



Administrative Procedure 217 Appendix D

---

## Special Project Proposal Template

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

*Please Print*

<b>Section 1: Student Information</b>	
Last Name:	First Name:
Grade:	School:
<b>Section 2: Project Overview</b>	
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: <input type="checkbox"/> 10 <input type="checkbox"/> 20 <input type="checkbox"/> 30
Project Description (attach additional documentation if required):	Guiding Questions: <ul style="list-style-type: none"> <li>What are you going to do for your project?</li> <li>What do you hope to accomplish?</li> <li>Who or what organizations are going to be involved?</li> <li>Who will be supporting you during this project (e.g., a mentor from the community, a teacher, an Elder)?</li> <li>How does your special project differ from or build upon what you have learned in school?</li> </ul>
Project Rationale (attach additional documentation if required):	Guiding Questions: <ul style="list-style-type: none"> <li>Why are you interested in or passionate about this project?</li> <li>How will this project impact you and influence your future goals?</li> <li>In what ways will your project impact your community?</li> </ul>

<p>Student Background:</p>	<p>Guiding Questions:</p> <ul style="list-style-type: none"> <li>• Do you have previous experience in this area of study? If so, please describe.</li> <li>• How is this project going to be different from, or an extension of, what you have studied in school?</li> </ul>
<p>Project Goals, Learning Activities and Project Documentation:</p>	<p>Guiding Questions:</p> <ul style="list-style-type: none"> <li>• What do you hope to learn?</li> <li>• What knowledge/skills will you acquire or improve by pursuing this project? For example: <ul style="list-style-type: none"> <li>○ leadership abilities,</li> <li>○ teamwork,</li> <li>○ technological applications,</li> <li>○ artistic processes.</li> </ul> </li> <li>• How are you going to demonstrate that you achieved your goals? You might document your learning, for example, through: <ul style="list-style-type: none"> <li>○ journal entries or logs,</li> <li>○ video or other media,</li> <li>○ presentation or demonstration,</li> <li>○ observation notes from your mentor,</li> <li>○ periodic and final reports.</li> </ul> </li> <li>• How will you challenge yourself and target different and target different ways of learning? For example, through: <ul style="list-style-type: none"> <li>○ Critical thinking</li> <li>○ Researching</li> <li>○ Skill building</li> <li>○ designing, modelling or creating</li> </ul> </li> </ul>
<p>Project Plan:</p>	<p>Guiding Questions:</p> <ul style="list-style-type: none"> <li>• What is the project timeline? (min of 100 hours) <ul style="list-style-type: none"> <li>○ Start/end dates</li> <li>○ Hours per day/week</li> </ul> </li> <li>• What resources will you need?</li> <li>• How often will you meet with supervising teacher and/or mentor?</li> <li>• How will you share your learning with others? For example: <ul style="list-style-type: none"> <li>○ peers,</li> <li>○ community,</li> <li>○ school.</li> </ul> </li> </ul>

**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.)

<b>Evidence of Learning:</b>	<b>Assessments:</b>
------------------------------	---------------------

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 [Form 8.1 Secondary Level Non-Academic Course - New Mark Addition](#) \*\*