



GREAT LAKES
WALDORF
INSTITUTE

Building Capacities for Cultural Renewal

Student Handbook

2018-19

PARTNERING WITH



GLWI IS A CANDIDATE FOR FULL MEMBER INSTITUTE IN  **AWSNA** ASSOCIATION OF WALDORF
SCHOOLS OF NORTH AMERICA™

AND A DEVELOPING INSTITUTE IN  **WECAN**
WALDORF EARLY CHILDHOOD
ASSOCIATION OF NORTH AMERICA

IN SUPPORT OF *Waldorf* EDUCATION

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Great Lakes Waldorf Institute

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SECTION ONE

WELCOME AND OVERVIEW

WELCOME TO GREAT LAKES WALDORF INSTITUTE

You may be just beginning your journey of becoming a Waldorf teacher. Or perhaps you are a practicing Waldorf teacher, enriching your understanding of the teaching that you are already doing. Maybe you teach in a public or private school and are seeking deeper insights into child development and pedagogy that address the whole child. Whatever your reasons, we are happy you have chosen GLWI for your Waldorf teacher development program.

ABOUT GREAT LAKES WALDORF INSTITUTE

GLWI was established in 2001 and became a nonprofit corporation in 2006. We are currently a “Candidate for Full Member” in the Association of Waldorf Schools of North America and a “Developing Institute” in the Waldorf Early Childhood Association of North America (WECAN), actively working toward full membership status.

We also partner with Mount Mary University in Milwaukee, WI, to offer students the option of earning a Master of Arts in Education Degree with a Waldorf Emphasis, in addition to a Waldorf Grades or Early Childhood Teaching Certificate of Completion.

OUR MISSION

Offering Waldorf teacher development and anthroposophical adult enrichment opportunities to cultivate the capacities in the individual that can lead to personal and cultural renewal.

OUR VALUES

- Waldorf education and its mission of social renewal
- The work and vision of Rudolf Steiner
- Warm and respectful interactions
- Excellence and integrity
- Community
- The inherent value of each individual
- Creativity
- Meditative work and spiritual guidance
- Growth and development toward responsible freedom

OUR VISION

GLWI is a vital, well-managed, influential organization that is regarded as a premier center for Waldorf teacher development, anthroposophical education, and personal growth. It catalyzes positive social change, including the growth and strengthening of the Waldorf school movement.

PURPOSE OF THIS HANDBOOK

Communication is essential—both from GLWI to you and from you to our faculty and staff. This handbook, which we will update from time to time, is our effort to communicate the information that will help you to complete your program. Your thorough reading of this handbook will ensure its value.

RESPECTIVE RESPONSIBILITIES

As a “Candidate for Full Member” in AWSNA and a “Developing Institute” in WECAN, we are committed to our own growth and development toward full membership in both associations and are determined to provide you with the best education and student services possible within our means.

YOU are ultimately responsible for your success. The more you engage yourself in this opportunity, the more you will gain from the experience.

The list below is not meant to be exhaustive, but to highlight a few areas in which our responsibilities dovetail.

GLWI	STUDENT
Communicate policies & procedures.	Read and understand policies & procedures.
Assign Faculty Advisor during first course.	Communicate with Advisor as required.
Provide clear financial information.	Keep current in tuition and fee payments.
Offer grievance procedures.	Follow procedures for grievances.

SOCIAL CONTRACT

The faculty, staff and board of GLWI endeavor to uphold the highest standards of ethical and moral behavior in relationship to the Institute’s students and we expect the same from our students.

A student’s enrollment may be terminated when the above Social Contract is broken by any of the following:

- Conduct that poses a possible serious threat to the safety, security or well-being of any member of the GLWI community, including staff or students during field placement.
- Conduct that involves falsifying academic work, official documents, financial exchanges, or other communication with GLWI;
- Conduct that is considered disorderly and/or causes substantial destruction to property belonging to GLWI or members of the GLWI community.

GRIEVANCE PROCEDURE

Complaints, concerns, and grievances may arise and students and faculty need to know how to have them heard and addressed. At GLWI, we have established the following procedure for student and faculty grievances:

1. Speak directly to the person with whom you have an issue.

2. If you are not able to come to a satisfactory resolution, then use the Grievance Form in the back of the handbook to detail your issue and send it to the Director of Administration. If it concerns the Director of Administration, send it to the Director of Teacher Development.
3. The Director with whom you communicate will endeavor to bring your issue to a satisfactory resolution within 3 weeks of the date of your communication.
4. If you have not received a satisfactory resolution within 3 weeks, you may contact an officer of the GLWI Board of Directors.

SECTION TWO

PROGRAM OVERVIEW

GLWI CERTIFICATE OF COMPLETION

GLWI's Waldorf Teacher Development Program takes a minimum of 3 years, part-time. The program is offered in partnership with Mount Mary University, a creative arts-focused Catholic university in Milwaukee. In this arrangement, most of the GLWI courses are simultaneously Mount Mary courses (MMU-EDU) with tuition being paid to Mount Mary and supply fees paid to GLWI. However, there are several courses that are GLWI-only courses with tuition and fees both paid to GLWI. The program consists of the following courses:

- Three 3-week residential summer intensives (6 MMU-EDU credits each/18 credits total);
- Three fall courses (3 MMU-EDU credits each/9 credits total);
- Three spring foundations courses (2 GLWI credits each/6 credits total); and
- Three independent study courses (1, 2 and 4 GLWI credits/7 credits total)

This coursework totals 40 credits and success in these courses results in a Certificate of Completion. A Certificate of Completion cannot and will not be granted if a student does not successfully complete all of the above coursework. A student may request a transcript of all completed coursework at any time as record of the work they have successfully completed.

Because of GLWI's membership in AWSNA and WECAN, a GLWI Certificate of Completion is recognized at Waldorf schools worldwide as appropriate preparation for teaching in a Waldorf school. However, a Certificate of Completion does not equal being "certified" as a Waldorf teacher. At some point in time, AWSNA may support either individual Waldorf schools or the training institutes' development of a process for "certifying" Waldorf teachers once they have had several year experience teaching and have been evaluated.

GLWI GRADES OR EARLY CHILDHOOD CERTIFICATE PROGRAM

Students can choose to prepare for Waldorf grade school class teaching or to prepare for Waldorf early childhood teaching. Most of the coursework applies to both certificate programs. During the Summer Intensives, students choose either the Grades-oriented curriculum course or the Early Childhood curriculum course that is offered.

EC program students will have the opportunity to focus on EC curriculum topics during the three fall courses. Also in their Fieldwork II and Practicum Independent Study courses, EC and Grades students will be able to focus on their respective program.

The certificate program for both Grades and Early Childhood Waldorf teaching strives to enable students to gain the following:

- A deep understanding of the philosophy and view of child development Rudolf Steiner gave as the foundation for the Waldorf school,
- A thorough penetration of the pedagogy and the many ways it comes to expression in the curriculum, and

- Artistic, social, intellectual and practical experiences that contribute to their own self-development as well as their self-confidence as a teacher.

MASTER OF ARTS DEGREE IN EDUCATION

GLWI is pleased to have a partnership with Mount Mary University, Milwaukee, which affords students an opportunity to earn a fully accredited Master of Arts Degree in Education with a Waldorf Emphasis.

When looking at the GLWI curriculum overview, the “EDU” courses can be taken for graduate credit and applied to the Master’s Degree. The “GLWI” courses required for the Certificate of Completion do not count toward the Master’s Degree. An additional 9 credits of Mount Mary University “EDU” courses, including an “Issues in Education” 3-credit MMU EDU course and 6 credits of research and final action research project, are required for the Master’s Degree. The final project required for the MMU Master’s Degree can be used for the final Capstone Project for the GLWI Certificate.

