

Appendix I

APPLICATION FOR SUBSTANTIVE CHANGE

CHANGE 5c: COURSE DELIVERY

Instructions: Complete the Substantive Change Cover Sheet and information required by this section.

Name of Course: _____

Mark the Montessori Course Component which this class completes. Only one component will be approved.

- Philosophy/Child Development
- Classroom Leadership/Management
- Administration
- Personal Development
- Other

Mark course level(s) impacted by the delivery change (attach a calendar for each level affected).

- Infant & Toddler
- Early Childhood
- Elementary I
- Elementary I-II
- Secondary I

How many in-residence clock hours will this course component require?

(NOTE: please see clock hour conversion chart on next page)

How many non-resident hours will the course component offer? _____

ATTACHMENTS:

- 1. Text describing how the delivery will be changed from that described in the most recent Self-Study Report and providing evidence of continued compliance.
- 2. Publications stating the alternative delivery of the specific course component.
- 3. Course component staff qualifications (if changed from those described in the most recent Self-Study Report), including those of technology support personnel.
- 4. Syllabus for the revised course component, including objectives, assessment tools, and schedule.
- 5. Documentation of how ongoing evaluation will be conducted.

If approved, the institution/program will provide annual assessment reports to the MACTE Commission. (See next page).

APPLICATION FOR SUBSTANTIVE CHANGE

CHANGE 5c: COURSE DELIVERY

ALTERNATIVE DELIVERY STUDENT OUTCOMES ASSESSMENT REPORT

1. Name the course component which was delivered to students in ways other than in-residence.

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2. Mark the level(s) in which this course component was delivered:

- Infant & Toddler
- Early Childhood
- Elementary I
- Elementary I-II
- Secondary I

3. How many students began this course component?

4. Were there direct student contact hours for this course component? If so, how many?

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5. How many students have completed the course component?

6. Attach evaluation documents of student progress and a table stating each student's performance. (percents, grades, P/F, S/N, rubric)

7. Attach student and instructor survey documents used, and a summary or table stating student and instructor outcome satisfaction with the course component delivery.

8. Attach documented evidence that the changed course component delivery has achieved the competencies for Montessori teacher candidates.

9. Attach a summary statement describing how the course component delivery results have met the mission statement of your institution/program.

10. Attach a summary describing how your institution/program plans to improve the course component delivery.

Course Level	Clock Hour Requirements		Carnegie Education Units*	
	<i>Academic</i>	<i>Practicum</i>		
Infant and Toddler	200	400	13.33333333333333	13.33333333333333
Early Childhood	200	400	13.33333333333333	13.33333333333333
Elementary I (6-9)	200	400	13.33333333333333	13.33333333333333
Elementary I and II (6-12)	375	400	25	13.33333333333333
Secondary I (12-15)	200	1000	13.33333333333333	33.33333333333333
Secondary I and II (12-18)	400	1000	26.66666666666667	33.33333333333333
15 Clock hours to 1 Carnegie Unit for Academic/30 Clock hours to 1 Carnegie Unit for Practicum				