

# Special Project Credit Policy and Procedures

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This document was created by the Ministry of Education, Information Management and Support Branch.

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# 1 Policy: Special Project Credit

To meet the credit requirements for graduation, the Ministry of Education recognizes three 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 Credit(s) shall be named Special Project 10, Special Project 20, or Special Project 30 and may be used to fulfill elective requirements for graduation. Students must complete the credit(s) during grades 10-12.

Granting of credit for approved out-of-school initiatives recognizes student achievement in areas outside of the regular Secondary Level program. It encourages students to become involved in the selection, planning, and organization of their own programs.

While students may use programs currently in place (e.g., Cadet Training, post-secondary courses) to develop their personal learning proposal, it is recommended that the proposal(s) be developed to meet the needs and interests of the individual student.

**Notes:** Special Projects are not intended to be delivered in a classroom by a teacher to a group of students. Where there is a need for course options not met by provincially developed curricula, schools should follow policy and procedures for approval of Secondary Level Courses (Locally Developed Courses).

Credit recognition for Royal Conservatory of Music should not be awarded through the use of Special Project, but rather as a Dual Credit.

Special Projects are not to be submitted in lieu of dual credit courses. Please contact the Office of the Registrar for more information on Dual Credit Program at 306-787-6012.

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## 1.1 Guidelines

1. To earn a Special Project Credit, the student must be enrolled in the school division, Independent high school or First Nations school.
2. School divisions, Independent and First Nation schools offering the option of Special Project Credits, shall develop a policy for the administration of special projects that is consistent with the procedures outlined by the Ministry of Education and submit the policy to the Office of the Registrar.
3. The school will administer the Special Project Credit process within ministry guidelines and school division policy.
4. The Special Project Proposal(s) must be in place and approved prior to the student beginning the project(s).
5. Special Project(s) may be used up to three times as electives to meet the 24 credit requirement or once to meet the Adult 12 requirement at the Secondary Level.
6. The content of the Special Project(s) need not be related to a specific school subject. 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.
7. Special Projects must require a minimum of 100 hours of work.
8. Each project shall be carried out under the supervision of a teacher.
9. When a project takes a student off campus, the Work Study Guidelines for coordinating and monitoring shall apply, as appropriate (see [Practical and Applied Arts Handbook](#)).
10. Student activities that would be considered a normal part of extra-curricular or co-curricular activities generally offered by a school may not be given Special Project Credit recognition (e.g., school team sports, school newspaper, yearbook, student representative positions).
11. Student activities that are an extension of what would be considered extra-curricular or co-curricular activities may be used provided continuous practice of skills (repetition of drills or activities) only account for a maximum of 20% of the overall project work and assessment.

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## 1.2 Implementation

1. School divisions, Independent and First Nation schools offering the option of Special Project Credits shall develop a policy for the administration of Special Projects, and shall submit the policy to the Office of the Registrar.
2. Students are required to submit a clearly planned Special Project Proposal to the principal and superintendent for approval before the student begins the special project, outlining:
  - a) A description of the project, rationale and a list of any previous experience in the area.
  - b) A list of who is involved in the project and other resources required.
  - c) The expected start and completion dates and an outline of how the required amount of time (100 hours) to receive the credit will be met.
  - d) How the Broad Areas of Learning and Cross-curricular Competencies are reflected in the project.
  - e) Learning outcomes and associated indicators and assessments.
  - f) How the project will be evaluated.
3. Broad Areas of Learning, Cross-curricular competencies, learning outcomes, indicators, assessment strategies and evaluation for a Special Project shall be developed jointly by the student and supervising teacher in consultation with the project mentor.
4. Monitoring the project ensures the student is being provided with a meaningful and appropriate learning experience and ensures the mentor is meeting his/her responsibilities. It is recommended school supervisors make contact with the project mentor and student at least three times during the duration of the project.
5. Project mentors should be provided with locally developed information package containing material such as the expectations of mentor/supervisor, student log sheet, a copy of the student proposal, timelines/calendar, and any other relevant information.
6. Schools shall establish procedures to communicate to parents and students the availability, procedures, outcomes and assessment strategies for Special Projects.
7. Students who successfully complete projects will be granted one credit for a minimum of 100 hours of work on the approval of the principal. The registration and mark shall be submitted to Ministry of Education in the same manner as for other courses of study.
8. The school division shall retain a copy of each Special Project Proposal on file for a minimum of five years.

9. The supporting documents for a special project credit include:

- a) School division/school Special Project Credit policy; and,
- b) Special Project Proposal.

**Notes:** Independent high schools are to submit all forms and local policies to the Director of Independent Schools and Home-based Education, Ministry of Education.