TEACHING LICENSE

Neither the Master’s Degree nor the GLWI certificate equals a State of Wisconsin Teaching License. Students may choose to work with Mount Mary University to earn a state teaching license, requiring an additional one-year of coursework. The Milwaukee Teacher Education Center also offers a one-year alternative licensure program. Visit <http://www.mteonline.org/> for more information.

COURSE SEQUENCE OVERVIEW

A certificate of completion can be earned over a minimum of three years part-time. Students may begin the program with any of the three Summer Intensives or with one of the three spring Foundations courses. Because it is important that students have some philosophical foundation, they may not begin the program with a fall course due to its curriculum focus.

In the chart below, you will see four courses offered each summer (students choose either the Grades or EC course, not both), three curriculum-focused courses taken in the fall of each year of the sequence, three foundation studies courses in the first, second and third spring of the sequence, and three faculty approved independent study courses that can be undertaken in the fall or spring or over the course of two trimesters. These independent study courses allow the trainee to experience Waldorf classrooms and to observe students and teachers in process. The final independent study is an 8-week student teaching experience, which results in an Action Research Project and paper and a Portfolio/Capstone presentation.

GLWI CERTIFICATE PROGRAM REQUIREMENTS

	Summer	Fall	Spring
Year I	<p>EDU 630 An Introduction to Waldorf Human Development: Birth to 21 – 2 cr.</p> <p>EDU 631 GRADES: Essentials of the Waldorf Curriculum – 2 cr.</p> <p>EDU 645 EARLY CHILDHOOD: Fundamentals of a Waldorf Kindergarten – 2 cr.</p> <p>EDU 632 The Basics: Artistic Work in the Waldorf Schools I – 2 cr.</p> <p>Practical Arts Saturdays Process over Product: Wool; Will-Based, Work-Based Education: Farm/Garden</p>	<p>EDU 700 Diversity Among Learners <u>GRADES</u> and <u>EARLY CHILDHOOD</u>: The Development of Human Consciousness through History- 3 cr.</p> <p>GLWI Field Work I 15 hours classroom observation in a variety of grades and classes – 1 cr.</p>	<p>GLWI Foundations: Contemplative Practice: Beginning a Path of Transformation – 2 cr.</p>
Year II	<p>EDU 633 The Inner Life of the Waldorf Teacher and Biography – 2 cr.</p> <p>EDU 634 GRADES: Teaching Math in the Waldorf School - 2 cr.</p> <p>EDU 646 EARLY CHILDHOOD: Meeting the Needs of the Young Child in the Kindergarten – 2 cr.</p> <p>EDU 640 Bringing Form: Artistic Work in the Waldorf School II – 2 cr.</p> <p>Practical Arts Saturdays Spoon Carving</p>	<p>EDU 740 Curriculum Design <u>GRADES</u>: Teaching Language Arts in the Waldorf School;</p> <p><u>EARLY CHILDHOOD</u>: Living a Spiritual Year – 3 cr.</p> <p>GLWI Field Work II 30 hours of classroom observation and practice teaching – 2 cr.</p>	<p>GLWI Foundations: Transformational Thinking: A New Look at “Looking” – 2 cr.</p>
Year III	<p>EDU 641 Child Development and Child Study – 2 cr.</p> <p>EDU 642 GRADES: Teaching Science in the Waldorf School – 2 cr.</p> <p>EDU 647 EARLY CHILDHOOD: – Deepening Our Work and Preparing Children for First Grade – 2 cr.</p> <p>EDU 643 Representing Life: Artistic Work in the Waldorf School III – 2 cr.</p> <p>Practical Arts Saturdays Nutrition and Food Preparation; Doll Making</p>	<p>EDU 742 Instructional Strategies <u>GRADES</u>: Teaching Geography in the Waldorf School;</p> <p><u>EARLY CHILDHOOD</u>: Developmental Support in the Kindergarten – 3 cr.</p> <p>GLWI Teaching Practicum & Capstone Project Two 4-week blocks – 4 cr.</p>	<p>GLWI Foundations: Social Artistry: Building the Vessel of Relationship -2 cr.</p>

INDEPENDENT STUDY

Fieldwork I must be taken in the first year. After advisor approval is given and the course tuition and administrative fees are paid, the student may begin the course of study. The only pre-requisite for Fieldwork I is a Summer Intensive. The primary pre-requisite for **Fieldwork II** is Fieldwork I. For a student to take the **Practicum**, all other coursework must be complete. Students may, however, be granted permission to do their Practicum concurrent with a spring Foundations course.

Each of these independent study courses require the trainee to write and submit a proposal that includes a plan and timeline for completion of the required tasks and hours and summarizes the focus of the explorations that will be documented in a paper submitted to the GLWI Advisor. In addition to the paper, each independent study course has other requirements outlined in Section Five of this Handbook.

INCOMPLETE WORK

Incompletes can be issued for work not finished on the due date, but all course work must be completed by the end of the following semester in order for the student to earn credit for the course.

DISTANCE LEARNING

To better meet the demand for trained teachers, our 3-year blended educational program **couples in-person with distance learning**, supporting current teachers as well as people living at a distance from Milwaukee earn their Waldorf certificate.

- During the three-year program, the 3-week Summer Intensives, which begin on the first Monday following the 4th of July, **must be attended in person**.
- The fall EDU course ends with a **mandatory in-person retreat** the last weekend in October. Distance students participate in the weekly course online or through our video conferencing service GoToTraining or other online platform.
- The spring GLWI Foundations course also **begins with a mandatory in-person weekend retreat** the first weekend in February. The remainder of the course is online, on the student's own schedule.

PERFORMANCE REQUIREMENTS

Students are expected to earn the grade of B- or higher on all projects in order to earn a passing grade for a course. Grades below this level put the student at serious risk of being asked to leave the program. For *pass/fail* courses, such as independent study fieldwork, students must earn a *pass* in order to move on to the next phase of the program. Student's who fail academic courses may retake the course for credit and to replace the failing grade on their transcript.

Redoing Practicum or Fieldwork placements may not be appropriate for a student who has had a great deal of difficulty in the classroom or who has received a poor evaluation from a cooperating teacher. At times, a student's inability to respond to suggestions or critique in a positive way may cause them to be unsuccessful in the classroom. Additionally, any student who behaves in an unprofessional way during a placement may be immediately withdrawn from that placement as well as from the program. If a failing grade is earned on a fieldwork or practicum placement, the student may be withdrawn from the training program. As a private training institute, GLWI reserves the right to

terminate the student's relationship with GLWI at any time.

GLWI will provide a transcript of completed courses to any student who makes a request after withdrawal or termination from the program.

ANATOMY OF A CAPSTONE

GLWI requires completion of an Action Research project and a Capstone presentation. The presentation will have three components:

- A portfolio of work completed throughout the program,
- A reflection paper, and
- An Action Research paper or Master's Project paper (for Master's Degree students).

No project without all components will be considered complete. Each component should add to a complete picture of the process of your becoming or changing as a teacher.

THE PORTFOLIO

All students should begin creating their portfolio during the first course in which they enroll. Final papers, projects, and resources collected or created over the course of the 3-year sequence should comprise the portfolio. Students should find a way to organize this material that will be most useful and meaningful for them, whether it be a binder, file box, series of folders or some other useful way of putting course materials and research findings together as a body of work. This portfolio should document the areas of study undertaken during teacher training but should also be a tool for the student to draw and expand upon as he or she continues to study and research throughout the years as a *becoming* Waldorf teacher.

