

HRT 1/SAP 1 SAE Project Overview Recordbook

SAE Final Project Checklist

SAE Checklist for AET Tracker and the Recordbook: Due 2/23, 3/16, 5/25/2018

Check	Item
	AET Tracker Profile due 2/23
	AET Journals, 20 hours (5 hours due on 3/16)
	AET Photographs and captions (minimum of 10 and you must be in each one) <i>If Improvement- before/during/after picture. 5/25/18</i>
	P. 4-6 due 3/16
	SAE Project Proposal, p.7-8 due 3/16
	SAE Completion Form, p. 11 5/25/18
	FFA Degree Application, p. 9 due 3/16/2018 * FFA members ONLY need this page*

SAE Reminders- IMPORTANT!

Placement	You must have a training plan. 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).
Hunting, Fishing, Hiking, Camping or other outdoor recreation	You may do these things. They are exploratory. Each item can account for NO MORE than 8 hours in 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. <i>Recreational hours can count for no more than 8 hours of your entire project.</i>
Photos and Artifacts	You need a photograph or artifact to illustrate you completed the SAE. Thus, if you raked for four hours, you only need one photograph to represent raking. If you went to a museum or farmer's market, use a photo or take a photo of an artifact and upload this to your AET Tracker (ticket stub, pamphlet, etc.)

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 (25%). 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 project to be a beneficial learning experience, you need a vested interest in your project and really work on this throughout the duration of the class. Don't procrastinate.

AET Tracker

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

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 must fill out all of the pages in this packet at the end of each quarter. These will be turned into Mrs. Riedel and will be checked for accuracy and effort.
4. You will keep all financial records, journals and records in the AET Tracker.
5. If you are doing **Placement, you must also fill out a training agreement**, which Mrs. Riedel will give you or you can find on www.wakefieldffa.com. *This must be submitted before you begin working in your placement location and hours are recorded.*
6. You must take photos. At least ten must be taken and must include you doing the SAE. ***There must be one photo for each type of SAE you do.*** Thus, if you do Exploratory and a Supplementary project, you must have a photo of work from both types of projects. The photos are the evidence that you did the SAE. No photo = no credit for doing that SAE component.
7. Every Friday, you will be allowed time to update your AET Tracker.
8. 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.
9. 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.
10. Recorded hours will be checked two times throughout the semester. If they are not recorded, they do not count.
11. Exploratory hours that involve hunting, fishing, hiking, or camping must be accompanied by a two-paragraph description in the AET Tracker. These are recreational hours.
12. **Analytical projects require an additional product** (video, pamphlet, webpage, scrapbook, or another student created product) to illustrate their hours of research.
13. If doing an Experimental SAE, the experiment must be researched, set up, and then **APPROVED** by Mrs. Riedel **before** starting the experiment.

Dates to Remember

P. 6 of this Recordbook	2/23/18
First AET Tracker check & p. 3-5	3/16/18
Second AET Tracker Check, 20 hours	5/25/18
SAE Final Paper	5/25/18

SAE Paper: What you need to do

Double spaced, 12 pt font, 1 page or more	Uploaded to AET Tracker Portfolio... if it isn't uploaded it will not be graded.
Summary of what you did, hours, types of SAE you completed	What you learned
What you would change	Advice for a future student in the class

SAE Types and Ideas

<p>Entrepreneurship: The student plans, implements, operates and assumes financial risks in a farming activity or agricultural business. The student is the boss. 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. Examples: Working at a riding stable or working at a local florist</p>	<p>Your Examples (two):</p>
<p>Experimental: An extensive activity where the student plans and conducts a major agricultural experiment using the scientific process. Examples: Effect of various hormones on root development or growth habits of plants in shade or full sun</p>	<p>Your Example (two):</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. Examples: Design a landscape layout for a community facility or marketing plan for an agricultural product.</p>	<p>Your Examples (two):</p>
<p>Exploratory: Helps students to become literate and aware of an interested agricultural career OR a series of learning activities that improves the value or appearance of the place of employment, home, school or community. Also, a student may perform one specific agricultural skill outside of normal class time Examples: Observe a veterinarian or research report on food science careers. Computerizing the records for an agricultural business or landscaping a home. Pruning a fruit tree or staking tomatoes.</p>	<p>Your Examples (five):</p>

