

March 2013

To Montessori Graduate Students Attending 2013 Summer Session:

We look forward to welcoming you to Loyola's Evergreen Campus in Baltimore, Maryland for the 2013 Montessori Summer Session. Enclosed are additional information and registration materials.

What to Expect

Your three and one-half weeks on campus will be a time of intense study and warm fellowship. Your first day, June 19, is a full orientation to prepare you for the work of the session. Beginning June 20, you will be attending class each day, Monday through Friday, (excepting July 4th & 5th for the holiday). Initially, you will be in classes the full day; later, you will generally have classes either full morning or full afternoon. **Please note that classes end at 4:30 pm on July 12, the final day of the session.**

You will be enrolled in three courses during the summer session and complete two courses while here (ED600 and SE769). You will also develop approved topics and begin article searches for your independent study (ED625). In order to accomplish this work in the compressed time period, you should expect to spend evenings and much time during weekends working on assignments.

We are expecting 100 students from across the country (and outside the country as well). Although all students will be taking the same set of courses, you will be grouped into sections with different instructors. Instructors of a course share common objectives, yet each brings his/her unique style to the classroom. Therefore, there will be some differences in syllabi, assignments, and source material among the various sections. **Your section assignments will be made during the June 19 orientation.**

Please be advised: Due to the compressed nature of the schedule, students are expected to attend every class session. One unexcused absence will result in a full grade point penalty for the course. Two absences will result in a grade of "F" and academic dismissal from the M.Ed. program.

How to Prepare

The best preparation is to clear your schedule of other obligations and to come to Baltimore rested and healthy. You should plan your schedule to include sufficient time **after** the summer session to complete your ED625 independent study papers by the October 1 deadline (August 1 for those wishing to graduate September 2013).

Some students may want to enhance their computer skills so as to be proficient in word processing. Students should also be familiar with PowerPoint software.

Students will be expected to submit written work that conforms to the APA (American Psychological Association) style. If you are not already familiar with APA style, you may wish to purchase the required APA Manual in advance and study the basic components of academic writing in that style. Information is also available at www.apastyle.org.

Students often inquire about selecting topics in advance for the independent study. While you may want to come with general topic areas, we ask that students wait to develop final topics under faculty advisement while on campus. Initial sessions in both ED600 and ED625 guide students in using appropriate criteria to develop and hone good research questions.

Registration

Included in this packet is a **registration form**. Please complete this form and **return it on or before April 25, 2013 to:**

**Carrie Stroup
Loyola University: Montessori program
8890 McGaw Rd., Suite 201
Columbia, MD 21045**

In filling out the registration form, please indicate *other* for the term and fill in “**Summer III**”. Fill in course key, title, and credits (see below), leaving blank the space for the instructor’s name. Register for the following three courses (9 credits). Your total registration payment will be **\$2,995.00** (\$330.00 x 9 credits plus \$25.00 registration fee).

For students who attended the Washington Montessori Institute at Loyola during Academic Year 2011-2012, the Academic Year 2012-2013, or Multi-Summer 2010-2012, no additional tuition is required with your registration. This is in accordance with your flat fee tuition agreement (write “tuition pre-paid” on registration form).

ED600	Foundations of Educational Research	(3 cr.)
ED625	Advanced Studies in Education	(3 cr.)
SE769	Teaching Students with Special Needs	(3 cr.)

Please note: Students who do not register and pay tuition by April 25, 2013 cannot be guaranteed class space. If you are intending to pay for tuition through student loans, we advise that your FAFSA application be completed on or before March 25, 2013 in order to have the funds available for registration by April 25th.

Required textbooks have been ordered by the Loyola Bookstore and will be available for purchase on June 19 during orientation. A full text list is available at www.loyola.edu/montessori/summer.

During the orientation session each student will complete a graduation application and, if you have not already done so, pay the graduation fee of \$125.00. (WMI students do not pay this fee as it is included as part of their flat fee tuition).

Housing

Those of you who have reserved campus housing will find a **housing confirmation form** that provides details about your room assignment and check-in procedures. Please note the balance due for your housing and send that amount with the detached form. Your housing payment is due **on or before April 25, 2013**. We cannot guarantee your room after this date if full payment has not been received. Please note that Loyola reserves the right to change residence hall assignments at any time. Your housing balance should be mailed to:

Carrie Stroup
Loyola University, Columbia Graduate Center
8890 McGaw Rd., Suite 201
Columbia, MD 21045

Each telephone jack in each bedroom is assigned a telephone extension. The housing confirmation form identifies your telephone extension. Upon your arrival in June, you **must** check into the bedroom with the telephone extension that corresponds with the one assigned to you.

