



SAE RECORDS “How To”

- 1. How to create a new SAE Experience**
- 2. How to complete a SAE Plan and Learning Objectives**



Reminder!

KILLINGLY SAE REQUIREMENTS

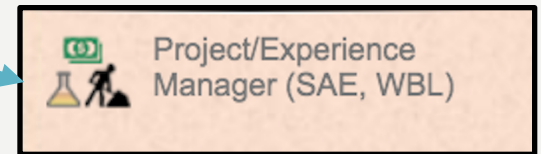
- ✓ The SAE project counts for 25% of the agriculture class grade beginning in the second quarter of the student's freshman year.
- ✓ Each student should document a minimum of 25 hours per academic quarter.
- ✓ All SAE's require students to...
 - ✓ Set SMART goals
 - ✓ Keep Accurate Records
 - ✓ Learn new skills
 - ✓ Reflect on your learning
- ✓ Depending on the SAE project, other paperwork may be required; an Agriculture Teacher will help determine what is required.

CREATING AN SAE EXPERIENCE

- In AET each SAE project is called an “SAE Experience” and each SAE Experience has an SAE Plan
 - You must have a completed and approved SAE plan in place for every SAE project!
 - As your project grows or changes it is your responsibility to keep your plan current by updating regularly.
 - If you do not, your hours may not count and/or you may receive a grade lower than you deserve.

To Create an SAE Experience Log in to AET, then

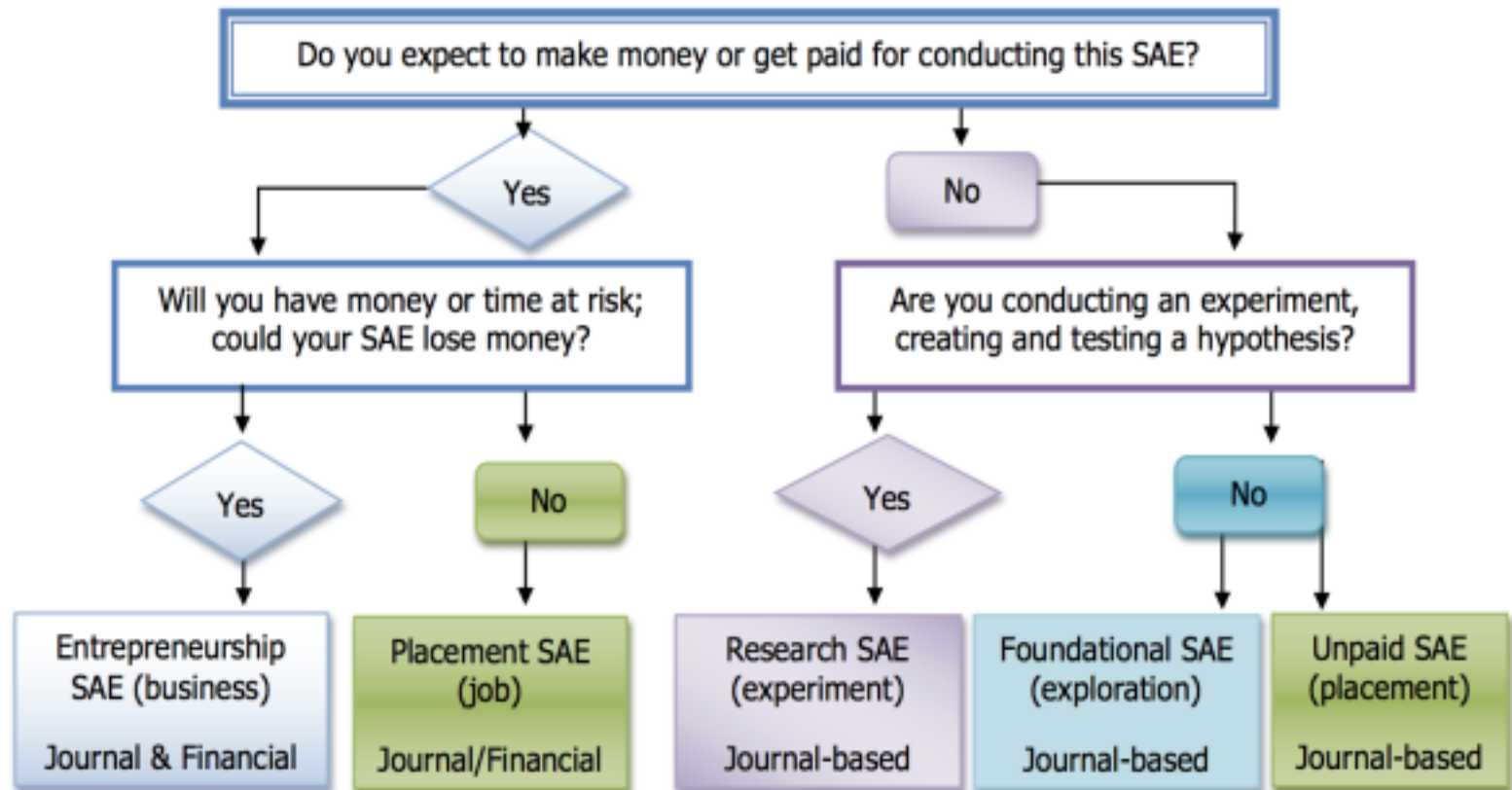
- Select the **'Program/Experience Manager (SAE)'**
 - The link can be found on every dashboard page
 - From the home page, it is here