First Nation schools are to submit all forms and local policies to the Approved Program Supervisor for approval. The Approved Program Supervisor will forward these forms to the Office of the Registrar at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

## 1.3 Special Project Proposal Template

**Please Print (Sections 1-5 are to be completed by the student).**

Section 1: Student Information	
Last Name:	First Name:
Grade:	School:
Section 2: Project Overview	
Project Topic:	
Project description: <i>(this should be a general overview of the project)</i>	
Rationale: <i>(why do you wish to undertake this project)</i>	
Do you have previous experience in this area of study? If so, please describe.	

## Special Project Proposal Template

### Section 3: Project Mentor Information

Who will be the project mentor?

Last Name:

First Name:

Phone Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email:

What knowledge and skills does the mentor possess that will help you with this project?

### Section 4: Resources

Who will be involved (*in addition to the mentor*)?

What resources are needed?



## Special Project Proposal Template

### Section 5: Timelines

Start Date:	Day	Mon	Year				Expected Completion Date:	Day	Mon	Year			

A minimum of 100 hours are required for Special Projects. Please identify how the hours will be attained.

## Special Project Proposal Template

Sections 6-9 are to be jointly developed by the student and supervising teaching in consultation with the project mentor.

### Section 6: Broad Areas of Learning ([Saskatchewan's Goals of Education](#))

How will this project contribute to student development in the following [Broad Areas of Learning](#):

Lifelong Learners?

Sense of Self, Community, and Place?

Engaged Citizens?

## Special Project Proposal Template

### Section 7: Cross-curricular Competencies

How will this project contribute to student development in the following [Cross-curricular Competencies](#):

Developing Thinking?

Developing Identity and Interdependence?

Developing Literacies?

Developing Social Responsibility?

## Special Project Proposal Template

**Section 8: Outcomes, Indicators, Assessment**

(projects should include 6-9 outcomes and associated indicators, activities and assessment).

**Outcome #1:**

Indicators and Activities	Assessments

**Outcome #2:**

Indicators and Activities	Assessments

## Special Project Proposal Template

**Section 8: Outcomes, Indicators, Assessment (continued)**

(projects should include 6-9 outcomes and associated indicators, activities and assessment).

**Outcome #3:**

Indicators and Activities	Assessments

**Outcome #4:**

Indicators and Activities	Assessments

## Special Project Proposal Template

**Section 8: Outcomes, Indicators, Assessment (continued)**

(projects should include 6-9 outcomes and associated indicators, activities and assessment).

**Outcome #5:**

Indicators and Activities	Assessments

**Outcome #6:**

Indicators and Activities	Assessments

## Special Project Proposal Template

**Section 8: Outcomes, Indicators, Assessment (continued)**

(projects should include 6-9 outcomes and associated indicators, activities and assessment).

**Outcome #7:**

Indicators and Activities	Assessments

**Outcome #8:**

Indicators and Activities	Assessments

## Special Project Proposal Template

**Section 8: Outcomes, Indicators, Assessment (continued)**

(projects should include 6-9 outcomes and associated indicators, activities and assessment).

**Outcome #9:**

Indicators and Activities	Assessments



## Special Project Proposal Template

**Section 9: Project Evaluation - To be completed by the student, supervising teacher and mentor(s)**

How will this project be evaluated? (A variety of assessment strategies should be identified in section 8.)

*Please Print*

Student	Signature	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <th style="width: 10%;">Day</th> <th style="width: 10%;">Mon</th> <th style="width: 10%;">Year</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						
Parent/Guardian	Signature	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <th style="width: 10%;">Day</th> <th style="width: 10%;">Mon</th> <th style="width: 10%;">Year</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						
Principal or Designate	Signature	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <th style="width: 10%;">Day</th> <th style="width: 10%;">Mon</th> <th style="width: 10%;">Year</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						
Project Mentor	Signature	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <th style="width: 10%;">Day</th> <th style="width: 10%;">Mon</th> <th style="width: 10%;">Year</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						
Supervising Teacher	Signature	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <th style="width: 10%;">Day</th> <th style="width: 10%;">Mon</th> <th style="width: 10%;">Year</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						
Superintendent (or designate) / Director of Independent Schools & Home-based Education, Ministry of Education / Approved Program Supervisor	Signature	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <th style="width: 10%;">Day</th> <th style="width: 10%;">Mon</th> <th style="width: 10%;">Year</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						

**FINAL MARK OBTAINED:**

Final Mark _____	Date Completed:	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <th style="width: 10%;">Day</th> <th style="width: 10%;">Mon</th> <th style="width: 10%;">Year</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						
Principal or Designate	Signature	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <th style="width: 10%;">Day</th> <th style="width: 10%;">Mon</th> <th style="width: 10%;">Year</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						



## Special Project Proposal Template

### Preparation for Special Projects – Questions for consideration

- Has the project mentor package been prepared?
- Has the mandatory student proposal been developed?
- Have the roles and responsibilities of school-based personnel and project mentor been identified and communicated?
- Have criteria for student assessment and evaluation been established? Who will be involved in these processes (e.g., student, teachers, mentor)?
- Does the project meet the Administrative Procedure guidelines for the school/school division?