2. Quantities in fixed lengths				
a. Numerical rods	_____	_____	_____	_____
b. Table top rods	_____	_____	_____	_____
c. Colored bead stairs	_____	_____	_____	_____
d.	_____	_____	_____	_____
3. Symbols				
a. Sandpaper/Tactile numerals	_____	_____	_____	_____
b. Painted numerals	_____	_____	_____	_____
c. Writing numerals	_____	_____	_____	_____
d.	_____	_____	_____	_____
4. Fixed quantities and symbols				
a. Numerical rods and symbols	_____	_____	_____	_____
b. Table top numerical rods & symbols	_____	_____	_____	_____
c. Colored bead stairs & symbols	_____	_____	_____	_____
d.	_____	_____	_____	_____
5. Set making zero to ten				
a. Spindle box	_____	_____	_____	_____
b. Cards and counters (odd-even)	_____	_____	_____	_____
c. Memory game	_____	_____	_____	_____
d. Adding with objects	_____	_____	_____	_____
e. Adding with numerical rods	_____	_____	_____	_____
f. Subtracting with objects	_____	_____	_____	_____
g.	_____	_____	_____	_____
6. Numeration beyond 10				
a. Sequin board and beads				
(1) Tens board	_____	_____	_____	_____
(2) Teens board	_____	_____	_____	_____
b. Hundred board	_____	_____	_____	_____
7. Linear counting	_____	_____	_____	_____

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

8. Decimal system (Golden Bead material)				
a. Presentation tray (golden beads)	_____	_____	_____	_____
b. Number Cards	_____	_____	_____	_____
c. Nines tray layout/45 layout/ overview	_____	_____	_____	_____
d. Number composition (operations)	_____	_____	_____	_____
e. Addition (simple & dynamic)	_____	_____	_____	_____
f. Subtraction (simple & dynamic)	_____	_____	_____	_____
g. Multiplication (simple & dynamic)	_____	_____	_____	_____
h. Division (simple & dynamic)	_____	_____	_____	_____
i.	_____	_____	_____	_____
j.	_____	_____	_____	_____
9. Stamp game	_____	_____	_____	_____
10. Skip counting				
a. Squaring - short chains	_____	_____	_____	_____
b. Cubing - bead cabinet	_____	_____	_____	_____
11. Strip boards				
a. Addition	_____	_____	_____	_____
b. Subtraction	_____	_____	_____	_____
c. Multiplication	_____	_____	_____	_____
d. Division	_____	_____	_____	_____
12. Fractions				
a. Skittles	_____	_____	_____	_____
b. Insets	_____	_____	_____	_____
c.	_____	_____	_____	_____
13. Clock				
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
11. Money				
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____

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

1. Reading Readiness				
a. Patterning/Sequencing	_____	_____	_____	_____
b. Classification/Categorizing	_____	_____	_____	_____
c. Same and different concept	_____	_____	_____	_____
d. Association/Go-togethers	_____	_____	_____	_____
e. Opposites	_____	_____	_____	_____
f. Story reading	_____	_____	_____	_____
g. Environment cards	_____	_____	_____	_____
h. Label matching (environment)	_____	_____	_____	_____
i. Matching to silhouettes	_____	_____	_____	_____
j. Linear patterning	_____	_____	_____	_____
k. Rhyming	_____	_____	_____	_____
l.	_____	_____	_____	_____
m.	_____	_____	_____	_____
2. Sound Isolation				
a. Sort object by beginning sounds (no letter association)	_____	_____	_____	_____
b. Sorting pictures by ending sounds (no letter association)	_____	_____	_____	_____
c. Sorting pictures by middle sounds (no letter association)	_____	_____	_____	_____
d.	_____	_____	_____	_____
e.	_____	_____	_____	_____
3. Sandpaper/Tactile Alphabet				
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
4. Moveable Alphabet				
a. Spelling with objects	_____	_____	_____	_____
b. Spelling with pictures	_____	_____	_____	_____
c. Spelling by dictation	_____	_____	_____	_____
d.	_____	_____	_____	_____

Language	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials
5. Phonetic booklets				
a. Phonetic objects	_____	_____	_____	_____
b. Phonetic pictures	_____	_____	_____	_____
c.	_____	_____	_____	_____
d.	_____	_____	_____	_____
6. Phonograms				
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
7. Labeling				
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
8. Picture phrases				
a. Sentence match to picture	_____	_____	_____	_____
b.	_____	_____	_____	_____
9. Sight words	_____	_____	_____	_____
10. Alphabetizing	_____	_____	_____	_____
11. Creative writing				
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
12. Oral grammar games				
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
13. Phonetic command cards				
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
14. The Farm				
a. Nouns	_____	_____	_____	_____
b. Adjectives	_____	_____	_____	_____
c. Verbs	_____	_____	_____	_____
15. Reading Comprehension	_____	_____	_____	_____
16. Handwriting				
a. Metal insets	_____	_____	_____	_____

Art	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials
1. Tearing paper	_____	_____	_____	_____
2. Pinpricking	_____	_____	_____	_____
3. Cutting	_____	_____	_____	_____
4. Gluing	_____	_____	_____	_____
5. Using Crayons	_____	_____	_____	_____
6. Using Markers	_____	_____	_____	_____
7. Tracing	_____	_____	_____	_____
8. Clay	_____	_____	_____	_____
9. Collage	_____	_____	_____	_____
10. Paints	_____	_____	_____	_____
11. Sponge painting	_____	_____	_____	_____
12. Finger painting	_____	_____	_____	_____
13. Watercolors	_____	_____	_____	_____
14. Drawing	_____	_____	_____	_____
15. Using the easel	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____