A screenshot of the AET (The Agricultural Experience Tracker) Student Dashboard. The dashboard has a dark blue header with the AET logo and the text "The Agricultural Experience Tracker". On the right side of the header is a yellow "Log Out" button. Below the header is a navigation bar with four tabs: "Profile", "Journal", "Finances", and "Reports". The main content area is titled "Welcome to the Student Dashboard" and includes an "AET Advisor Alerts" section with the message: "You have no current classes. You have active experiences with no journal entries for the last 60 days." Below this are four colored boxes: "Profile" (orange), "Journal" (blue), "Finances" (green), and "Reports" (yellow). A blue circle highlights a button labeled "Project/Experience Manager (SAE)" located in the top right corner of the dashboard. A blue arrow points from the text "From the home page, it is here" to this button. The footer of the dashboard displays "1817313 | 2496 | Monday, August 27, 2018".

SELECTING A PROJECT TYPE

- Everyone will create a FOUNDATIONAL project.
- FOUNDATIONAL projects are short-term, structured projects.
- You may create an IMMERSION SAE(s) whenever you are ready.





Reminder!

TYPES OF SAES

- Foundational; seeking opportunities to explore agriculture related careers and programs.
- Placement (Unpaid Volunteer); serving your community at a registered non-profit agency, school or town facility.
- Placement (Paid); working as paid employee at a farm or other agriculture-related business.
- Entrepreneurship; developing a business that produces agricultural goods for sale or provides an agricultural-related service.
- Research; developing a research project that uses the scientific method to investigate an agriculture-related question.
- Service Learning: Providing a service to your community.

Add New SAE Experience

1. Click 'Add New'
2. Give your SAE an appropriately descriptive name
3. Select 'Individual'
4. Select correct SAE type (see previous slides for reference on each SAE type)

Project/Experience Manager (SAE)

[Print All SAE Assessments](#) [Add New](#) [Return to AET](#) [View SAE Assessments](#) 0 Unread Assessments

Settings / Planning (#1)		Records (#2)			Reflection (#3)		
Settings (Active, Status, Location)	Start Yr - Name / Type	Planning (SAE Plan, Budget)	Financial Entries	Journal Entries	Files / Photos	Current Value \$0 0 hrs	Resources (Annual Review, Inventory Usage, Skills, Reporting)
There are no existing experiences. Click 'Add New' to create one.							
GRAND TOTAL			0	0	0	\$0 0 hrs	

Add/Edit Experiences

Name: [?]	<input type="text"/>	Enter a short descriptive name for this experience.
Experience Focus: [?]	<input checked="" type="radio"/> Individual <input type="radio"/> School Based <input type="radio"/> Service Learning	
Tracking Your Experience: [?]	Basic: <input type="radio"/> Foundational	[?] Journal Only
	Agriculture: <input type="radio"/> Research/Experimental	[?] Journal and Finances
	Job: <input type="radio"/> Paid Placement <input type="radio"/> Unpaid Placement	[?] Paychecks and Journal
	Business: <input type="radio"/> Entrepreneurship/Ownership	[?] Journal and Finances
Primary Experience Category: [?]	(Please Choose) <input type="button" value="v"/>	Explore AFNR Categories
Primary Subcategory: [?]	<input type="button" value="v"/>	

EXPERIENCE CATEGORIES

SELECT PRIMARY AND SECONDARY

- Leadership, Education and Communications
- Animal Systems
- Agribusiness Systems
- Biotechnology Systems
- Environmental Service Systems
- Food Products and Processing Systems
- Natural Resource Systems
- Plant Systems
- Power, Structural and Technical Systems

Agriculture, Food, and Natural Resources

- Agribusiness Systems
- Animal Systems
- Environmental Service Systems
- Food Products and Processing Systems
- Natural Resources Systems
- Plant Systems
- Power, Structural, and Technical Systems












Entrepreneurship • Employment

Agriculture, Food, and
Natural Resources

Add New SAE Experience

5. Select the '**Primary Experience Category**' and '**subcategory**' from the drop down menu
 - Select what best matches your SAE, you can change it later if needed.
 - You may get other options as well, select what you think is the best fit
6. Then click '**Save**'

