

HRT 2 SAE Project Overview Packet (Recordbook)

SAE Final Project Checklist

SAE Checklist for AET Tracker and this Packet Due 3/16/2018 & 5/25/2018

Check	Item
	AET Tracker Profile due 2/23/18
	AET Journals, 30 hours (13 hours due on) 3/16/18
	AET Finances due 5/25/18
	AET Photographs and captions (minimum of 10 and you must be in each one) Due 5/25/2018
	SAE Placement Training Agreement (attached to this packet) due 3/16/18
	SAE Project Proposal due 2/23/18
	SAE Types and Ideas due 3/16/18
	SAE Placement Sites due 3/16/18
	Agriculture Symposium 3/16/18
	SAE Completion Form due 5/25/18
	FFA Degree Application due 3/16/18
	Attach any additional work to back of packet on 5/25/18 (receipts, journal reviews, review of literature, scientific method, presentation, papers for project...)

SAE Reminders- IMPORTANT!

Placement	You must have a training plan. Attach to your SAE Project Overview Packet You must fill out the entire training plan and schedule a visit for Mrs. Riedel to your workplace when you are there. You must list 3 general goals and 10 objectives (skills to learn, things to do, etc.)
Analytical	You must submit a record of your research. You must make a product from your research (video, craft item, scrapbook).
Experimental	You must have your experimental design template submitted and approved by 2/23/2018. Fill out through the Methods portion of the experimental design and talk to Mrs. Riedel.
Hunting, Fishing, Hiking, Camping	You may do these things. They are exploratory. Each item can account for NO MORE than 8 hours total. You must submit a written record in your record book of what you did during your outdoor adventure. Put this information behind your appropriate record book page.
Pictures and Artifacts	You need a picture or artifact to illustrate you did the SAE. Thus, if you raked for four hours, you only need one picture to represent raking. If you went to a museum or farmer's market, use a picture or some other artifact.
Agriculture Symposium	This takes place at 6pm on Wednesday, March 16 th . If you are an Honors student, you will be presenting on this evening about your analytical or experimental project.

SAE Project Overview

A part of the Agricultural Education program is the Supervised Agricultural Experience (SAE). It is also a good portion of your grade for each quarter (20%). This should be a project that you will remember as a positive experience that truly added to your high school experiences. In order for this to be a beneficial learning experience, you have to have a vested interest in your project and really work on this throughout the duration of the class.

AET Tracker

Site	www.theaet.com
Chapter	NC0565
Login and password	First initial and last name (all lowercase)

SAE Essentials

1. Think long and hard about what you want to do. There is something for everyone. The idea is to do something that you are interested in so that you will enjoy this project.
2. The AET Tracker: Once you have chosen your project you will begin filling out the SAE AET Tracker at www.theaet.com. You will be able to keep track of all of your hours, log in pictures, and do anything related to your SAE on your phone or at a computer at www.theaet.com. **If you do not record your hours, they will not be counted.**
3. You will keep all financial records in the AET Tracker.
4. You will keep all journals and record all hours in the AET Tracker.
5. If you are doing Placement, you must also fill out a training agreement, which Mrs. Riedel will give you. This must be submitted before you begin working in your placement location.
6. You must take photos. At least ten must be taken and three must include you doing the SAE. **There must be one picture for each type of SAE you do.** The photos are the evidence that you did the SAE. No photo = no credit for doing that SAE component.
7. Photos should be uploaded into the AET Tracker. No photo or artifact= no hours. Artifacts include, but are not limited to: pictures, pamphlets, letters with an adult's signature, memorabilia, etc. So, if you did eight hours of hiking, you must have at least something to show you did that part of the project. Keep receipts, pictures, and artifacts or upload to the AET Tracker.
8. Every Friday, you will be allowed time to update your AET Tracker.
9. Your AET Tracker will also help you keep track of all of your SAE and FFA involvement. This will help you to earn your degrees. Degree applications will be provided by Mrs. Riedel and are due at the end of March for State Degree and the end of April for Greenhand and Chapter Degrees.
10. You must complete and have your signature and your parent/guardian's signatures upon the completion of the SAE project. This is the last page in this packet.
11. You must choose Entrepreneurship, Analytical, Internship or Experimental and do at least 13 of the 30 hours in one of these categories.
12. Recorded hours will be checked two times throughout the semester. If they are not recorded, they do not count.
13. Exploratory hours that involve hunting, fishing, hiking, or camping must be accompanied by a two paragraph description in the AET Tracker.
14. Analytical projects require an additional product (video, pamphlet, webpage, scrapbook, or another student created product) to illustrate their hours of research.
15. Half of the Experimental and Analytical hours must be recorded by the 03/16/18 and all research must be completed by this date.
16. If doing an Experimental SAE, the experiment must be researched, set up, and then APPROVED by Mrs. Riedel **before** starting the experiment. The Experimental design template should be completed through the "methods" section and given to Mrs. Riedel for approval on 2/23/18.
17. **When doing Placement, you must have a Training Plan completed before accumulating hours.**

