



Administrative Procedure 217 Appendix D

Special Project Proposal Template

Sections 1 &2: To be completed by the student.

Please Print

Section 1: Student Information		
Last Name:		First Name:
Grade:	School:	
Section 2: Project Overview		
The section below provides guidance on how to develop a project plan with guiding questions to help reflect upon your learning.		
Project Title/Topic:		Course Level: ☐ 10 ☐ 20 ☐ 30
Project Description (attach additional documentation if required):		Guiding Questions: • What are you going to do for your project? • What do you hope to accomplish? • Who or what organizations are going to be involved? • Who will be supporting you during this project (e.g., a mentor from the community, a teacher, an Elder)? • How does your special project differ from or build upon what you have learned in school?
Project Rationale (attach additional documentation if required):		Guiding Questions: • Why are you interested in or passionate about this project? • How will this project impact you and influence your future goals? • In what ways will your project impact your community?

Student Background:	Guiding Questions: • Do you have previous experience in this area of study? If so, please describe. • How is this project going to be different from, or an extension of, what you have studied in school?
Project Goals, Learning Activities and Project Documentation:	Guiding Questions: • What do you hope to learn? • What knowledge/skills will you acquire or improve by pursuing this project? For example: ○ leadership abilities, ○ teamwork, ○ technological applications, ○ artistic processes. • How are you going to demonstrate that you achieved your goals? You might document your learning, for example, through: ○ journal entries or logs, ○ video or other media, ○ presentation or demonstration, ○ observation notes from your mentor, ○ periodic and final reports. • How will you challenge yourself and target different and target different ways of learning? For example, through: ○ Critical thinking ○ Researching ○ Skill building ○ designing, modelling or creating
Project Plan:	Guiding Questions: • What is the project timeline? (min of 100 hours) ○ Start/end dates ○ Hours per day/week • What resources will you need? • How often will you meet with supervising teacher and/or mentor? • How will you share your learning with others? For example: ○ peers, ○ community, ○ school.

Sections 3 - 5: To be completed by the school's supervising teacher in collaboration with student and mentor.

Section 3: Supervising Teacher Information											
Last Name:								First Name:			
Phone Number:								Email:			
Section 4: Project Mentor Information (if applicable)											
Last Name:								First Name:			
Phone Number:								Email:			
Section 5: Monitoring, Assessments and Evidence of Learning											
(Please refer to the student's statements in Section 2: Project Goals, Activities and Assessment. Have you considered how the Special Project will help students achieve the Broad Areas of Learning and Cross-curricular Competencies? How will the project be monitored? What is the communication plan for reporting to ensure student, mentor, parent/guardian and teacher are informed? How will you present your learning for it to be assessed? (Video journal, photos, etc.)											
Evidence of Learning:								Assessments:			

Attach additional pages if needed.

_____ Student Name	_____ Signature	_____ Date
_____ Parent/Guardian Name	_____ Signature	_____ Date
_____ School's Supervising Teacher	_____ Signature	_____ Date
_____ Project Mentor	_____ Signature	_____ Date
_____ Principal or Designate	_____ Signature	_____ Date
_____ Director of Education or Designate	_____ Signature	_____ Date

** The signed proposal is to be kept in the Student Cumulative file for 5 years. **

** All completed special project proposals are to be submitted to the Ministry of Education using [Secondary Level Non-Academic Course - New Mark Addition](#) **