

This template is based on the following resources:

- [The Education Act, 1995](#)
- [Registrar's Handbook for School Administrators](#)
- [Ministry of Education Special Project Credit Policy and Procedures 2025 to 2027](#)
- [Sask DLC Special Project Administrative Procedure](#)

Sections 1, 2 and 3 are to be completed by the student.

Section 1: Student Information											
Last Name:						First Name:					
Current Grade:		Student's Ministry of Education Learning Number:									
Sask DLC Campus:											
Section 2: Project Overview											
The section below provides guidance on how to develop a project plan with guiding questions to help reflect upon your learning.											
Project Title/Topic:								Course Level: ☐ 10 ☐ 20 ☐ 30			
Anticipated Project Dates											
Start Date:						Completion Date:					
Project Description (attach additional documentation if required):								Guiding Questions: • What are you going to do for your project? • What do you hope to accomplish? • Who or what organizations are going to be involved? • Who will be supporting you during this project (e.g., a mentor from the community, a teacher, an Elder)? • How does your special project differ from or build upon what you have learned in school?			

Project Rationale (attach additional documentation if required): sdfdsfbdgnfdnmghnbfmfdhfh	Guiding Questions: • Why are you interested in or passionate about this project? • How will this project impact you and influence your future goals? • In what ways will your project impact your community?
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Student Background (attach additional documentation if required):	Guiding Questions: • Do you have previous experience in this area of study? If so, please describe. • How is this project going to be different from, or an extension of, what you have studied in school?
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Project Goals, Learning Activities and Project Documentation (attach additional documentation if required):

Guiding Questions:

- What do you hope to learn?
- What knowledge/skills will you acquire or improve by pursuing this project? For example:
 - leadership abilities
 - teamwork
 - technological applications
 - artistic processes
- How are you going to demonstrate that you achieved your goals? You might document your learning, for example, through:
 - journal entries or logs
 - video or other media
 - presentation or demonstration
 - observation notes from your mentor
 - periodic and final reports
- How will you challenge yourself and target different ways of learning? For example, through:
 - critical thinking
 - researching
 - skill building
 - designing, modelling or creating

Project Plan (attach additional documentation if required):	Guiding Questions: • What is the project timeline? (minimum of 100 credit hours) ○ start/end dates ○ hours per day/week • What resources will you need? • How often will you meet with supervising teacher and/or mentor? • How will you share your learning with others? For example: ○ peers ○ community ○ school
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Sections 3, 4 and 5 are to be completed by Sask DLC supervising teacher in collaboration with student and project mentor.

Section 3: Supervising Teacher Information										
Last Name:								First Name:		
Phone Number:										Email:
Section 4: Project Mentor Information (if applicable)										
Last Name:								First Name:		
Phone Number:										Email:
Section 5: Monitoring, Assessments and Evidence of Learning (Please refer to the student’s statements in Section 2: Project Goals, Activities and Assessment. How will the project be monitored? What is the communication plan for reporting to ensure student, mentor, parent/guardian and teacher are informed? How will the learning be presented for assessment [video journal, photos, etc.]?)										
Evidence of Learning:								Assessments:		

Attach additional pages if needed.

Student Name (print)	Signature	Day	Month	Year
Parent / Guardian Name (print)	Signature	Day	Month	Year
Sask DLC Supervising Teacher Name (print)	Signature	Day	Month	Year
Project Mentor Name (print)	Signature	Day	Month	Year
Sask DLC Campus Administrator Name (print)	Signature	Day	Month	Year
Sask DLC Superintendent of Student Programming or Designated Student Programming Team Member Name (print)	Signature	Day	Month	Year

**** The signed plan is to be kept in the Student Cumulative file for 5 years. ****

****To acquire the credit, all completed plans along with the completed logs are to be submitted to the Ministry of Education using
[Secondary Level Non-Academic Course – New Mark Addition form](#) ****