SECTION THREE

ADMISSIONS

REQUIREMENTS

Whether a student is seeking a Certificate only or a Master of Arts Degree, GLWI's program is conducted at a graduate-level. Thus, students should have proof of a bachelor's degree before admission to the 3-year sequence, although there is no specific major of study or degree area required.

GLWI requires that students complete and submit a Student Application Form containing biographical information along with the **\$50** application fee prior to starting the program. Transcripts should be forwarded to GLWI; they do not have to be official copies. A committee of the Core Faculty will review a student's application, previous degrees, and experience, and will make an admissions decision. Our program currently operates on a rolling admissions cycle and students can enter in any year of the program.

Students seeking a graduate degree from Mount Mary University must also apply to the Graduate Education Department of MMU. Official transcripts are required.

TRANSFERRING CREDITS

If a student has completed prior Foundation Studies or Waldorf teacher development courses at another AWSNA recognized program, the student may be granted credit for some or all of their previous work. In order to be granted credit, a student must submit transcripts verifying the previous coursework and the number of hours spent in the various courses. The Core Faculty will determine what credit toward the certificate will be granted. MMU will make a separate determination for credit toward a Master's Degree.

CERTIFICATE COMPLETION PROGRAM

Great Lakes Waldorf Institute honors and acknowledges years of classroom teaching experience as well as other training courses teachers may have already completed. With these goals in mind, we offer a Certificate Completion Program (CCP) for active teachers who have not been granted a formal Waldorf training credential but who wish to earn an AWSNA affiliated Certificate of Completion.

INDIVIDUALIZED PROGRAM

The nature of this program is extremely individualized and will vary from teacher to teacher depending on previous experience and training. In order to learn how the program can be individualized, potential candidates should request a review of credits earned through another training institute as well as an evaluation of experience through a demonstration of mastery in specific subject areas as a result of previous teaching experience. The review fee for this comprehensive evaluation is **\$50**.

Once the review is complete, GLWI will be able to recommend a specific course of study designed to support the teacher to move toward completion of a training certificate. In a conversation with the Director of Teacher Development, the CCP participant will discuss and finalize course selection and gain clarification about how this GLWI program will draw from and enhance current classroom practice and previous experiences.

PREREQUISITES AND PROGRAM FEATURES

In order to apply for the CCP for Experience Educators, teachers must have at least 8 years of Waldorf classroom teaching experience at an AWSNA affiliated Waldorf School. Whether a student is seeking a Certificate only or a Master of Arts Degree, GLWI's program is conducted at a graduate-level. Thus, students should have proof of a bachelor's degree before admission to the 3-year sequence, although there is no specific major of study or degree area required. If a practicing teacher is without a bachelor's degree, they may appeal to the Core Faculty to be admitted to the CCP only – but will not be eligible to receive credit towards a Master's degree.

To earn a GLWI certificate of completion, at least 16 (40%) of your credits must be earned through our program, including up to a possible 10 credits (25%) awarded by GLWI as result of previous classroom teaching experience.

We will accept up to 24 comparable transfer credits (60%) from other AWSNA affiliated training institutes with appropriate documentation.

Each of our Grades or Early Childhood certificate programs provides a 600 hour (40 credit) + teacher development experience, including 45 hours of fieldwork, an 8-week teaching practicum, and faculty advising.

CCP APPLICATION PROCESS

To apply to the GLWI program, you will need to complete and submit a **Student Application Form** along with a one-page biography and a non-refundable **\$40** student application fee.

Candidates for the CCP must also complete an **Experience Evaluation Application** documenting years in the classroom and any expertise you may have in specific subject areas. Additionally, teachers must submit a current resume of experience, a transcript of any completed courses through other Waldorf training institutes verifying the course content and the number of hours spent in each course, and pay the **\$50** review fee. In addition to the standard program application process, GLWI will conduct a program credit review for admission to the Certificate Completion Program. All completed application forms, materials, and transcripts should be sent to GLWI in hard copy to:

Director of Administration, GLWI
Education Dept., Mt. Mary University
2900 N. Menomonee River Pkwy
Milwaukee, WI 53222

or online at admin@greatlakeswaldorf.org.

Teachers may be granted credit for some or all of their previously documented course work. The GLWI Core Faculty will make all transfer credit decisions. The Core Faculty will review the application, previous degrees, and experience, and will make an admissions decision and course recommendations. Our program operates on a rolling admissions cycle and students can enter during any year of the program.

MATRICULATION

MAINTAINING MATRICULATION

Full enrollment in this part-time program means that a student enrolls in the following:

- three Summer Intensive courses, the fall course, and the spring foundations course each year;
- Fieldwork I during the first year after the student's first Summer Intensive;
- Fieldwork II during the student's second year in the program;
- and the Practicum once all other coursework has been completed.

Any enrollment less than the above will be considered less than fully enrolled. **Students who are less than fully enrolled will not be eligible for AWSNA loans and grants or GLWI financial aid.**

Students who decide to skip a course in the sequence for any reason must notify Great Lakes of their intentions. If a student does not register for a course in the sequence, the Director of Administration will send an email asking for their intentions and attaching the Leave of Absence form and policy that follows. If GLWI receives no communication back from the student, s/he will be considered withdrawn, meaning the student's records will be closed and if the student ever decides to continue the program, s/he will need to reapply to the program.

LEAVE OF ABSENCE

A student may choose to take an official Leave of Absence from the 3-year program, interrupting his or her progress. Because the program runs on a 3-year cycle, please note that it will be three years before courses will be offered again.

1. If a student applies for a Leave of Absence, communicating his or her intentions, GLWI records the decision and date in the student's transcript and notes the student's intention to return. The application must be submitted before the end of the trimester in which they will not enroll with a **\$50** Record Maintenance Fee in order for GLWI to maintain the student's record and good standing with GLWI in his or her absence and maintain the same program requirements as were in place when the student started. A Leave of Absence Application Form is included in the back of this handbook.
2. Any student who does not register for a course will be asked to apply for a Leave of Absence. If the Leave of Absence application form and fee are not submitted, the student's matriculation will be terminated and the student will be considered officially withdrawn from the program.

READMISSION

When a student has been absent from the program for *more than one trimester* and seeks to resume their studies and complete their certificate, the readmission process will vary depending upon circumstances.

1. If a student has applied for a Leave of Absence, paid the **\$50** Record Maintenance Fee, and is returning after *only one trimester*, the student will be able to continue without any formal readmission process and under the same program requirements as were in place when the student started.
2. If a student has applied for a Leave of Absence, paid the **\$50** Record Maintenance Fee, and is returning after one trimester but within *three* years of their last completed course, there will be no additional fees and they will be able to continue under the same program requirements as were in place when the student

started. However, the student must complete and submit a Readmission Application clarifying their intentions. A Readmission Application Form is included in the back of this handbook.

3. Anyone returning four or more years after their last completed course, will need to reapply to GLWI for acceptance into the program, pay the **\$40** application fee, and will also pay a matriculation fee of **\$150** to be submitted with the completed Readmission Application in order to retain credit for their previous coursework. They also will have to complete any new program requirements instated since the student left the program.

COURSE WITHDRAWAL

If a student chooses to withdraw from a GLWI Foundations or Independent Study course, he or she will be refunded full tuition if the course is dropped within 2 weeks of registration or the start of the course. In order to drop the course, a student must communicate with the Director of Administration by email or phone and receive written confirmation.