Dates to Remember

P. 3 & 4	2/23/2018
First AET Tracker check	3/16/2018
Agriculture Symposium	3/16/2018
Second AET Tracker Check, 30 hours	5/25/2018

SAE Paper: What you need to do

Double spaced, 12 pt font	Uploaded to AET Tracker Portfolio
Summary of what you did, hours, types	What you learned
What you would change	Advise for a future student in the class

2.01.02 SUPERVISED AGRICULTURAL EXPERIENCE GUIDELINES & RUBRIC

Chapter Number: NC0565

Student Username: _____

Student Password: _____

Dear Student & Parent/Guardian:

The SAE project is an opportunity for your student to gain additional knowledge and hands-on skills outside of regular class time. Each SAE project is uniquely designed by each student. All hours related to the project are completed outside of regular class time. Student will keep records of the hours and provide pictures to document the work completed. These records are kept in the Agricultural Experience Tracker program. Your child already has their username and can access the Agriculture Experience Tracker from home. We encourage you to browse the website at www.theaet.com to become more familiar with the SAE project and the records your child will keep.

Basic SAE Selection Due Friday, 2/23/2018

Name of Student: _____

Name of Agriculture Class: _____ Semester/Year: _____

Type of SAE Selected: (circle one)

Placement Analytical Entrepreneurship Experimental

Number of Hours Required for Project: **30 hours**, 13 of them completed in the SAE Selected (additional hours can be completed in a combination of improvement, exploratory, or supplementary)

Brief Description of Project: _____

Parent/Guardian & Student Approval of Project

Your signature indicates you have read the information above and understand the requirements of the Supervised Agriculture Experience project.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

2.01.02 SAE GUIDELINES & RUBRIC

SAE Agriculture Experience Tracker 1st nine weeks item to Complete	Due 3/16/18	Teacher Score
P. 6-11 of SAE Project Overview (Recordbook)		____/20
Profile: About You- Manage/Edit Personal Profile- <ul style="list-style-type: none"> • Students update membership information, demographic information and mobile device set-up. Also enter FFA membership information. 		____/10
Profile: About You- Record your agriculture class schedule- <ul style="list-style-type: none"> • Select and add the agriculture education class(es) you are currently enrolled in. 		____/5
Profile: Your Activities-Develop your AET Experiences- <ul style="list-style-type: none"> • Experiences Manager. • Select "Plan"- complete the following items: 		
1.	Description & Overview of SAE: Follow instructions provided.	____/20
2.	Estimated Investment of Time and Supervision: Follow questions that are at the top of this section. Minimum number of hours you must complete: 13 by 3/16/2018, 30 by 5/25/2018.	____/10
3.	Learning Objectives: The student must provide a minimum of three objectives/goals for the project.	____/20
Hours	Minimum of 13 hours, 1.25 points per hour	____/15
<i>Looking ahead- Items due on 5/25/2018</i>		
Journal: Time in AET Experiences- <ul style="list-style-type: none"> • Begin recording time and complete journal entries for all hours worked. • Every journal entry must include detailed grammatically correct information with two sentences per entry. 		
Photos: <ul style="list-style-type: none"> • A minimum of 10 photos are required for all SAE projects. • The student should be visible in all pictures and demonstrate skills and tasks directly associated with the project. • All pictures are uploaded and presented in the AET 		
1st AET Tracker Due 03/17/2017		Total Points ____/100

2.01.03 SAE 2nd AET Tracker GUIDELINES AND RUBRIC 5/25/2018

All SAE project items are due: 5/25/2018

Any items not completed by this date will receive a 10% per day penalty.

NO SAE projects will be accepted after: 5/30/2018

Congratulations! You are now in the “completion phase” of the SAE project where the student will record all hours worked, take pictures of the project and complete journals to record the activities they have completed. Here are detailed instructions on how to complete items that are due for your SAE during 2nd Nine Weeks:

A. To fill in Learning Outcome Skills:

1. Log into www.theaet.com
2. Click on the “profile” tab.
3. Click on “Develop your AET Experiences”.
4. Click on “plan” for the AET Experience you are completing this semester.
5. Click on the “Learning Outcomes” tab.
6. Write 5 skills you learned and/or observed for your SAE project this semester. These skills should be written under the 3 goals you wrote during the 1st nine weeks.
7. Skills must be “measurable” and written in complete sentences using correct grammar and punctuation to receive full credit:
 - a. Example of student skills that **WOULD NOT** receive full points:
 1. “Become a better person.”
 2. “Learn how to plant things.”

