

Administrative Procedure 228

SPECIAL PROJECT CREDIT

Background

The Division believes in the importance of providing an opportunity for secondary students to obtain out-of-school credits towards graduation.

A Special Project credit is designed to recognize student achievement in areas outside of or beyond regular Secondary Programs.

A Special Project may be used three times as an elective to meet the minimum 24-credit requirement at the secondary level.

The Special Project Credit allows students to become involved in the selection, planning and organization of their own programs in consultation with a teacher mentor. Students learn in areas in which they have considerable interest or ability; outside the regular secondary program.

Procedures

1. Student activities that would be considered a normal part of extra-curricular or co-curricular activities generally offered by a school may not be given Special Project Credit recognition (i.e., school team sports, school newspaper, yearbook, S.R.C., etc.)
2. Course work:
 - 2.1 Course approval shall be based upon work proposed by the student.
 - 2.2 Course credit shall be based upon work successfully completed by the student.
3. When a project takes a student off site, the provisions of the Work Study Guidelines for coordinating and monitoring shall apply, as appropriate.
4. The Special Project Credit shall be named Special Project 10, 20 and 30.
5. The proposal shall clearly demonstrate independent (self-directed) learning, extension beyond what would normally occur in the class or organization and be an in-depth, intensive exploration of the topic chosen.
6. The project proposal must be in place and approved prior to the student beginning the project.
7. Each project shall be carried out under the supervision of a teacher.
8. The content of the special project need not be related to a specific school subject.
9. If a Special Project is related to a specific school subject, the content of the project shall be distinct from and in addition to regular course requirements.

10. Students are required to submit a clearly planned proposal to the principal for approval. The proposal shall include:
 - 10.1 A description or outline of the project;
 - 10.2 The number of hours of work expected to complete the project (minimum 100 hours);
 - 10.3 A method by which the project will be carried out;
 - 10.4 A description of the expected result;
 - 10.5 A description of planned objectives/outcomes;
 - 10.6 The evaluation procedures jointly developed by the student and supervising teacher;
 - 10.7 The expected completion date;
 - 10.8 The name of the supervising teacher; and
 - 10.9 A list of required resources.
11. Students who successfully complete projects will be granted one credit for a minimum of 100 hours of work on the approval of the principal. The registration and mark shall be submitted to Ministry of Education in the same manner as for other courses of study.
12. The school shall retain a copy of each Special Project proposal on file for a minimum of two years.

Reference: Section 85, 87, 108, 109, 175, 176, *The Education Act, 1995*
Ministry of Education Policy

Approved: May 12, 2014