

## IMF School Definition of a Work-Study Project for Credit

1. One work-study = 120 hours (or 60 hours = 0.5 credit) of documented lab-type work. Students may apply for work-study projects **after completing Grade 9**. Credit toward graduation may be earned for a maximum of four credits of work-study projects. Half credit projects are allowed, and even encouraged as a means for a variety of learning opportunities. Work studies are elective credits, combining the provincial definitions of Student Initiated Projects and Credits for Employment.

**2. A work-study must be dedicated to learning one specific skill by doing projects at home or with an employer, and must offer the potential to significantly increase the student's knowledge and experience of the skill.** Examples:

- Dressmaking, cake decorating, vehicle repair & maintenance, plumbing, quilting, welding, pastries, book-keeping, haying, music lessons, roofing, beekeeping, 3D printing, cultural research, office clerk/receptionist, drafting, laser machine operating, press-brake operating and calving & calf care.
- "Voluntary Service" is a valuable and versatile work-study option. This must be unpaid service for members outside of the household. May include a mix of teaching Sunday school, library duty, helping young mothers, widows' banquets, etc.
- Normal, everyday activities (such as driving, lawn mowing, home chores etc.) are not eligible.
- Vague topics like "Working at Romafa" are not eligible; must focus on a particular skill set.

3. Each work-study project shall produce additional learning. No more than 2 shall be based on the same topic. If a student wants more than 2 credits from the same *employer*, there must be significant difference between the topics (e.g. CNC milling then trailer assembly would both be acceptable at Diemo, but not Donut Frying followed by Bread Baking at the Arborg Bakery.)

4. In order to begin a work-study project, the student must submit a written plan to the Principal for approval. This plan must include:

- |                                  |                              |
|----------------------------------|------------------------------|
| • Signature of parental approval | • A purpose statement        |
| • Name of primary instructor     | • A projection of activities |

5. The student must keep a detailed journal of the project:

- Dates of time spent on project
- Written description of type of work done in each session

6. To complete the project the student must submit a 400-word written reflection summarizing the project and what was learned, demonstrating a good understanding of the project. (All record keeping and writing time may be included in the 120 hrs.)

7. It is the responsibility of the student and/or parents to make any arrangements with any employer. The IMF School and/or its staff cannot assume or bear any responsibility for the safety of the student during or as the result of work-study projects. The IMF School and/or its staff cannot assume or bear any responsibility for any damages or costs resulting from these projects.

8. Should these requirements not be met satisfactorily, the Principal and the IMF School Board may at their discretion refrain from giving credit for any projects.

Approved by IMF School Board: Peter Wiebe, Edward Penner, Isaac Dyck and Wilbert Reimer. April 1, 2013

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