B. To record time and journals in the AET Tracker:

1. Log into www.theaet.com
2. Click on the “journals” tab in the middle of the page.
3. Click on “Time in AET Experiences.”
4. Fill in the date you completed hours.
5. Select the category that the hours apply to:
 - a. If you have more than one SAE experience, then select the one you are completing for this semester.
6. Name the activity. Ex: “Building fence braces.”
7. Select the “type” of experience.
8. Write a journal that describes what activities you completed that day. Be specific. Use correct grammar and punctuation to receive full points.
9. Record the number of hours you worked in the “outside class” box.
10. Select who supervised you for this activity.

C. To upload photos or final paper in the AET Tracker

1. Log into www.theaet.com
2. Click on the “portfolio” tab on the left hand side of the screen.
3. Click on “browse” and select the picture(s) you want to upload.
4. Click on “upload.” **Be sure to check that it is a PDF, doc, jpeg, or png**
5. Once pictures are uploaded, click on “edit” and complete the following:
 - a. Fill in the date the picture was taken in the “date” box.
 - b. Name the picture in the “title” box.
 - c. Click on the “experience” box and select your current AET Experience.
 - d. Write a minimum of 2 sentences explaining what you are doing in the picture.
6. Click “save” when complete.
7. Remember:
 - a. The student must have 10 photos to receive full credit for this portion of your SAE.
 - b. For Improvement type SAE projects, the student must show before, during and after pictures.

C. The student should be visible in all pictures and demonstrate skills and tasks.

SAE Types and Ideas

Type of SAE	Examples
<p>Entrepreneurship: The student plans, implements, operates and assumes financial risks in a farming activity or agricultural business. The student is the boss.</p> <p>Examples: Student owns and manages 50 head of beef cattle or Student owns and manages a pick-your-own strawberry patch.</p>	<p>Your Examples (need two):</p>
<p>Placement: The student is placed on a farm, in an agricultural business or at the school laboratory to work for another for pay or no pay.</p> <p>Examples: Working at a riding stable or working at a local florist</p>	<p>Your Examples:</p>
<p>Experimental: An extensive activity where the student plans and conducts a major agricultural experiment using the scientific process.</p> <p>Examples: Effect of various hormones on root development or growth habits of plants in shade or full sun</p>	<p>Your Example:</p>
<p>Analytical (non-experimental): Students choose an agricultural problem that is not amenable to experimentation and design a plan to investigate and analyze the problem.</p> <p>Examples: Design a landscape layout for a community facility or marketing plan for an agricultural product.</p>	<p>Your Examples:</p>
<p>Exploratory: Helps students to become literate and aware of an agricultural career. Can include a series of learning activities that improves the value or appearance of the place of employment, home, school or community. Student can perform one specific agricultural skill outside of normal class time.</p> <p>Examples: Observe a veterinarian or research report on food science careers.</p> <p>Examples: Computerizing the records for an agricultural business or landscaping a home</p> <p>Examples: pruning a fruit tree or staking tomatoes.</p>	<p>Your Examples (need six):</p>

Exploratory SAE: Go to www.agexplorer.com and click on each of the career clusters. Choose one career for each and list that in each box and include a five word description. What is the career outlook (fair, good, or excellent), the average salary, and three responsibilities?

<p>Agribusiness Systems</p>	<p>Animal Systems</p>	<p>Biotechnology</p>
<p>Environmental Systems</p>	<p>Food Product and Processing Systems</p>	<p>Natural Resource Systems</p>
<p>Plant Systems</p>	<p>Power, Structural and Technical Systems</p>	<p>Agricultural Education</p>

SAE Placement Sites

Look up 5 area agribusinesses (phonebook, online, newspaper) that you could get a paid or unpaid internship.

Name of Business and Contact Information	Description of agribusiness's service

Analytical SAE: Discover research projects that are exciting to investigate. Create a research question and an accompanying product for each of the following agricultural topics.

Bees	Pesticides	Compost
Recycling	Water	Manure
Soil	Fiber	Agricultural Art
Food Science	Tractors	Technology

Experimental SAE

LAB DESIGN

TITLE:

(written like a complete sentence with details of what was studied)

Experimental Question:

INTRODUCTION

(Background info about topic)

HYPOTHESIS

(what you think will happen, what you think the answer to the experimental question is... the experiment is designed to test THIS!)

WHY do you think this will happen?

MATERIALS

Independent Variable

(the *thing* that is changed)

Dependent Variable

(what you are "measuring")

Controlled Variables

(the *things* that must stay the same)

Sample Size

Describe Control Group
(the group that does not change, it is the comparison group)

Time
(how long the experiment will last)

METHODS/PROCEDURES

(write out the steps/instructions to run the experiment...should read similar to a recipe)

RESULTS

(in the space, make tables and graph to collect your data)

CONCLUSIONS

(accept/reject hypothesis and why? Explain what happened in experiment. What else could be done different, better? Next step for testing Apply to the real world.)

