

## Administrative Procedure 218

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### SPECIAL PROJECTS

#### Background

Special project credits are designed to recognize work undertaken by senior high school students on an individual or small group basis. They provide opportunities for students to pursue activities tailored to their specific interests or abilities but not within the scope of the regular curriculum or the programs being offered in the school.

#### Procedures

1. Students may enroll in Special Projects 10, 20, or 30. Special Projects 20 and Special Projects 30 do not have prerequisites.
2. Each project shall be carried out under the supervision of a teacher.
3. The opportunity to obtain special project credits shall be available to all students, including those attending an authorized summer program. This does not mean that if an individual or a small group of students develop a specific proposal, that all students are to be able to participate in that particular project.
4. Special projects must be structured so that they allow students to:
  - 4.1 Become involved with the selection, design, planning and organization of the project.
  - 4.2 Pursue activities in which they have considerable interest or ability but which are beyond the scope of the regular curriculum or programs offered in the school.
5. Students are required to submit a clearly planned proposal to the Principal for approval on the Special Projects Course Application. The proposal shall include the following eight (8) elements:
  - 5.1 A description or outline of the project.
  - 5.2 The number of hours of work expected to complete the project.
  - 5.3 Method by which the project would be carried out.
  - 5.4 A description of the expected results.
  - 5.5 Evaluation procedures as outlined by a teacher.
  - 5.6 An expected completion date.
  - 5.7 Name of the supervising teacher.
  - 5.8 Signatures of student, parent, supervisor, and Principal or designate.
6. 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.

7. In instances where a student enrolls in more than one (1) special project, credits shall not be approved unless the projects vary substantially from year to year or demonstrate increased levels of proficiency.
8. Projects shall be completed and reported to the Principal prior to the conclusion of the semester or full term.
9. Students who successfully complete projects are granted three (3) credits for 62.5 hours of work or five (5) credits for 125 hours of work in any one (1) semester, or full term, on the approval of the Principal. Special projects may also be offered for 1, 2 or 4 credits.
10. A student completing Special Projects 30 may use these credits to partially fulfill the ten (10) credits in any 30-level courses graduation requirement for the Alberta High School Diploma.
11. 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. are not to be considered for special project credits.
  - 11.1 However, leadership activities associated with some of the above activities may be considered for special project credits.
  - 11.2 4-H activities may qualify for special project consideration if all procedures herein are followed. However, simply belonging to a 4-H club does not make a student eligible for special project credits.
12. 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 procedural requirements herein are met.
  - 12.1 When such trips are organized, 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.
13. Where a special project takes a student off-campus, the provisions of Administrative Procedure 216 – Career and Technology Studies (CTS) shall apply. The worksite shall be registered with the Approved School Worksite listing.

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