



AP 220 – SPECIAL PROJECT CREDIT

Background

Saskatoon Public Schools recognizes three Special Project Credits per student for out-of-school initiatives, on the basis of work proposed and completed by an individual student.

Procedures

1. A Special Project Credit may include:
 - 1.1. External programs previously credited by Ministry of Education
 - 1.1.1. Western Board of Music (Edmonton);
 - 1.1.2. cadet training;
 - 1.2. 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. Each Special Project Credit requires a minimum of 100 hours of work.
 - 2.3. A Special Project shall be used up to three times as electives to meet the 24-credit requirement at the secondary level.
 - 2.4. Students shall undertake the course during the year in which they are applying for the Special Project credit.
 - 2.5. The course designation (10, 20, 30) shall be determined by the year of completion of the project.
 - 2.6. Past completion of a course shall not qualify for a Special Project credit.
 - 2.7. Schools shall establish procedures to communicate to parents/guardians and students the availability, administrative procedures or policies, and requirements for credit attainment for special projects
 - 2.8. The Ministry of Education's Memorandum of Understanding with the Worker's Compensation Board does not include coverage for schools offering Special Project credits. However, Saskatoon Public Schools has liability insurance related to the student activities including at locations away from the school.
3. Application and Monitoring
 - 3.1. Students shall submit a clearly planned project proposal.
 - 3.2. The course shall be approved and evaluated by the principal and school division superintendent (or designate)



- 3.3. The project proposal shall be approved prior to the student beginning the project. Special Projects Credits are not courses taught by a teacher; however, 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.
- 3.4. The project shall qualify as part of the minimum required course load during one academic year.
- 3.5. Provisions of the Work Education Guidelines for coordination and monitoring shall apply when a project requires a student to be off campus.
- 3.6. Special projects are to be undertaken and completed outside of the regular school and extra-curricular programming.
- 3.7. A copy of each Special Project and accompanying documentation shall be kept on file at the school for a minimum of five years.
- 3.8. The coordinator of curriculum and instruction shall annually monitor the number and type of Special Project credits applied for and awarded in each academic year.

Reference: [Special Project Credit](#)
Date Last Revised: Sept 18, 2018