

SPECIAL PROJECT CREDITS

Background

The Division endorses the offering of special project credits at the high school level to recognize work undertaken by individuals or small groups of students. Special projects provide students with the opportunity to pursue activities in which they have considerable interest or ability, but which are not within the scope of the regular curriculum or the programs being offered in the school.

Guidelines

1. Special projects can be offered for either three credits (75 of work), five credits (125 hours of work) at each of the Special Projects 10, 20, 30 levels. Special projects also may be offered for 1, 2 or 4 credits (25 hours of work) per credit. Special Projects 20 and Special Projects 30 do not have prerequisites.
2. Special project credits shall not be awarded for student activities that would be considered a normal part of the extracurricular or co-curricular activities generally offered by a school. This would include such things as school sports teams, school government, and after school part-time jobs. Participation on community teams including ball, soccer, hockey, swimming, etc. should not be considered for special project credits. However, leadership activities associated with some of the above activities may be considered for special project credits.
3. In instances where a student enrolls in more than one special project, credits shall not be approved unless the projects vary substantially from year to year or demonstrate increased levels of proficiency.
4. 4-H activities may qualify for special project consideration if all the guidelines and procedures listed in this policy are followed. However, simply belonging to a 4-H club does not make a student eligible for special project credits.
5. Educational trips outside the province or country organized through the school may be eligible for special project consideration by individual students or a group of students, provided all the policy requirements are met. When schools organize such trips, students who are not applying for special project credits shall have equal access to go on the trip as do individuals or small groups of students who submit a proposal that includes the trip as part of their project.
6. There are four required elements for a student to receive special project credits:
 - a. The student must write an acceptable proposal
 - b. The student must keep a detailed log book of their activities
 - c. The student must accumulate a total of 75 hours or 125 hours to receive credit
 - d. The student must write an acceptable summary report

7. The Principal must approve the student proposal prior to the beginning of the project. No credits shall be awarded for work done prior to acceptance of the proposal. Students are expected to take the initiative in planning their project and they should work in consultation with a project supervisor. The proposal should be neat, easy to understand and should include the following seven elements:
 - a. Introduction should clearly state what the project is about and why the student wants to undertake a special project in this area.
 - b. Project Data should include project name, student name, grade, name of project supervisor, 3 or 5 credit course, and time frame for the project.
 - c. Objectives of the project should be clearly identified.
 - d. Project Details should include activities that will be undertaken as well as timelines.
 - e. Supervisor's responsibilities should be clearly spelled out. There must be a minimum of two evaluation or grading points - one at the mid-term and one at the conclusion of the project.
 - f. Evaluation strategies should be clearly spelled out by the project supervisor and should identify how the final grade will be determined at the conclusion of the project. A log book and a summary report component should be included in the evaluation strategy.
 - g. Signatures of student, parent, supervisor, and principal or designate.

Procedures

1. Each project shall be carried out under the direction of a teacher, who in turn may engage the assistance of others qualified to assist with the project.
2. Students are required to submit a clearly planned proposal to the principal or designate for approval. A copy of the proposal shall be kept on file until the project is completed.
3. The opportunity to obtain special project credits shall be available to all students. This does not mean that if an individual or a small group of students develop a specific proposal, that all students should be able to participate in that particular project.
4. The content of the special project need not be related to a specific school subject. If it is related to a specific school subject, the content of the project shall be distinct from and in addition to regular course requirements.
5. Projects shall be completed and reported to the principal prior to the conclusion of the semester or full term.
6. Where a project takes a student off campus, the provisions of the "Off-Campus Education Policy" shall apply.

December, 2003
Updates: July 2008, April 2020

References:

Guide to Education: ECS to Grade 12