If a student chooses to withdraw from a GLWI Foundations or Independent Study course after 2 weeks from the date of registration or the start of the course, tuition will be refunded according to a schedule found in Section Eight of this handbook.

SECTION FOUR

ADVISORS

THE STUDENT AND ADVISOR RELATIONSHIP

Each student will be assisted by the guidance of an advisor from the Core Faculty of GLWI each year. New students can ask their advisors questions about the program content and form in order to get oriented in their first year. The advisor will also supervise the student's Fieldwork I and Fieldwork II independent study courses. A Practicum Advisor will be assigned to all 3rd year students. The Practicum Advisor may be their previous advisor or some other Core Faculty member.

HOW AN ADVISOR IS NAMED

The Core Faculty will make all advisor assignments.

RESPONSIBILITIES OF AN ADVISOR TO STUDENT

The advisor will serve as a project mentor and will provide students with appropriate guidance as needed, on a timely basis. If the student needs help with various aspects of setting up school visits or practice teaching, the advisor will assist in this task. Advisors will be informed about the latest policies and procedures at GLWI and will help guide students through the process as outlined in this handbook. Advisors are also available for general support, paper writing guidance and project planning. MMU offers free writing and composition support in their Student Success Center.

RESPONSIBILITIES OF STUDENT TO ADVISOR

Students bear the chief responsibility for initiating and maintaining contact with their advisors at regular intervals. It is up to the student to maintain records of all communication between themselves and their advisor. If a student isn't certain who their advisor is, they should contact the Director of Administration.

SECTION FIVE

FIELDWORK AND PRACTICUM GUIDE

TIME LINE

For Spring Semester Independent Study (Fieldwork I, Fieldwork II and Practicum):

- Proposals are due January 15.
- Registration/payment is due February 1. A late fee of \$20 will be charged for forms and payment submitted after this date.
- Final papers and projects are due May 15.

For Fall Semester Independent Study (Fieldwork I, Fieldwork II and Practicum):

- Proposals are due September 15.
- Registration/payment is due October 1. A late fee of \$20 will be charged for forms and payment submitted after this date.
- Final papers and projects are due December 15.

For Independent Study Coursework Over Two Trimesters (Fieldwork II and Practicum):

- Proposals are due either January 15 or September 15
- Registration/payment is due either February 1 or October 1. A late fee of \$20 will be charged for forms and payment submitted after this date.
- Final papers and projects are due either May 15 or December 15.

FIELDWORK I COURSE

15 HOURS — 1 CREDIT — YEAR 1

Fieldwork I is an observational survey course undertaken in the first year of the program. It is recommended that trainees attempt to experience a broad spectrum of Waldorf education regardless of the focus or specific interests of the trainee. GLWI expects documentation of a total of 15 hours spent in observation for completion of this course.

Course requirements include:

- Independent Study Proposal – **Fieldwork I** with advisor approval
- Course Registration Form and Payment
- Observation Journal
- Log of classroom visits documenting 15 hours of observation
- 5-7 page Reflection Review Paper.

GUIDELINES FOR VISITS

The observation experiences are to include the following:

- Visits to 3-6 schools, at least one out-of-state, which are well-established, AWSNA full-member schools.
- Observation of various grade and early childhood teachers, who each have no less than 5-years of experience in their position, and specialty classes.

Observation may include participation in a school festival or attendance in a faculty meeting, but only 1 hour of such participation may be counted toward the requirement.

FW 1 PRE-REQUISITES

To be eligible to receive credit for Fieldwork I, the trainee must be a currently enrolled GLWI student in good standing and must have successfully completed their first Summer Intensive. It is imperative that students maintain contact with their advisors at regular intervals throughout their independent study course.

INDEPENDENT STUDY PROPOSAL

Students are required to write and submit a proposal on the *Independent Study Proposal Form* that includes a plan and timeline for completion of the required fieldwork hours. The advisor will review this material, suggest any necessary changes, and ensure compliance with GLWI requirements.

COURSE REGISTRATION AND PAYMENT

Once the advisor approves and signs the proposal, the student is required to submit the signed proposal with a completed *Independent Study Registration Form* along with payment of tuition to GLWI via the GLWI Director of Administration. Once course tuition is paid, the student may begin the course of study agreed upon between student and advisor. ***Credit will not be granted for work done prior to proposal submission and approval and payment of registration fee.*** (Forms can be found at the back of your handbook and on our website at <http://greatlakeswaldorf.org/>)

OBSERVATION JOURNAL

Each student must keep a journal for every classroom visited during fieldwork to be shared with the GLWI advisor after completion. (Electronic format is preferable). Please use the *Grade School Classroom Observation Guidelines*

for a grade school observation or for observing in the Early Childhood classes, the *Early Childhood Classroom Observation Guidelines*. (See the Forms section of this handbook.)

LOG OF CLASSROOM VISITS

In order to document 15 hours of observation please have teachers sign the form *GLWI Fieldwork Observation/Teaching Log*. (See the Forms section of this handbook.)

REFLECTION REVIEW PAPER

During the Fieldwork I course, students must summarize their experiences in a brief 5-7 page reflection review paper describing how the year's course work informed classroom observations. Considering what you learned in your course work, describe what you observed in terms of child development and curriculum. This first paper will discuss goals, experiences, questions, and challenges as the teacher trainee begins an unfolding process of teacher development. (For specific writing guidelines, see section Seven of this handbook.)

COURSE CREDIT

Credit for fieldwork courses will be granted by a committee of the GLWI core faculty upon the GLWI advisor's recommendation and the trainee's successful completion of all course requirements.

FIELDWORK II COURSE

30 HOURS – 2 CREDITS – YEAR 2

Fieldwork II is a participatory course ideally undertaken in the second year of the program, prior to the 3rd Summer. It includes further classroom observation and provides the student with the opportunity to become familiar with the role of the teacher and the dynamics of the classroom. It will consist partially of practice teaching as an assistant or serving as a guest teacher in music, crafts, or another curriculum area in which the trainee has an interest or expertise. GLWI expects documentation of a total of 30 hours spent in the classroom for completion of this course with, as a general guideline, 20-25 hours in observation and 5-10 hours in practice teaching. It is to the student's advantage to do as much practice teaching as possible.

Through observation and practice, students gain an understanding of instructional planning, teaching strategies, classroom management, and how each can be implemented in the classroom. FW-II helps students learn (1) classroom observation and lesson planning skills; (2) ways to design, implement, and assess individual, small group, and whole class activities; and (3) how to explore their own individual instructional strengths and challenges in preparation for the student teaching experience. Also it is helpful during this course to keep an eye toward finding a cooperating mentor teacher for the student's Practicum the following year.

Course requirements include:

- Independent Study Proposal – **Fieldwork II** with advisor approval
- Course Registration Form and Payment
- Observation Journal
- Log of classroom experiences documenting 30 hours of observation and short practice teaching lessons
- Observing Teacher's Comments Form for each practice teaching experience
- 10-15 page Research Paper relating classroom experiences to relevant study from courses

GUIDELINES FOR VISITS

The observation experiences are to include the following:

- Visits to 3-6 schools, at least one out-of-state, which are well-established, AWSNA full-member schools.
- Observation and practice teaching experiences with faculty with at least 5-years experience in their position.

Observation may include participation in a school festival or attendance in a faculty meeting; up to 3 hours total of participation may be counted toward the requirement.

