

SPECIAL PROJECT ROLES AND RESPONSIBILITIES

1. Student:
 - 1.1. Identify appropriate school personnel interest in pursuing a special project credit as per the school administrative procedure or policy.
 - 1.2. Complete a student-initiated and designed project proposal using Appendix D: Special Project Proposal Template.
 - 1.3. Upon approval of the proposal, complete the work required.
 - 1.4. Provide evidence of learning and a minimum of 100 hours of work.
 - 1.5. Communicate with supervising teacher as outline in the proposal.
 - 1.6. Sign the completed Appendix D: Special Project Proposal Template.

2. Parents/Guardians:
 - 2.1. Review with the student a variety of ideas for potential projects that would be personally interesting and engaging for the student.
 - 2.2. Review the project proposal with the student to gain understanding of the project plan including timelines, goals, activities and assessments.
 - 2.3. Check in with the student during the project to determine how the student is progressing and help identify supports that may be required for the successful completion of the project.
 - 2.4. Assume any liability and responsibility related to the student's work.
 - 2.5. Sign the completed Appendix D: Special Project Proposal Template.

3. Supervising Teacher:
 - 3.1. Draw on educational background to assist the student and project mentor in completing the Appendix D: Special Project Proposal Template to ensure meaningful learning, academic rigour and compliance with AP 217 Special Project Credits.
 - 3.2. Ensure the project is designed to meet the needs of the individual student and the learning is sufficiently different from provincial courses and locally developed courses.
 - 3.3. Facilitate approval process prior to the student beginning the work.
 - 3.4. Ensure the project mentor understands their role.
 - 3.5. Monitor the student's progress by communicating with the student and mentor (as established in the completed Special Project Template).
 - 3.6. Determine a final mark of SG based on mentor assessment and own evaluation of student work submitted (Note: The mentor would be contributing to student evaluation based on expertise in the project area. The supervising teacher may lack background in the project area but would assess student and mentor submitted evidence (e.g., final project presentation, journal entries, video documentation) of

achievement of project outcomes).

- 3.7. Submit a final mark of SG to the principal for sign off and addition to student official mark record, accompanied by a copy of the student's completed Special Project proposal. Refer to [Form 8.1 Secondary Level Non-Academic Courses - New Mark Addition](#).
 - 3.8. Sign the completed Appendix D: Special Project Proposal Template.
4. Project Mentor:
 - 4.1. Draw on project-related expertise to assist student in developing the proposal for meaningful growth as well as achievement of the project goals.
 - 4.2. Work directly with the student to provide coaching, instruction, training, or other supports as outlined in the proposal.
 - 4.3. Supervise the student as outlined in the completed Appendix D: Special Project Proposal Template.
 - 4.4. Provide ongoing feedback to the student as determined in the proposal.
 - 4.5. Provide periodic reports to the supervising teacher concerning the student's progress as determined in the proposal.
 - 4.6. Draw on project-related expertise to assess and evaluate the student's progress towards achievement of the project goals.
 - 4.7. Sign the completed Appendix D: Special Project Proposal Template.
5. Principals:
 - 5.1. Ensure the administrative procedure is followed.
 - 5.2. Review project for rigour and approve project proposal and sign prior to the student beginning the work.
 - 5.3. Approve the final mark. Special project credits will receive a Standing Granted (SG) as a final mark record. A final per cent (%) mark is no longer required. All special project credits are to be submitted to the Ministry of Education using [Form 8.1 - Secondary Level Non-Academic Courses - New Mark Addition](#), accompanied by a copy of the student's completed Appendix D: Special Project Proposal. MySchoolSask/MonÉcoleSask schools can submit a form via HEAT. All other schools can submit a form via student.records@gov.sk.ca or fax 306-787-0035.
 - 5.4. Sign the completed Appendix D: Special Project Proposal Template
 - 5.5. Keep the project proposal on file for five years.
6. Superintendent or Designate:
 - 6.1. Ensure the administrative procedures are followed.
 - 6.2. Review and approve project proposal prior to student beginning the work.
 - 6.3. Sign the completed Appendix D: Special Project Proposal Template.

7. Preparation for Special Projects – Questions for Consideration

7.1. Has the mandatory student proposal been developed?

7.2. Have the roles and responsibilities of school-based personnel and project mentor been identified and communicated?

7.3. Have criteria for student assessment and evaluation been established? Who will be involved in these processes (e.g., student, supervising teacher, mentor)?

7.4. Does the project meet the administrative procedure guidelines for Northwest School Division?