



LRSD Virtual School

Tara Tanner



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Grading

Reflective Journal	/25
Artifact	/50
Presentation	/20
Final written summary of the project	/5

Other necessary documents/actions in order to receive credit:

Project Proposal

Time Log sheet

Presentation



Special Projects Credits

(From Alberta Guide to Education 2014)

Special projects credits are designed for work undertaken by students as individuals or in small groups (e.g., two to three students) and should not be used as a means of offering credits for programs or courses offered by organizations external to Alberta Education. Students may enroll in Special Projects 10, 20 or 30. Special Projects 20 and Special Projects 30 do not have prerequisites.

Purpose

Special projects serve two major functions:

- Students become involved in the selection, planning and organization of their own programs.
- Students 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 the school.

Requirements

The requirements for special projects credits are outlined below.☐

- Special projects credits are designed for work undertaken by students as individuals or in small groups to pursue personalized learning.
- Student participation in a program or course offered by organizations external to Alberta Education is not considered a special project.
- Each project shall be carried out under the supervision of a staff teacher in the school.
- Students are required to submit a clearly planned proposal to the principal for approval, which should include:
 - description or outline of the project
 - number of hours of work expected to complete the project
 - method by which the project is to be carried out
 - description of expected learner outcomes
 - evaluation procedures as outlined by a teacher
 - expected completion date
 - name of the supervising teacher.
- The principal shall retain a copy of each special project proposal.
- The content of the special project 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.
- Projects shall be completed and reported to the principal prior to the conclusion of the semester or full term.
- Where a project takes a student off campus, requirements in the *Off-campus Education Handbook* must be followed.

Students who successfully complete projects are granted 3 credits for 75 hours of work or 5 credits for 125 hours of work in any one semester, or full term, on the approval of the principal.

- Special projects may also be offered for 1, 2 or 4 credits, based on 25 hours of work per credit. Credits will be awarded for successful completion in any one semester, or full term, on approval of the principal.
- School authorities shall develop policies to ensure overall consistency and standardization of procedures governing special projects in their schools. Evaluation and reporting procedures should be included in the policy.
- Special projects credits may be applied toward the Alberta High School Diploma or the Certificate of High School Achievement.

A number of restrictions apply to special projects. Examples where special projects credits cannot be earned include:

- student activities that would be considered a normal part of extracurricular or cocurricular activities generally offered by a school (e.g., school team sports, school newspaper, yearbook, field trips)
- in-school work experience
- teacher-developed projects.

Note: In instances where a student enrolls in more than one special project, credits shall not be approved unless the projects vary substantially from year-to-year or demonstrate increased levels of proficiency.

Special Project Proposal:

Please complete the following information on a google document and share it with Mrs. Tanner. DO NOT proceed any further until Mrs. Tanner approves your project proposal.

Student Name: **Grade:** **Telephone:** **Email:**

Supervisor/Mentor Name: **Telephone:** **Email:**

Name of the Project:

Description of the Project Idea (Summary of the issue, challenge, investigation, scenario or problem):

Driving Question (what question do you want to answer through your research/learning?):

Learning Objective: (What are hoping to learn by the end of your project?)

School subjects most related to the project:

Duration or time-frame for completing the project:

Artifact resulting from the project (How will you demonstrate your learning?):

Resources needed (people, facilities, equipment, and materials):

Assessment (proposal, regular tutorials, reflection journal and time log, self-assessment, presentation)

Assessment of the final product or performance:

Time Sheet Log

Students are required to complete 75 hours of work to acquire 3 credits. Students must complete 125 hours to acquire 5 credits. Below is a sample time log sheet.

Date	Time	Activity	Location
September 16	11:40-12:30	Check in meeting	Google meet
September 21	12:30-2:00	Research	Local library
September 28	6:30-7:00	Reflective Journal	Home

Total hours:_____

Reflective Journal

Students must maintain a reflective journal for the duration of their special project. Students must complete a *minimal* of one entry per week. Reflective journals will be assessed by the teacher supervisor. The Reflective Journal will be valued at 25% of the overall grade.

Each entry should address the following questions:

What happened? What did I do?

Observations?

What went well?

What did not go as planned?

What is important about this?

How does this relate to my learning?

Short term implication?

Long term implication?

What goal(s) challenges do I hope to accomplish next?

Although words will not be counted, in order to address all questions above it will require no less than ½ typed page.



Project Written Summary

All Livingstone Range students are required to submit a summary of their Special Project. The summary is to be no more than 1 typed page and include the following:

Requirements

Title of the project?
Purpose of the Project (what you hope to learn)?
Why you chose the project?
Actions taken to complete the project?
Description of you artifact.
Was your project successful?

Example:

Building Bridges
Improve relationships with MHHS and PC
Social responsibility to community
Met with seniors, started weekly fun night
Calendar with weekly meetings
we have had 3 fun nights so far,
hoping to have more!

Artifact

Students must create and present/discuss an artifact for their special project. The artifact will demonstrate what students have learned and accomplished as a result of their experience completing a special project. Presentations can be done via a video submission to Mrs. Tanner or through a google meet.

Examples of artifacts: _____ *power point presentation, essay, tri fold display, prezi, a certificate of completion (piano exam, etc.)*

Student Responsibilities:

Students must discuss expectations for each project, including the content and length of artifacts such as essays and power points with their supervising teacher. In cases where the student artifact may be running an event in the community or hosting a meeting of a new group that was created, pictures, agendas, minutes of the meeting, decisions of the meeting, etc. will be required to be submitted.

Check List

Upon completion of your project ensure you have the following items:

Initial Proposal
Time Sheet Log
Reflective Journal
Written Summary of Project (1 page)
Artifact
Presentation prepared

Once your project is complete and you are ready to present, send Mrs. Tanner and email and let her know (tannert@lrsd.ab.ca).