PRE-REQUISITES

To be eligible to receive credit for Fieldwork II, the trainee must be a currently enrolled GLWI student in good standing. Fieldwork I coursework and all coursework for the second summer must be successfully completed prior to submission of the Fieldwork II proposal. It is imperative that students maintain contact with their advisors at regular intervals throughout their independent study course.

INDEPENDENT STUDY PROPOSAL

Students are required to write and submit a proposal on the *Independent Study Proposal Form* that includes a plan and timeline for completion of the required fieldwork hours. The proposal will also summarize the focus of the

research paper, which could be based on some question or topic of interest that the student wishes to investigate in the classroom, e.g. some aspect of discipline, addressing different learning styles, movement, etc. The Advisor will review this material, suggest any necessary changes, and ensure compliance with GLWI requirements. The Advisor will submit the material to the core faculty for final approval if needed.

COURSE REGISTRATION AND PAYMENT

Once the advisor approves and signs the proposal, the student is required to submit the signed proposal with a completed *Independent Study Registration Form* along with payment of tuition to GLWI via the GLWI Director of Administration. Once course tuition is paid, the student may begin the course of study agreed upon between student and advisor. ***Credit will not be granted for work done prior to proposal submission and approval and required payment of registration fee.*** (See the Forms section of this handbook.)

OBSERVATION JOURNAL

The trainee will be responsible for keeping a journal about each classroom experience during Fieldwork II to be shared with the GLWI Advisor upon completion. (Electronic format is preferable). It is helpful to use the *Grade School Classroom Observation Guidelines* or for observing in the Early Childhood classes the *Early Childhood Classroom Observation Guidelines*. (See the Forms section of this handbook.) Along with classroom observations, the journal can include questions, successes and challenges, and learning insights as the teacher trainee begins to explore instructional planning, teaching strategies, and classroom management on their unfolding process of teacher development.

LOG OF CLASSROOM VISITS

In order to document 30 hours of observation and teaching please have teachers sign the form *GLWI Fieldwork Observation/Teaching Log*. (See the Forms section of this handbook.)

SUPERVISING TEACHER'S COMMENTS FORM

When practice teaching in a classroom for Fieldwork II, the supervising teacher is asked to provide some observational feedback for the trainee. The *GLWI Supervising Teacher's Comments Form*. (See the Forms section of this handbook.)

RESEARCH PAPER

Students in Fieldwork II will write a 10-15 page research paper based on some question or topic of interest that the student wishes to investigate in the classroom. Research is conducted both through appropriate literature investigations, classroom experiential findings and, of course, conversation with their supervising teacher during the course. (Learn from the masters!) (For specific writing guidelines, see section Seven of this handbook.)

Helpful questions to consider are:

- What is the subject area you plan to investigate?
- What do you hope to learn?
- What information or experience do you already have in the subject area? What are the sources of your current information? (For example: casual conversation? References in textbooks or other course materials? Mass media?)

- What do you think are the central terms or concepts of the area (keywords, searches of print or online indexes).
- What kinds of resources do you expect to find?
- What experts are there in this field?
- What kind of materials do you think will be most reliable?

COURSE CREDIT

Credit for fieldwork courses will be granted by a committee of the GLWI core faculty upon the GLWI advisor's recommendation and the trainee's successful completion of all course requirements.

PRACTICUM AND CAPSTONE PROJECT

8 WEEKS - TWO 4-WEEK BLOCKS — 4 CREDITS — YEAR 3 OR 4

The practicum is an 8-week student teaching placement that requires a trainee to work in a Waldorf school for 8 weeks, while being observed and mentored by a trained, experienced Waldorf teacher that has been agreed upon by GLWI. The 8-week practicum is usually 2 four-week blocks, though the entire practicum may be done in one classroom. Typically, a research project proposal is submitted in the fall and literature research begun with the actual practicum undertaken in the spring. This final Practicum and Capstone Project are required for a Certificate of Completion. Students who work full-time, especially already as a Waldorf class teacher, may need to complete their Practicum and project in a 4th year.

Details about how to prepare and go through the Practicum are to be found in a separate **GLWI Practicum Guidebook**, which will be provided when the trainee is ready for this part of the certificate program. The information in this section is to primarily give an overview of the general expectations for the Practicum.

Trainees are required to work in the school all day, every day, observing for one quarter of the total time spent and then teaching the class and being observed by the cooperating teacher for the remaining three quarters of the time spent. Trainees should plan the lessons with guidance from the host teacher. Trainees are required to attend faculty and committee meetings as permitted, a parent meeting (if one is scheduled during that time), and to participate in the festival life of the school.

Trainees who are already carrying a class in a Waldorf school (as a full time class teacher) may choose to teach one block (a full 4 weeks) in their own classroom during which time a cooperating teacher or the student's GLWI Advisor will visit the classroom for a two day period and provide evaluation and feedback. Trainees must arrange to teach at least one block at a school other than the one in which they are employed. During the practicum, students should meet with their cooperating teacher every day to ask questions, share insights, and to get feedback on their teaching. GLWI expects documentation of a minimum of eight weeks spent in the practicum for completion of this course.

Course requirements include:

- Independent Study Proposal – 8-week **Practicum** with advisor approval
- Course Registration Form and Payment
- Log of classroom experiences.
- Observation & Teaching Journal
- Action Research Paper (20-25 pages) (or for Master's degree students 60+ pages)
- Capstone Project represented by the Portfolio that includes:
 - Cross-curricular resources collected throughout the 3-year sequence
 - Outside experiences during the last 3 years
 - Reflection Paper (10 pages)
 - Capstone Presentation

PRE-REQUISITES

To be eligible to receive credit for the Practicum, the trainee must be a currently enrolled GLWI student in good standing. All requirements of Fieldwork I and II must be complete prior to submission of the Practicum Proposal as well as successful completion of all other courses, although concurrent registration in the third fall and/or spring Foundations course may be accommodated.

It is imperative that students maintain contact with their Advisors at regular intervals throughout their independent study course.

INDEPENDENT STUDY PROPOSAL

Students are required to write and submit a proposal on the *Independent Study Proposal Form* that includes a plan and timeline for completion of the required teaching hours, name of the school and cooperating teacher, and the focus and format of the corresponding Action Research paper that will represent the culminating experience and completion of the program. The Advisor will review this material, suggest any necessary changes, and ensure compliance with GLWI requirements. The Advisor will submit the material to the core faculty for final approval if needed.

COURSE REGISTRATION AND PAYMENT

Once the advisor approves and signs the proposal, the student is required to submit the signed proposal with a completed *Independent Study Registration Form* along with payment of tuition to GLWI via the GLWI Director of Administration. Once course tuition is paid, the student may begin the course of study agreed upon between student and advisor. ***Credit will not be granted for work done prior to proposal submission and approval and required payment of registration fee.***

MASTER'S DEGREE

See MMU guidelines and requirements for this part of the program. It is expected that the topic of the Action Research paper will be approved by the GLWI Practicum Advisor prior to being submitted to the MMU program advisor and that it will be relevant and applicable to the course work and the practicum placement undertaken as a student teaching trainee through GLWI. Research, experience and findings from this project will be presented before graduation to GLWI faculty and students.

SECTION SIX

WRITING GUIDELINES FOR ALL GLWI PAPERS

STYLE AND FORMAT

GLWI requires papers to abide by APA format. Your advisor can help you understand how to use this format. It is highly recommended that you acquire the *Publication Manual of the American Psychological Association*, Sixth Edition (4th printing and later only). Also highly recommended as an excellent brief tutorial on the finer points of English style is, Strunk and White's classic, *The Elements of Style*.