Orientation

All students will report for the Orientation Session on Wednesday, June 19, in Knott Hall, room B03. The orientation begins promptly at 9:45 am. A continental breakfast is served from 9:00 – 9:45 am. A picnic lunch is provided following the morning session. During the afternoon, students will have an opportunity to participate in library orientation sessions, to attend computer lab sessions, to visit the bookstore, to secure student ID and to register automobiles.

Additional Information and Reminders

- Each dormitory suite has a stove and a refrigerator; however, kitchen utensils, pots, pans, dishes, microwave oven, etc. are not furnished. The student must supply all cooking utensils and accessories. You may want to contact your roommate(s) to determine “who will bring what”. Each bed will be supplied with three sets of linens (set includes two sheets, one pillowcase), two blankets, and two pillows. (In prior years, some students opted to bring their own pillow and/or mattress pad.) Three towel sets (set includes one bath towel, one hand towel, and one wash cloth) will also be provided as part of your housing. Cleaning supplies (mop, broom, vacuum cleaner, etc.) will be stored in the building laundry room.

- If you wish, you may send a box of supplies prior to your arrival on campus. Packages should arrive no earlier than 2 weeks before the start of the session. Materials will be held for pick-up at the campus post office.

Mail all material to:

(Student's Name)
 Loyola University Maryland/Montessori/Post Office
 4501 N. Charles Street
 Baltimore, MD 21210-2699

- Please remember that due to the intense demands of this three and one-half weeks' experience, we strongly discourage students from bringing children. Balancing the needs of children with the requirements of the coursework is extremely difficult. Dorm housing is restricted to registered students only. Family members or friends are not permitted to stay in the dorm rooms.
- No pets are permitted in campus housing or any buildings on campus.

Several computer labs, including printers, are available to students on campus.

- Clothing should be casual and comfortable. Baltimore summers can be humid and hot, but air-conditioned classrooms can be very cold. Bring a warm jacket, shawl, etc. to stay comfortable during long classroom sessions. Pack a small umbrella and don't forget some exercise clothing or a swim suit if you plan to take advantage of our excellent fitness center.
- The library will be open every day (with the exception of July 4) from June 19 – July 12. The library hours are as follows:

Monday –Thursday	8:00 am - 8:00 pm
Friday (June 21, 28, July 5, 12)	8:00 am - 7:00 pm
Saturday & Sunday	12:00 am - 5:00 pm
Library Closed July 4	

- If you wish to receive mail on campus, please ask correspondents to use the following address:

General Mailing Address: US Mail, UPS, Fed Express, or Other Courier Services:

(Student's Name)
 Loyola University Maryland/Montessori/Post Office
 4501 N. Charles Street
 Baltimore, MD 21210 – 2699

Mail can be picked up between 8:30 am and 4:30 pm at the DeChiaro College Center located on the first floor of the building. Students may want to call ahead to determine if mail is being held (ext. 2258 – Kim McCabe).

- Include in your budget money for books (approximately \$300.00), photo copying, and incidental office supplies.

- International students who have questions about their visa requirements should contact Sunanda Bhatia, International Student Advisor, at 1-800-221-9107 ext. 5245, or email skbhatia@loyola.edu
- If you have a disability or chronic condition and will need to request academic accommodations, you must be registered with the office of Disability Support Services (DSS). Please go to the website www.loyola.edu/dss to learn how to register with DSS. This should be done in advance of your arrival for the summer session.

Please refer to the previous mailings or www.loyola.edu/montessori/summer for details about housing accommodations, transportation, and general logistics.

Campus maps are available at www.loyola.edu/montessori/summer.

We make every effort to inform you about plans and expectations in advance of the session as well as to anticipate and accommodate your general needs while on campus. We remind you that this is a college campus, not a conference resort. Accommodations are adequate but sparse, with campus amenities (post office, ATM machine, computer labs, bookstore, etc.) sufficient for basic student needs. Students are expected to demonstrate independence in planning for their own individual and special needs or circumstances.

I look forward to welcoming each of you to Loyola's campus this summer. Should you have questions, please feel free to call our Program Assistant, Carrie Stroup, at 410-617-7765 or 1-800-221-9107 ext. 7765 or by email: castroup@loyola.edu.

Sharon L. Dubble, Ph.D.
Director and Chair
Center for Montessori Education

Enclosures