SAE Types and Descriptions

SAE Type	SAE Description
<ol style="list-style-type: none"> 1. Entrepreneurship 2. Analytical 3. Experimental 4. Placement 5. Supplementary 6. Exploratory/Improvement 7. Not a SAE 	<ul style="list-style-type: none"> • _____ Jahniah joined the FFA and paid his dues. • _____ Bailey worked for the summer with Mrs. Riedel as part of the Summer HOES. • _____ Heather raised and sold guinea pigs. • _____ Allison visited Celebrity Dairy goat farm in Siler City, NC. • _____ Adam went to Bugfest at the NC Museum of Natural Science. • _____ Hayden worked at Subway. • _____ Megan cleaned her room. • _____ Phoebe made a wreath with fresh greenery for the holidays. • _____ Hannah worked at the plant sale. • _____ Eliah worked at the movie theater. • _____ Abby sold plants for Agricultural Education’s fundraiser. • _____ Nico went to the Biltmore. • _____ Tanner researched various flower arrangements and then made a collection of them and photographed each. • _____ Lindsay researched the best method to catch a woodchuck and then designed an experiment. • _____ Sarah loved chickens and so she worked at the school on the weekends taking care of them. • _____ Becket hated the color of his hair. He decided to color and perm his locks. • _____ Eric mulched his backyard. • _____ Evan went muddin’. • _____ Alexa learned how to milk a cow at the NC State Fair. • _____ Karleigh wanted to see if there was a way to speed up her compost pile’s decay. She had a control pile and then used a batch of worms on the other pile to determine which decomposed quicker. • _____ Kristen was an experienced gardener. She decided to put up fliers around the neighborhood and began gardening for others to make money. • _____ Trent experimented with decomposable fabrics to make sustainable clothing with. • _____ Kerry researched fermented foods and made sourdough pancakes for her class. • _____ William worked at the Wakefield Elementary School garden. He weeded and installed flowers. • _____ Joe watched a few episodes on Animal Planet and wrote summaries of each show. • _____ Corbin volunteered at an animal shelter. • _____ Rachel started a company monogramming clothing. • _____ Josh worked at Falls Revival plant nursery on the weekends. • _____ Mrs. Riedel became a dancer at a night club and was paid in dollar bills.

SAE Placement Sites

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

Name of Business and Contact Information	Description of Agricultural Business

SUPERVISED AGRICULTURAL EXPERIENCE PLAN

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: (*choose no more than two*)

Placement Analytical Entrepreneurship Experimental

Exploratory

Number of Hours Required for Project: 20 hours, 5 hours must be completed by 3/16/18.

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: _____

SAE GUIDELINES & RUBRIC

SAE Agriculture Experience Tracker 1 st nine weeks item to Complete		Due 3/16/18	Teacher Score
Page 3, 4 & 5			/10
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. If applicable. 			___/10
Profile: About You- Record your agriculture class schedule <ul style="list-style-type: none"> Select and add the agriculture education class 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.		___/25
2.	Estimated Investment of Time and Supervision: Follow questions that are at the top of this section. Minimum number of hours you must complete: 5 by 10/13/2017, 20 hours by 01/02/2018.		___/15
3.	Learning Objectives: The student must provide a minimum of three objective, SMART goals.		___/25
Hours	Five hours completed in a SAE project by 3/16/18		___/10
<i>Looking ahead- items will be due on 5/25/18</i> Journal: Time in AET Experiences- <ul style="list-style-type: none"> Begin recording time and complete journal entries for all hours worked. Complete 10 journal entries. <i>The student must record hours within 1 week of completing the activity to received full credit.</i> 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 photographs 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 photos and demonstrate skills and tasks directly associated with the project. All photos are uploaded and presented in the AET Experience Tracker program. 			
1st AET Tracker Due 3/16/18		Total Points	_____/100

SAE 2nd AET Tracker GUIDELINES AND RUBRIC

All SAE project items are due: 5/25/18

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

NO SAE projects will be accepted after: 6/1/18

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 second 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 pictures 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.”
 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 pictures 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 directly associated with the project.

