

SPECIAL PROJECT CREDIT

Background

The Division may approve the granting of one (3) “Special Project Credit” per student registered at a Division high school for an out-of-school initiative. This granting will recognize student achievement in areas outside the regular secondary level program. It encourages students to become involved in the selection, planning and organization of their own program. Programs may include areas of study such as community service, in- depth research in academic training, technology, the performing arts, athletics and entrepreneurship. While students may use programs currently in place (i.e. Cadet Training, post-secondary courses) to develop their personal learning proposal, it is recommended that the proposal(s) be developed to meet the needs and interests of the individual student.

Note: Special Projects are not intended to be delivered in a classroom by a teacher to a group of students. Where there is a need for course options not met by provincially developed curricula, schools should follow policy and procedures for approval of Secondary Level Courses (Locally Developed Courses).

Credit recognition for Royal Conservatory of Music should not be awarded through the use of Special Project, but rather as a Dual Credit.

Procedures

1. The school will administer the Special Project Credit process within ministry guidelines and school division policy.
2. Special project credits must be completed in grades 10-12.
3. The Special Project Proposal(s) must be in place and approved prior to the student beginning the project(s).
4. Special projects must be personalized and individualized by a single student. The content need not be related to a specific school subject. 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.
5. Each Special Project credit requires a **minimum of 100 hours of work**.
6. Special Projects are to be accomplished and completed outside of the regular school day.

7. Schools shall establish procedures to communicate to parents/guardians and students the availability, administrative procedures or policies, and requirements for credit attainment for Special Projects
8. Each Special Project credit shall be carried out under the supervision of a teacher. A project may be undertaken with assistance of a community mentor who has expertise in the project area.
9. When a project takes a student off campus, the provision of Administrative Procedure 216 for coordinating and monitoring shall apply, as appropriate. However, as Special Project credits are not covered by the Memorandum of Understanding with the Worker's Compensation Board, schools offering Special Project Credits should address legal liability and insurance implications regarding Students engaged in activities outside of the school.
10. 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 (e.g., school team sports, school newspaper, yearbook, SRC positions).
11. The student must submit their proposal on a Special Project Credit Template (Form 217-1) to the Principal and Superintendent for approval **prior** to the student starting the special project, outlining:
 - 1.1. The nature of the project, rationale, previous experience, goals and learning activities, and required documentation.
 - 1.2. A list of who is involved in the project and other resources required.
 - 1.3. The expected start and completion dates and an outline of how the required amount of time (100 hours) will be met.
 - 1.4. How the project goals, and learning activities, and assessments are reflected in the project.
 - 1.5. How the project will be evaluated.
 - 1.6. The project proposal viability can be evaluated with the Special Project Proposal Rubric (Form 217-2)
12. If the project has a Mentor, they will be provided with an information package Containing:
 - 12.1 Administrative procedure form 217-3 on Mentor expectations.
 - 12.2 Student log sheet
 - 12.3 A copy of the student proposal
 - 12.4 Timelines/calendar, and any other relevant information

13. Special Projects require monitoring of the project to ensure the student is being provided with a safe, meaningful, and appropriate learning experience and to ensure the mentor is meeting his/her responsibilities. It is recommended the school supervisor make contact with the project mentor and student at least three times during the duration of the project.
14. Evaluation and Reporting
 - 14.1 The supervising teacher will determine the final mark based on mentor assessment and their own evaluation of student work. The final mark is submitted to the principal for signoff and addition to student official mark record.
 - 14.2 The principal will sign off on the final mark and submit to the Ministry of Education in the usual manner. (Note: Special Project credits are tied to the principal's or supervising teacher's certificate). In addition, the principal should ensure that signatures accompany all of the paperwork prior to the submission of the proposal to the superintendent.
15. Students who successfully complete projects will be granted one credit for a minimum of 100 hours.
16. Schools shall forward a digital copy of the Special Project Credit to the Superintendent immediately upon student completion of the credit.
17. The school division shall retain a copy of each Special Project Proposal on file for a minimum of five years.

Reference: Sections 4, 85, 87, 176, 191 Education Act,
Registrar's handbook (Section 1.6),
Ministry of Education Special Project Credit Policy and Procedures 2018

Approved: November 15, 2018

Form: [AP 217-1 \(word\) Special Project Proposal](#)

- Includes Role of the Mentor/Supervisor
- Includes Characteristics of Effective Special Project Proposals