RULES FOR WRITING

- Write clearly and directly.
- Proofread the document for spelling, style, and coherence! Do not rely on a 'spellchecker' to catch typos.
- Under some circumstances, a personal tone will be entirely appropriate: follow the guidance of your Advisor.
- Use only Times New Roman font.
- Use 12-pt. type, and provide one-inch margins at all four edges.
- All written work should be double-spaced, except for indented block quotations.
- Each page should have the writer's name and the page number in the header. Begin numbering with the first page of the introduction. Appendices may have their own, separate page numbering.
- Bibliography, citations, etc. should follow APA format.
- If English is not the writer's native language, ask a native speaker to proofread all drafts and help resolve more basic linguistic problems before sending a draft to an advisor.
- Introduce and then adhere to the structure of the paper so that its organization may be easily understood and followed by the reader.
- Use transitional words, phrases or sentences that reinforce essential points and guide the reader to constructing meaning.
- Use headings, subheadings, bullets, chronology, etc. to graphically mark the organization in a way that highlights important information and reinforces the strength of the text.

SUBMITTING WORK VIA E-MAIL

Submitting drafts by email must be as one single **Microsoft Word document only**. Do not send multiple attachments or copy your document into the contents of an email. This may require inserting or importing files that you otherwise keep separate on your computer. If after all final edits you are submitting a final electronic draft to the Administrative Director, it may be sent as a single pdf attachment. There are several free pdf creators that can be downloaded off the Internet.

ACADEMIC INTEGRITY

Every GLWI student is expected to approach all course work with honesty and integrity. This means:

1. A student will in no way misrepresent his or her work.
2. A student will refuse to participate or be party to another student's failure to maintain academic integrity.
3. All sources used whether by extracting an idea or phrase in written work should be properly cited according to APA guidelines.
4. Written work submitted for one course must not be used to fulfill the requirements of another course.
5. Plagiarism, in any form, is not permitted. This includes using other students' work, purchasing a paper, or using a source without citing it.

6. Falsification of research results including misrepresentation, distortion or serious omission of data is considered a violation of academic integrity.

Students found in violation of this policy will be subject to a review by the administration with potential disciplinary action, including terminating their enrollment.

EVALUATION

The papers will be evaluated according to the following general criteria:

- Clarity of thought
- Originality in dealing with questions, methods, results, and form
- Coherence in method and content
- Clarity and precision of language; authenticity and power of expression; syntax and style,
- New insights or contributions to knowledge or new ways of understanding your experience
- Formal aspects and correct use of references, bibliography, layout, text volume, and spelling
- Reference to theory (the work of Steiner and others) through contextual awareness, sufficient coverage of the topic, and connection to your own experiences in the classroom.
- Contemplation and clear articulation of your transformational process as a *becoming* teacher during your time as a student at GLWI
- Clear articulation of the phenomenon you seek to understand through your research

More specifically, student writing in courses and from Field Work Independent Study will be reviewed using the following rubric:

GLWI RUBRIC FOR STUDENT WRITING

Area of the Paper	Excellent	Acceptable	Needs Work
Introduction	Position and exceptions, if any, are clearly stated. Organization of the argument is completely and clearly outlined and implemented.	Position is clearly stated. Organization of argument is clear in parts or only partially described and mostly implemented.	Position is vague. Organization of argument is missing, vague, or not consistently maintained.
Research Description	Research selected is highly relevant to the argument, is presented accurately and completely – the method, results, and implications are all presented accurately; Theory is relevant, accurately described and all relevant components are included; relationship between research and theory is clearly articulated and accurate.	Research is relevant to the argument and is mostly accurate and complete – there are some unclear components or some minor errors in the method, results or implications. Theory is relevant and accurately described, some components may not be present or are unclear. Connection to theory is mostly clear and complete, or has some minor errors.	Research selected is not relevant to the argument or is vague and incomplete – components are missing or inaccurate or unclear. Theory is not relevant or only relevant for some aspects; theory is not clearly articulated and/or has incorrect or incomplete components. Relationship between theory and research is unclear or inaccurate, major errors in the logic are present.
Conclusions	Conclusion is clearly stated and connections to the research and position are clear and relevant. The underlying logic is explicit.	Conclusion is clearly stated and connections to research and position are mostly clear, some aspects may not be connected or minor errors in logic are present.	Conclusion may not be clear and the connections to the research are incorrect or unclear or just a repetition of the findings without explanation. Underlying logic has major flaws; connection to position is not clear.
Overall Writing	Paper is coherently organized and the logic is easy to follow. There are no spelling or grammatical errors and terminology is clearly defined. Writing is clear and concise and persuasive.	Paper is generally well organized and most of the argument is easy to follow. There are only a few minor spelling or grammatical errors, or terms are not clearly defined. Writing is mostly clear but may lack conciseness.	Paper is poorly organized and difficult to read – does not flow logically from one part to another. There are several spelling and/or grammatical errors; technical terms may not be defined or are poorly defined. Writing lacks clarity and conciseness.

Once submitted to the GLWI Director of Teacher Development, the Core Faculty may review the paper before final approval.

SECTION SEVEN

SCHOLARSHIP AND GRANT OPPORTUNITIES

AWSNA OPPORTUNITIES

GLWI students who are fully enrolled and in good academic standing are eligible to apply for the AWSNA **Loan-to-Grant Program**. Such students who are currently employed in an AWSNA affiliated Waldorf school may also be eligible to apply for the AWSNA **Matching Grant Program**. The applications are available and submitted in the spring and funding is distributed in the fall. GLWI receives the total amount and is initially applied to the recipient's account with GLWI. The amount distributed has varied from \$350 to \$1,000 per student per year, depending what AWSNA has available for this purpose.

GLWI FINANCIAL ASSISTANCE

GLWI has established its own Financial Assistance Fund by which it awards some financial support to students. Applications are distributed in the fall and grants are dispersed December. The primary purpose of this fund is to assist students in paying for GLWI Foundations and GLWI Independent Study Fieldwork and Practicum courses.

GRADUATE STUDENT ELIGIBILITY

Those students who are pursuing a Master of Arts Degree in Education from Mount Mary University are also eligible for federal loans and grants and other financial aid available to graduate students.

SECTION EIGHT

FINANCIAL CONSIDERATIONS

TUITION & FEES CHART

A Tuition Chart is included in the appendix and represents GLWI and Mount Mary tuition as of July 2016. GLWI endeavors to offer an affordable program to its students and reserves the right to increase tuition at any time to meet our non-profit financial obligations. Mount Mary University may impose other fees not accounted for here.

GLWI FEES AND FINANCIAL POLICIES

APPLICATION FEES

New students to our regular certificate program will need to pay a non-refundable **\$40** application processing fee.

Those applying for credit toward the Certificate Completion Program will also pay a non-refundable **\$50** application credit review fee.

Students applying to MMU for Master's degree credit will also pay fees as required by MMU. See the MMU website for up-to-date information.

BOOKS AND SUPPLIES

Courses usually have required texts and supplies. The list of books required will be provided on the course webpage in advance of the course. Supply fees are paid in advance of EDU courses to confirm registration with GLWI and so that supplies will be available.

LEAVE OF ABSENCE RECORD MAINTENANCE FEE

Students applying for a leave of absence from the program will pay a **\$50** Record Maintenance Fee to be submitted with their Leave of Absence Application Form. If a student does not apply for a Leave of Absence and pay this fee, GLWI will consider them *withdrawn* from the program.

