

Purpose/Background

Special Projects are designed to recognize work undertaken by students on an individual or small group basis. As such, the Division Special Project program is intended to perform two major functions:

- To encourage students to become involved in the selection, planning and organization of their own programs in specific areas.
- To encourage students 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 school.

Procedures

1. Each Special Project must be carried out under the supervision of a professional staff member.
2. Special Project credits are not to be awarded for student activities that would be considered a normal part of extra-curricular or co-curricular activities generally offered by a school, e.g., school team sports, school newspaper, and yearbook.
3. Special Projects are to be educational in nature and not simply an opportunity to practice personal or athletic skills.
4. Special Projects are to be progressive in nature and are to vary substantially from year to year.
5. The opportunity to earn Special Project credits is to be available to all students.
6. The Special Project need not be related to a specific school subject.
7. If related to a specific school subject, Special Projects are to be distinct from and in addition to regular course requirements.
8. A major portion of Special Project work is to be completed during school time.
9. To ensure recording of credits all Special Projects are to be completed and reported (to the Principal) prior to the conclusion of the semester or full term.
10. Students are to be granted either three (75 hours of work) or five (125 hours of work) Special Project credits in any one semester on the approval of the Principal. A student may earn a maximum of fifteen Special Project credits for Grades 10, 11 and 12.
11. The Special Project credits granted to any student is to be within the normal 40-credit load in any one school year.
12. Students are required to submit a carefully structured proposal to the Principal for approval and retention (for examination purposes). The proposal is to include:
 - 12.1 A description (outline) of the project and expected outcomes (objectives).
 - 12.2 The number of hours of work expected to complete the project (for credit purposes).
 - 12.3 A tentative procedure by which the project would be carried out.
 - 12.4 A description of the end product.
 - 12.5 Evaluation procedures as outlined by the professional staff member.

12.6 Expected completion date.

12.7 Name of sponsoring or supervising teacher.

13. The Principal reserves the right to reject any Special Project proposal if there are no staff members with adequate knowledge of the Special Project available.

14. To receive credits in one school year, the Special Project proposal must be approved by the Principal at the beginning of the semester and the project must be completed by June 15, prior to the end of the school year.

15. Evaluation and assigning of marks for the Special Project will be on the same basis as for other subjects. The evaluation will be done by the Principal and the sponsoring teacher.

16. Instructions to Students:

16.1 Choose the subject for your Special Project in consultation with the teacher sponsor.

16.2 Prepare a detailed outline of work and objectives to be accomplished in consultation with the teacher sponsor.

16.3 Prepare a timetable of anticipated progress during the semester, or year.

16.4 Submit your plan to the Principal prior to the start of the semester.

16.5 Revise your plan according to suggestions of your teacher sponsor and Principal.

16.6 Keep a log of work done and time spent, and submit it on a regular basis.

Reference:

- Section 18, 33, 52, 53, 196, 197, 222 Education Act
- Guide to Education ECS to Grade 12