

# Parent Directed (Section 6) Courses for Credit

## Requirements at a Glance

Families should familiarize themselves with the program of studies/learning outcomes for their chosen courses: [Programs of Study for Alberta High School Courses](#). Ask your HEM if you need assistance.

## Step 1 – Course proposal

Parents must create a course proposal for all courses they wish to do as parent-directed. The parent works with the student, and gives the student a grade, then the **ursa** team evaluates to confirm the grade is acceptable and valid. We require rough drafts of all major essays as well as rough work for math and science notes, quizzes and exams. We check for plagiarism in all courses,

## Help creating course proposals:

1. **Course templates are available for all core courses and some options and CTS courses and are divided into:**
  - **Information grid** – includes space for student name, course information, start/completion dates, approval dates, admin signature, final grade.
  - **Course outline** – includes objectives for the course, suggested resources, summary of work requirements.
  - **Student plan** – this is where you list the resources your student will use and the assignments they will submit and activities they will do.
  - **Plagiarism guidelines** - plagiarism is a serious offence. This is where you and your student acknowledge that you have read and understood the plagiarism guidelines and where you agree to follow the student plan you have created.
  - **Course evaluation** - This is where you list the items that you will submit in your portfolio, including the weight that will be given to each item. Suggested weighting is provided.
  - **Supplemental items** - writing aids and marking rubrics (ELA and social studies), Format for Experimental Lab Write-Ups (all science courses).
2. **For less common options, CTS courses, and Special Projects**, a generic template is available to help you design your course.
3. **Sample proposals** including outline, student plan and course evaluation are available for core subjects and some CTS/options courses.



## **Step 2 - Approval of Course Proposal**

Course Proposals are approved by an **ursa** team and all core course proposals must also be approved by the **ursa** principal. There are deadlines for proposals:

Fall (semester 1) deadlines

**October 15** – five credit Course proposals

\*For 30 level courses requiring a diploma exam, you will also need to register to write the diploma exam at a school or Third Academy using MyPass at Alberta Education by this date (for a January exam.)

**November 15** – one to three credit proposals

Spring (semester 2) deadlines

**March 15\*** - five credit Course proposals

\*For 30 level courses requiring a diploma exam, you will also need to register to write the diploma exam at a school or Third Academy using MyPass at Alberta Education by this date (for a June exam.)

**April 15-** one to three credit proposals

**Please note: Final course proposals are due by the above deadlines. Give yourself plenty of time for back and forth with your HEM well before deadlines.**

## **Step 3 - Students do the work and parent (tutor, or other experienced person) grades each assignment, to create a final grade for the course.**

Students should make sure to keep track of logged hours for PE and certain CTS courses as well as special projects, taking photos if required. Keep track of quiz and exam scores and rough work. You will need to hand all of this in.

## **Step 4 – Portfolios**

Completed and evaluated course work/portfolios may be submitted to your HEM at any time until May 30, but the mark and credit(s) are only submitted to Alberta Education after **January 7** deadline for semester 1, and **May 30** for semester 2. Students may also take a full year to complete their course, handing it in for the May 30 deadline.

**Fall** (semester 1) – **January 7** - coursework /portfolio submission deadline

**Spring** (semester 2) **or full year** – **May 30th** coursework/portfolio submission deadline



## Course portfolios must include

- **Course Evaluation form** - Fill in the grades in the course evaluation section of your proposal and submit the completed document a final time.” Include the final suggested grade in the appropriate box in the information grid.
- **Comments if applicable** - each portfolio submitted must include justification for parent assigned grade. Home Education Managers will take this into account when assigning the final grade. You may also want to include comments from outside instructors, tutors, coaches etc.
- **Course work** – This includes all assignments from the student plan, notes, rough work, certificates, etc.
- **Detailed activity log if required** – Required for Phys. Ed and Special Projects as well as some CTS courses and arts courses.
- **Photographs if required** - Phys. Ed, Special Projects, and most CTS courses require photographs. You must be in the photos doing the work, or with your creations. A PowerPoint presentation is useful to showcase and explain each photo. Generic photos from the Internet, or other sources, are unacceptable. Please date photos and provide brief comments.

Electronic submissions are preferred. All of the above information is to be sent in ONE email. Please remember to name documents appropriately including the student's first and last name, course name and what is being sent. Also please make sure to compress any photos.