MATRICULATION FEE

Students who have withdrawn from the program and seek to return will need to pay a Matriculation Fee of **\$50** per year up to **\$150**.

INDEPENDENT STUDY LATE REGISTRATION

Students who register for an Independent Study Course after the deadline will pay an additional \$20 late fee.

RETURNED CHECK CHARGE

GLWI will charge \$25 for returned checks.

PAYMENT SCHEDULES

Payment of tuition for GLWI and MMU courses is due in full prior to the first day of the course unless a payment plan has been approved.

GLWI offers payment plans for its Independent Study and Spring Foundations courses. Generally, these consist of 4 equal payments, one per month, so that the full tuition is paid by the end of the course.

LATE PAYMENT FEES

GLWI does offer payment plans for the GLWI Foundations and GLWI Independent Study Courses. However, if the total is not paid within one month of the end of the course, then a **1% per month** penalty will be added to the balance due.

OUTSTANDING BALANCES

No student will be awarded a GLWI Certificate of Completion unless all outstanding balances have been paid in full.

Summer Intensive enrollment may be denied to any student with an outstanding balance due.

REFUND POLICIES

Supply fees paid are always non-refundable.

If a student withdraws from a GLWI Foundations or Independent Study course prior to the start of the course, the **full tuition** will be refunded.

If a student withdraws from a GLWI Foundations or Independent Study course after it has begun, tuition will be refunded according to this schedule:

Weeks 1-2 – 50% tuition refunded

Week 3 – 40% tuition refunded

Week 4 – 30% tuition refunded

Week 5 – 20% tuition refunded.

Week 6+ – 0% tuition refunded

GLWI STUDENT FINANCIAL BENEFITS

GLWI currently enrolled and graduated students receive the following financial benefits:

- Access to repeat coursework as an auditing student or to attend parts of courses for a donation to the Institute. Suggested donation is \$5-\$10 per hour of the course attended.
- 10% discount off of all public workshops, conferences and other special events. Depending upon the registration/payment process for the event, the discount may need to be given as a refund after the fact or arranged for prior to the event.

SECTION NINE

EMPLOYMENT SEARCH AND CONTINUING SUPPORT

THIRD YEAR ADVISOR SERVICES

During the time students are engaged in the practicum experience or directly after it has been completed, they may find the need to contact their Advisor for a written reference or for advice on seeking a teaching position. The cost for these services (up to 3 hours) is covered under the third year Practicum tuition and administrative fees payment. If mentoring is needed beyond the practicum period, students should inquire about our *Post Graduate Advising* services.

POST GRADUATION ADVISING

After a student graduates from the program, continuing advice or mentoring may be sought from GLWI individually by graduates or by the school in which they are employed. These services are provided by contract with GLWI. Fees will be charged by GLWI based on the number of hours and level of support needed in each case. Please feel free to contact us to inquire about these services if you have graduated from our program or if you are a current student who is holding his or her own class in a Waldorf school.

We remain open to feedback from schools, cooperating teachers, students, and graduates regarding ongoing needs related to job search, mentoring, and evaluation.

GLWI STUDENT HANDBOOK FORMS AND APPENDICES



INDEPENDENT STUDY PROPOSAL

Use this form to propose your plan for GLWI Fieldwork I, Fieldwork II and the final Practicum. Your proposal is due January 15 for an Independent Study during the Spring Semester and September 15 for an Independent Study during the Fall Semester. The final Practicum is to be done once all other coursework has been completed.

STUDENT NAME: _____

I am proposing that I do the following (circle one): FIELDWORK I (1 unit, 15 hours), FIELDWORK II (2 units, 30 hours), A PRACTICUM (4 units, 8 weeks).

Topic or Title of Proposed Project for Fieldwork II or Practicum: _____

Dates, locations, teachers/grades:

What I hope to gain from these experiences is the following (If you're doing Fieldwork II or your Practicum, please note themes or research that will be your focus):

APPROVED BY:

Faculty Advisor Signature

Date

Complete and submit this form to your GLWI Advisor for your advisor's signature. **Tuition and fees must be paid prior to the start of your Fieldwork or Practicum.**



INDEPENDENT STUDY REGISTRATION FORM
For GLWI FWI, GLWI FWII, and GLWI PRACTICUM

Name _____ Date _____

Address/Zip _____

Preferred Phone _____ Email _____

With this form, I am registering for the following GLWI Independent Study course:

- ☐ Fieldwork I – GLWI FWI, 1 unit, 15 hours of observation, plus other coursework
- ☐ Fieldwork II – GLWI FWII, 2 units, 30 hours of observation/teaching, plus other coursework
- ☐ Practicum – GLWI PRCT, 4 units, 8 weeks as a student teacher, plus other coursework.

Tuition = \$545 per unit x _____ units = \$ _____

Total due \$ _____

- Total tuition must be paid in full prior to the start of your Independent Study.
- Or four monthly installments of \$272.50 each for Fieldwork II tuition with the first remittance made prior to the start of your Independent Study
- Or four monthly installments of \$545.00 each for GLWI Practicum tuition with the first remittance made prior to the start of your Independent Study
- An alternative payment plan may be arranged with the Director of Administration with agreed upon remittance made before the start of your Independent Study. Please call Sandra Martin at 414.299.3820 to discuss this option.

Total agreed upon remittance with this application \$ _____

Remainder owed \$ _____

Credit will not be granted for work done prior to proposal submission and approval and payment of registration fee.

I have read the Student Handbook and the Practicum Guide (if applicable) and understand the expectations for this course, and I have attached my detailed plan approved by my advisor:

Your signature _____ Date _____

Submit with your approved plan and check made out to Great Lakes Waldorf Institute to:

Great Lakes Waldorf Institute
Ed Dept., Mt. Mary University
2900 N Menomonee River Pkwy
Milwaukee, WI 53222

NOTICE OF NON-DISCRIMINATION POLICY: *Great Lakes Waldorf Institute, Inc., shall encourage broad public support and participation in its management and activities, and shall not discriminate in any manner whatsoever against any person on the basis of race, nationality, religion, gender, sexual orientation, age, or mental or physical handicap or disability in administration of its educational policies, admissions policies, scholarship and loan programs, and other programs. As much as possible, the corporation should reflect the diversity and composition of the communities it serves, and minorities and under-represented groups shall be encouraged to participate in all aspects of the corporation's management and activities.*

The observation is strictly confidential and is an objective recording of

- What the instructor is doing and saying
- What the students are doing and saying
- Interactions between the instructor and students

Please record here your actual in-class observations as you describe the following:

THE ENVIRONMENT (decoration, temperature, lighting, feeling of the room, tidiness, etc.)

THE STUDENTS (posture, mood, attentiveness, interaction, engagement, etc.)

THE TEACHER (How were the children welcomed into the class? How did the teacher use a sense of humor? Describe the teacher's relationship with students.)

THE LESSON (Describe the Circle or Rhythmic portion of the lesson. What was the subject of the main lesson you observed? How was the lesson structured? [Comment on introduction, review, transitions, activities, and closing.] Describe the use of the board.)

THE CLASS (Comment on class management and methods of discipline. Describe the teacher's eye contact with the students. What were the social dynamics between students? When did the students seem most enthusiastic?)

The observation is strictly confidential and is an objective recording of

- What the teacher and/or assistant is doing and saying
- What the students are doing and saying
- Interactions between the teacher (and/or assistant) and students

Please record here your actual in-class observations as you describe the following:

Number of children: ___girls and ___boys, ages ranging from

THE ENVIRONMENT

Care for the environment and materials; aspects of beauty and wonder

Atmosphere of the KG

Nature Table

Layout

Appropriateness of toys and materials

Outside Space

THE STUDENTS

Quality and nature of children's play inside and outside

Attentiveness and engagement in group activities

THE TEACHER

Quality of teacher's movements and language/speech

Inner and outer gestures – are they worthy of imitation?

