

## **SPECIAL PROJECT CREDIT**

### **Background**

The Division believes in providing all students with opportunities which include out-of-school initiatives in areas of study such as cadet training, community service, in depth research in academics, technology, the performing arts, athletics and entrepreneurship.

### **Procedures**

1. Special project credit shall be restricted to work proposed and completed by individual students outside the regular and extra-curricular program.
2. General Requirements
  - 2.1 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.
  - 2.2 The Ministry of Education will recognize up to three (3) Special Project credits per student for out-of-school initiatives, on the basis of work proposed and completed by an individual student. The Special Project credits shall be named Special Project 10, Special Project 20, or Special Project 30, as determined by the school, and may be used to fulfill elective requirements for graduation. Students must complete the credit(s) during grades 10-12.
  - 2.3 Students shall undertake the course during the academic year in which they are applying for the Special Project credit. The course designation (10, 20, 30) shall be determined by the year of completion of the project. Past completion of a course shall not qualify for a Special Project credit.
  - 2.4 For credits for completion of external music programs, such as the Royal Conservatory of Music and the Western Board of Music, students shall submit their documentation directly to the Registrar's Office of the Ministry of Education. Students who receive credits for an external music program may not also receive a special project credit.
3. Restrictions
  - 3.1 The project proposal shall be approved by the Area Superintendent of Education prior to commencement of the project. The Special Project will be approved by the supervising teacher and the principal and shall be carried out under the supervision of the teacher. In the event the project lies outside the expertise of the supervising teacher, a mentor acceptable to both the student and the supervising teacher shall be involved in the supervision, reporting, and evaluation of the project.
  - 3.2 The course shall be approved by the principal and evaluated by the principal or designate (I.e. supervising teacher for the division).

- 3.3 Students shall submit a clearly planned project proposal that shall include:
  - 3.3.1 A description or outline of the project and a method by which the project will be carried out;
  - 3.3.2 The number of hours of work expected to complete the project (minimum 100 hours)
  - 3.3.3 A description of the expected result
  - 3.3.5 The evaluation procedures jointly developed by the student and the supervising teacher
  - 3.3.6 The expected completion date
  
- 3.4 The project shall qualify as part of the minimum required course load during one academic year.
- 3.5 The supervising teacher, in consultation with the student and principal shall assign a mark for the project.
- 3.6 Provisions of the Work Experience Education Guidelines for coordination and monitoring shall apply when a project requires a student to be off campus.
- 3.7 The Division shall not be responsible for any costs associated with a student project.
- 3.8 A copy of each Special Project shall be kept on file at the school for a minimum of four years.

Reference: Section 85, 87, 109, 175, 176, Education Act  
Section 2.1.3 Ministry of Education Registrar's Handbook

Forms Manual: Form 217-1

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