



**Seacoast Center for Education**

Box 323  
Greenland NH 03840

Voice/fax 603-590-6360  
[www.seacoastcenter.com](http://www.seacoastcenter.com)

Dear \_\_\_\_\_ :

We have been advised that your school is acting as a practicum site for one or more of our adult learners during the coming school year. It is our hope that the training experience will supply a firm foundation for her/his growth as a Montessori elementary teacher.

We ask you to take a few minutes to review the enclosed guidelines provided by the American Montessori Society stated below and to indicate your willingness to act in accordance with AMS requirements during this individual's practicum. Additional information regarding Seacoast course requirements is available to you upon request. We also ask you to keep in mind that an intern who undertakes a practicum year after the first summer has completed only one-half of the training cycle, and has not yet developed many of the skills that will become inherent with time and further support. Mistakes are a necessary experience in the practicum year. We ask you to act in a supportive manner.

Should you wish to contact us for any reason, please use one of the following:

Seacoast office telephone: 603-590-6360 Web site: [www.seacoastcenter.com](http://www.seacoastcenter.com)  
Practicum information: Liandra Lloyd [practicum.seacoast@gmail.com](mailto:practicum.seacoast@gmail.com)  
Administrative: Gary Davidson [admin@seacoastcenter.com](mailto:admin@seacoastcenter.com)

We wish you and your employee a productive year and look forward to continuing our relationship in the future.

Sincerely yours,

A handwritten signature in cursive script that reads "Gary Davidson".

Gary Davidson

Director



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Name of Adult Learner:

**Practicum Site Agreement**

Statement of Administrator:

I have reviewed the practicum site requirements and will cooperate with Seacoast Center in providing an acceptable practicum experience for the intern named above. I will contact Seacoast Center with any questions regarding its policies or expectations. I will also provide a summary evaluation of the intern's performance at my school when requested at the conclusion of the practicum experience.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AMS STANDARDS FOR ALL Elementary Practicum Sites**  
from the American Montessori Society Affiliation Handbook

**Standards And Responsibilities For The Practicum Site**

1. AMS MEMBERSHIP:

The site is urged to be an AMS Affiliate.

2. NON-DISCRIMINATION POLICY:

The school site must have a written non-discrimination policy for children and staff.

LICENSING: The site must meet all local and state regulations.

4. SCHOOL POLICIES:

The site should communicate to the student and the teacher education program, its administrative policies and guidelines relating to the student. This may be done verbally or in writing.

5. JOB DESCRIPTION/CONTRACT.

The site should provide a job description and a contract of agreement acceptable to the site, the student, and the teacher education program. This job description or agreement should include the nature and type of remuneration given the student, if any.

6. COOPERATION WITH THE TEACHER EDUCATION INSTITUTION/PROGRAM:

The school must agree to cooperate with the course in all matters relating to the practicum.

7. JANITORIAL SERVICE: Janitorial service should be provided by the school.

8. AGE RANGE OF CLASS:

**Elementary I, II, & I-II:** The class should contain children in the full age span for which the student will be certified (6-9, 9-12, or 6-12), except in the case of a beginning class, which may contain an age span of less than three years.

9. SUPERVISION:

**Elementary I, II, & I-II:** Supervision must be provided according to one of two options:

- (A) In the classroom with an approved Supervising Teacher; OR
- (B) In a self-directed classroom with regular supervision by an approved Field Consultant.

10. ENVIRONMENT: The practicum site environment must be consistent with the description in these guidelines for the child age level served.