Science	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials
1. Living / nonliving	_____	_____	_____	_____
2. Vertebrates / Invertebrates	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5. Botany cabinet				
a. Parts of a tree	_____	_____	_____	_____
b. Parts of a flower	_____	_____	_____	_____
c. Parts of a leaf	_____	_____	_____	_____
d. Leaf shapes	_____	_____	_____	_____
e.	_____	_____	_____	_____

Science	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials
6. Parts of the Whole				
a. Body	_____	_____	_____	_____
b. Animals	_____	_____	_____	_____
c. Plants	_____	_____	_____	_____
d.	_____	_____	_____	_____
e.	_____	_____	_____	_____
7. Water Experiments				
a.. Sink and float	_____	_____	_____	_____
b.	_____	_____	_____	_____
c.	_____	_____	_____	_____
8. Magnets				
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
9. Magnifying glass				
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
10. Solar system				
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
11. Other Classroom Experiments				
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____

Geography	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials
1. Sandpaper/Tactile globe	_____	_____	_____	_____
2. Continent globe	_____	_____	_____	_____
3. Puzzle Maps				
a. Hemisphere/ World	_____	_____	_____	_____
b. North America	_____	_____	_____	_____

Geography	Presented	Practiced	Mastered	
	Date	Date	Date	Lead Teacher's Initials
c. South America	_____	_____	_____	_____
d. Europe	_____	_____	_____	_____
e. Asia	_____	_____	_____	_____
f. Australia	_____	_____	_____	_____
g. Africa	_____	_____	_____	_____
h. United States	_____	_____	_____	_____
4. Control maps	_____	_____	_____	_____
5. Map making				
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
6. Continent boxes/Folders (cultural studies)	_____	_____	_____	_____
7. Directions				
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
8. Land/Water/Air	_____	_____	_____	_____
9. Landforms				
a. Island / lake	_____	_____	_____	_____
b. Cape / bay	_____	_____	_____	_____
c. Gulf / peninsula	_____	_____	_____	_____
d. Isthmus / strait	_____	_____	_____	_____
e. Systems of lakes / archipelago	_____	_____	_____	_____
10. Flags				
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
11. Calendars	_____	_____	_____	_____
12. Time line/Celebration of Life	_____	_____	_____	_____

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

1. Peace table / area

a. _____

b. _____

2. Silence Lesson

3. Global Awareness

a. Study of Peacekeepers

b. _____

c. _____

4. Peace ceremonies

a. _____

b. _____

5. Cooperative Games

a. _____

b. _____

6. Conflict Resolution

a. _____

b. _____

7. Community meetings

a. _____

b. _____

8. Physical & Mental Balance activities

a. _____

b. _____

Summary:

Comments from supervisor:

Part 3 (Supervising Director's Bi-Monthly Early Childhood Intern Evaluation), to Section B (Early Childhood 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 _____

Circle Month Sept Oct Nov Dec Jan Feb Mar Apr May

Is the intern demonstrating increasing competency in the following areas?

- Yes No displays alertness in classroom and playground
- Yes No modeling appropriate behaviors for children
- Yes No self-confidence
- Yes No quiet and calm manner
- Yes No patience
- Yes No good rapport and understanding of children
- Yes No appropriate body movements
- Yes No reinforcing ground rules
- Yes No working well with team members
- Yes No good rapport with administration of school
- Yes No good rapport with training center administration
- Yes No good rapport with parents
- Yes No love and understanding of materials
- Yes No demonstrating materials slowly and clearly
- Yes No demonstrating materials to an individual child with awareness of rest of class
- Yes No classroom management
- Yes No small group activities
- Yes No matching child's abilities to appropriate materials
- Yes No ability to receive constructive and positive criticism
- Yes No promptness and regularity in attendance

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- Yes No record keeping
- Yes No preparing the environment
- Yes No maintaining the environment
- Yes No making new and appropriate materials for the classroom
- Yes No using correct grammar and spelling
- Yes No personal grooming: healthy physical condition
- Yes No spontaneous involvement with children
- Yes No awareness and respect for the individuality of each child
- Yes No love for children

Does the intern attend and/or participate in:

- Yes No staff meetings
- Yes No parent meetings
- Yes No parent conferences

Describe the manner in which the intern does the following:

1. An individual lesson _____

_____.

2. A small group lesson _____

_____.

Describe the following:

1. Intern's strengths _____

_____.

Part 3 (Supervising Director’s Bi-Monthly Early Childhood Intern Evaluation), to Section B (Early Childhood 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*

2. Intern's areas that need improvement _____

_____.

3. Children's attitude toward intern _____

_____.

Additional Comments: _____

_____.

Signature of Program Director _____ Date _____

Signature of Supervising Director _____ Date _____

Signature of Intern _____ Date _____

1. Environment:

a. Was the environment:

- Yes No properly prepared?
- Yes No utilized by children?
- Yes No utilized by teachers?
- Yes No attractive?
- Yes No clean?
- Yes No equipped with complete didactic materials in five areas?
- Yes No appropriate in size and convenience for children?

b. Was the Montessori equipment:

- Yes No used properly and frequently?
- Yes No used frequently for advanced math and language work?

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 child?
- Yes No available daily?

Remarks _____

2. Overall Questions.

- Yes No Were Montessori theories regarding multi-age groups, independent work, and consistency of attendance practiced?
- Yes No Was early enrollment before age 3 encouraged?
- Yes No Was a five day per week program available and encouraged?
- Yes No Did children work on tasks of their own choosing, at their own pace, without interruptions from other children and adults?
- Yes No Was the general atmosphere pleasant?
- _____ What ages were enrolled in your Early Childhood classroom?

3. Please evaluate the academic phase of your training program. _____

Name _____ Date _____

Part 5 (Teacher Education Program – Program Evaluation Form), to Section B (Early Childhood 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*

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. (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 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?