Mood of the teacher, e.g. sense of humor, confidence, cooperative working with assistant...

Teacher's relationship with the children

EC CURRICULUM

Overall rhythm of the day - sequence and elements – of the week

Transitions from one activity to another

Large group activities:

Circle (content, singing, verses, rhythmic games, etc. flow)

Snack (table, nutrition)

Preparation and guidance of artistic activities (include children's participation)

Quality of music and singing and use of musical instruments

Story time

THE CLASS

Class management and methods of discipline – How did teacher work with

- individual children
- small groups
- the whole class
- disruptive behavior or difficult children?

Consistency of expectations in discipline (fairness attuned to individual needs)

Flexibility and creativity

GLWI FIELDWORK OBSERVATION/TEACHING LOG

Trainee: _____ FWI / FWII (circle one)

[illegible]

FIELDWORK II SUPERVISING TEACHER COMMENTS FORM

Please reflect on your student teacher by noting any helpful commendations and recommendations below:

Classroom Demeanor:

Lesson Presentation:

Interactions with Students:

Openness to feedback and learning:

Date: _____ Trainee: _____ Supervising Teacher: _____

Participating School: _____



GRIEVANCE FORM

This form is for use as part of the GLWI Grievance Procedure, which was established to ensure that grievances be resolved fairly and effectively. The filing of a grievance will in no way prejudice the status of the filer. Please see the handbook for a full description of the procedure.

NAME: _____ DATE: _____

BEST WAY TO CONTACT YOU: _____

STATEMENT OF GRIEVANCE (Background/activity leading to complaint, including dates):

REMEDY REQUESTED: _____

SIGNATURE: _____ DATE: _____

Please retain a copy for your records.





LEAVE OF ABSENCE APPLICATION

A Great Lakes Waldorf Institute (GLWI) student intending to take a leave of absence from the 3-year certificate program must complete this Leave of Absence Application in order to ensure that GLWI maintains the student's records and credits during their leave of absence, which will not exceed 3 years from the date of submission. A **\$50 Records Maintenance Fee** must be paid with this application form. This form and fee will allow a student to return anytime within three years of the student's last completed course without any additional fees and without reapplying for admission, and the student will be able to continue under the same program requirements as were in place when he or she started. However, a student will have to complete a Readmission Application Form to clarify their intentions.

Name _____ Date _____

Address/Zip _____

Home Phone _____ Cell Phone _____

Email _____

Purpose: Please state your reasons for applying for a leave of absence.

Have you informed your Advisor? _____

Expected return: Summer 20____ Fall 20____ Spring 20____

I have enclosed the Records Maintenance fee of **\$50** to maintain my enrollment in good standing with Great Lakes Waldorf Institute for up to three years.

Your signature _____ Date _____

Please mail this form with your check for \$50 made out to Great Lakes Waldorf Institute to:

Great Lakes Waldorf Institute
Ed Dept., Mt Mary University
2900 N Menomonee River Pkwy
Milwaukee, WI 53222



READMISSION APPLICATION

A Great Lakes Waldorf Institute (GLWI) student who is returning to the certificate program after more than one trimester and within three years must complete this Readmission Application.

If a student is returning after a formal **Leave of Absence** within three years of the student's last completed course, there is no additional fee required.

If a student did not apply for a Leave of Absence and has thus **officially withdrawn** and is returning within three years of their last completed course, there will be a **\$50** Matriculation Fee for each year of absence to be submitted with the completed Readmission Application, and they will have to complete any new program requirements instated since the student started.

Anyone returning four or more years after their last completed course, will need to reapply to GLWI for acceptance into the program, pay the **\$40** application fee, and pay a Matriculation Fee of **\$150** to be submitted with this completed Readmission Application in order to retain credit for their previous coursework. They also will have to complete any new program requirements instated since the student left the program.

Name _____ Date _____

Address/Zip _____

Home Phone _____ Cell Phone _____

Email _____

Trimester and Year of Last Course: Summer 20____ Fall 20____ Spring 20____

Trimester and Year of Your Return: Summer 20____ Fall 20____ Spring 20____

Do you intend to complete the full program from this point forward? _____ (If no, please clarify.)

Possible Fees:

Returning within 3 years from a formal Leave of Absence ____0____
\$50 /per year of absence up to \$150 _____

I have submitted _____ with this application.

Your signature _____ Date _____

Please mail this form with your check made out to Great Lakes Waldorf Institute to:

Great Lakes Waldorf Institute
Ed Dept., Mt Mary University
2900 N Menomonee River Pkwy
Milwaukee, WI 53222

GLWI 2016-17 Tuition Chart *

Course **	Cr.	MMU Audit Tuition	MMU Grad. Tuition	GLWI Tuition	Certificate Only	Certificate & M.A.
Summer I						
MM EDU 630	2	800	1300			
MM EDU 631 or MM EDU 645	2	800	1300			
MM EDU 632	2	800	1300			
Total	6	2400	3900			
Fall I						
MM EDU 700	3	1200	1950			
Total	3	1200	1950			
Spring I						
GLWI Fdn I	2			1090		
GLWI FWI	1			545		
Total	3			1635		
Year I Total	12	3600	5850	1635	5235	7485
Summer II						
MM EDU 633	2	800	1300			
MM EDU 634 or MM EDU 646	2	800	1300			
MM EDU 640	2	800	1300			
Total	6	2400	3900			
Fall II						
MM EDU 740	3	1200	1950			
Total	3	1200	1950			
Spring II						
GLWI Fdn II	2			1090		
GLWI FWII	2			1090		
Total	4			2180		
Year II Total	13	3600	5850	2180	5780	8030
Summer III						
MM EDU 641	2	800	800***			
MM EDU 642 or MM EDU 647	2	800	800***			
MM EDU 643	2	800	800***			
Total	6	2400	2400			
Fall III						
MM EDU 742	3	1200	1950			
Total	3	1200	1950			
Spring III						
GLWI Fdn III	2			1090		
GLWI Practicum	4			2180		
Total	6			3270		
Year III Total	15	3600	4350	3270	6870	7620
Additional M.A. Ed.						

Spring I						
MM EDU 715	3		1950			
Spring II						
MM EDU 705	2		1300			
MM EDU 706	1		650			
Spring III						
MM EDU 706	3		1950			
Total	9		5850			5850
Certificate Only					17,885	
M.A. Ed. & Certificate						28,985

<p>* Tuition may increase from time to time. The total 3-year costs above are based on tuition rates in 2016-17.</p>	<p>** All MM EDU course tuition is paid to Mount Mary University, whether for audit or graduate credit. All GLWI tuition is paid to Great Lakes Waldorf Institute. Additional fees may be required by both institutions, but they are not accounted for in this chart.</p>	<p>*** The Master of Arts Degree in Education program has 3 components: 12 cr., including the 3 fall courses plus MM EDU 715; 12 cr. Waldorf emphasis electives; and 6 cr. inquiry and final project. The GLWI certificate program consists of 18 cr. of summer intensive coursework (6 cr. each summer); however, graduate students need just 12 Waldorf emphasis elective credit, so they may audit 6 of those 18 cr. Some students choose to audit all three courses in one summer; others choose to audit one course each summer.</p>
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