Greenhand FFA Degree Application

As you complete each of the following requirements for the Greenhand FFA Degree, place a check in the box and write the date on the line to the right.

Name: _____ Date Submitted: _____

Chapter Name: Wakefield High School FFA

Date Due: 3/16/18

I am enrolled in an agricultural class _____

List Class

I have satisfactory plans for a supervised agricultural experience program (SAE).

I have learned and explained the FFA motto.

I have learned and explained the FFA salute.

I have learned and explained the FFA creed.

I have described and explained the meaning of the FFA emblem and colors.

I understand and have explained the FFA Code of Ethics

And proper use of the FFA jacket.

I have demonstrated and understanding of the organization's history, the chapter constitution and bylaws, and the chapter Program of Activities.

I own or have access to the *Official FFA Manual* or the *FFA Student Handbook*.

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

Chapter Leader's Signature Date

FFA Advisor's Signature Date

The Greenhand FFA Degree will be awarded on Wednesday, , at 7:00 pm in the WHS Commons Area.



SAE Completion Form Due Tuesday, 5/25/2018.

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 Signature: _____

SAE Sponsor's Printed Name: _____

SAE Sponsor's Contact Number: _____

SAE GUIDELINES AND RUBRIC FINAL CHECK

SAE Agriculture Experience Tracker 2nd Nine Weeks Items to Complete ALL SAE ITEMS DUE:5/25/2018	Teacher Score
P. 9 (FFA members only) & 10 of SAE Project Overview Packet	_____/10pts
AET Experience Time Investment: During the 1 st nine weeks, you wrote the planned time for each TYPE or COMPONENT of SAE... are they all there?	_____/5pts
AET Experience Learning Objectives: During the 1 st nine weeks, you wrote 3 goals/objectives for each TYPE or COMPONENT of SAE... are they all there?	_____/5pts
<p>AET Experience Learning Objectives:</p> <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
<p>Journals & Time Log:</p> <ul style="list-style-type: none"> • Students enter time and complete a journal for each time you complete work for your SAE project. Student needs 10 journal entries, minimum. • Every journal entry must include detailed grammatically correct information. • You MUST complete a minimum of 20 hours. • Incomplete or missing journal entries associated with the time recorded WILL NOT count towards hours completed. • Students earn 2pts per hour completed and correctly recorded. 	<p>Hours</p> <p>2.5 pts per hour 20 hours required</p> <p>____ hours X 2.5 = _____ 50 pts</p> <p>Journal entries 2 pts each</p> <p>_____ entry X 2= _____ 20 pts</p>
<p>Photographs</p> <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 photos. • The student should be visible in all photos and demonstrate skills and tasks directly associated with the project. • Each photo MUST have a 2-sentence caption describing the skill and/or activity the student is completing. Grammar and spelling counts. • Each photo is worth 1 point for a total of 10 points. • Each caption is worth 1 points for a total of 10 points. 	<p>2pts per photo/caption</p> <p>___ captions X 1 = _____/10pts</p> <p>___ photos X 1 = _____/10pts</p>
<p>Paper</p> <ul style="list-style-type: none"> • 1 page, double spaced, multiple paragraphs, uploaded to AET. The requirements are on p.2 of this SAE Project Overview. 	_____/30pts
2nd AET Tracker Due 5/25/18	Total Points
	_____/150