SAE Completion Form

Due on Friday, May 25th, 2018

Name: _____

Type(s) of SAE Completed: _____

Description of Project(s): _____

Total Hours Completed: _____

I, _____, dually swear that I have completed
_____ hours towards the fulfillment of my SAE Final Project.

Student Signature: _____

Parent or Guardian's Signature: _____

Parent or Guardian's Printed Name: _____

Parent or Guardian's Contact Number: _____

SAE Sponsor's (Boss) Signature: _____

SAE Sponsor's Printed Name: _____

SAE Sponsor's Contact Number: _____

Wakefield High School FFA Chapter Degree Application

Due 3/16/18

As you complete each of the following requirements for the Chapter FFA Degree, place a check in the box and write the date on the line to the right. Attach the requested materials to explain your achievements.

- | | Member Check | Advisor Check |
|--|--------------|---------------|
| • I hold the Greenhand FFA Degree and have completed two semesters of agricultural course work. | _____ | _____ |
| • I have a satisfactory SAE program in operation.
<i>Attach a description of your SAE program.</i> | _____ | _____ |
| • I have earned and productively invested \$150 <u>OR</u> worked at least 45 hours outside of class time in an SAE program.
<i>Attach SAE records that illustrate this achievement.</i> | _____ | _____ |
| • I have effectively participated in a group discussion or class presentation.
<i>Attach an explanation of the discussion's topic and setting.</i> | _____ | _____ |
| • I have demonstrated five procedures of parliamentary law.
<i>Attach a list of procedures and when you have used them.</i> | | |
| <i>or</i> | | |
| • I have participated in FFA Activities outside of scheduled class time. | _____ | _____ |
| • I have shown progress toward individual achievement in the FFA award program. | _____ | _____ |
| • I have a satisfactory scholastic record. | _____ | _____ |

Having met these requirements, I hereby submit this application for the Chapter FFA Degree.

Member's Signature

Date

FOR CHAPTER USE

I/We have reviewed this application and certify that the candidate has met the requirements and will be awarded the Chapter FFA Degree.

Chapter President's Signature

Date

FFA Advisor's Signature

Date



The Chapter FFA Degree will be awarded on Wednesday, May 17th, 2018 at 7:00 pm in the Commons.

2.01.03 SAE GUIDELINES AND RUBRIC 5/25/2018

SAE Agriculture Experience Tracker 2nd Nine Weeks ALL SAE ITEMS DUE:05/26/2017	Teacher Score
P. 12 and 13 (if FFA member) of SAE Project Overview Packet	_____/10pts
AET Experience Learning Objectives: Time investment, 3 goals for each TYPE or COMPONENT of SAE.	_____/10pts
AET Experience Learning Objectives: During the 1 st nine weeks, you wrote 3 goals you had for your project, now you need to write: <ul style="list-style-type: none"> • 5 skills you learned and/or observed during the course of this project. • Skills must be written in complete sentences and use correct punctuation and grammar to receive full credit. 	Skill 1:_____/2pts Skill 2:_____/2pts Skill 3:_____/2pts Skill 4:_____/2pts Skill 5:_____/2pts
Journals & Time Log: <ul style="list-style-type: none"> • Students enter time and complete a journal for each time you complete work for your SAE project. • Students must record hours within 1 week of completing the activity to received full credit. • Every journal entry must include detailed grammatically correct information. • You MUST complete a minimum of 30 hours to earn full credit. • Incomplete or missing journal entries associated with the time recorded WILL NOT count towards hours completed. • Students earn 1.5 pts per hour completed and correctly recorded. 	2pts per hour 30 hours required ___hours X 1.5 = ____/45pts Journals need 10 2.5 pts each _____X2= ____/25 pts
Photos: <ul style="list-style-type: none"> • A minimum of 10 photos are required for all SAE projects. • For Improvement type SAE projects, the student must show before, during and after pictures. • The student should be visible in all pictures and demonstrate skills and tasks directly associated with the project. • Each picture MUST have a 2 sentence caption describing the skill and/or activity the student is completing. • Each picture and caption is worth 1 pt, each caption is worth 1 pt 	2pts per picture/caption ___captions X 1 = ____/10pts ___pictures X 1 = ____/10pts
Essay/Paper <ul style="list-style-type: none"> • 1 page, dbl spaced, multiple paragraph and uploaded to AET Portfolio (Requirements are on p. 2 of SAE Project Overview). 	_____/30pts
2nd SAE Check Due 05/25/2018	Total Points
	_____/150