Add/Edit Experiences

Name: 	<input type="text"/>	Enter a short descriptive name for this experience.
Experience Focus: 	<input checked="" type="radio"/> Individual <input type="radio"/> School Based <input type="radio"/> Service Learning	
Tracking Your Experience: 	Basic: <input type="radio"/> Foundational	 Journal Only
	Agriscience: <input type="radio"/> Research/Experimental	 Journal and Finances
	Job: <input type="radio"/> Paid Placement <input type="radio"/> Unpaid Placement	 Paychecks and Journal
	Business: <input type="radio"/> Entrepreneurship/Ownership	 Journal and Finances
Primary Experience Category: 	(Please Choose) 	Explore AFNR Categories
Primary Subcategory: 		

Your SAE Experience is now created! ...and you need to fill in your SAE plan!

Project/Experience Manager (SAE)

[Print All SAE Agreements](#) [View SAE Assessments](#)
0 Unread Assessments

Settings / Planning (#1)		Records (#2)			Reflection (#3)		
Settings <small>(Active, Setup, Location)</small>	Start Yr - Name / Type	Planning <small>(SAE Plan, Budget)</small>	Financial Entries	Journal Entries	Files / Photos	Current Value	Resources <small>(Annual Review, Inventory, Usage, Skills, Reporting)</small>
	Practice Entrepreneurship SAE EN - Vegetable		0	0	0	\$0.00	
GRAND TOTAL			0	0	0	\$0 0 hrs	

- Click on the PENCIL
 - The pencil icon is the symbol for your SAE Plan, when your plan is complete it will have a green check mark.

- Most SAE plans will have 4 parts
 - Description
 - Time Investment
 - Financial Investment
 - Learning Outcomes

The Agricultural Experience Tracker

SAE Plan - SAMPLE SAE (PDF Agreement)

SAE planning (SAE Agreement) is an important part of the SAE project and should be completed **before** you begin the project. Complete each planning section in **carefully written and grammatically complete sentences**. A complete plan may include a variety of information, but each section offers a basic set of questions to answer.

You may want to also review SAE competencies ([Click here](#)), which are a list of likely skills related to your SAE project. These can also be used in your learning outcomes (last section) of your project plan.

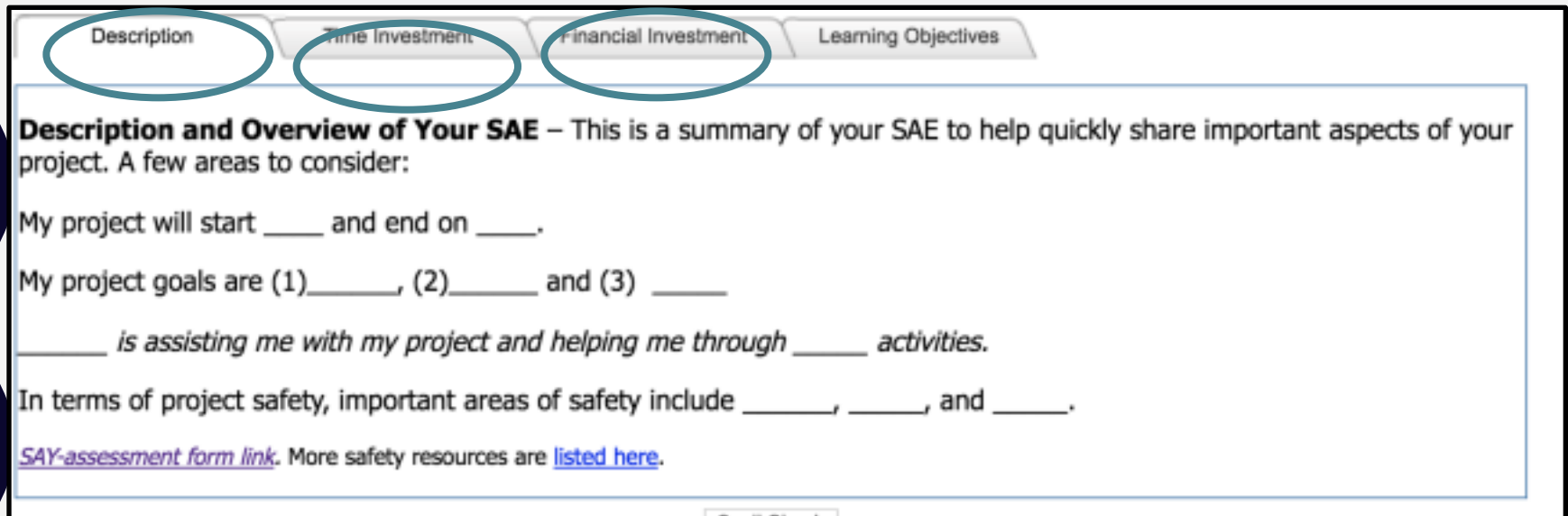
Description and Overview of Your SAE – This is a summary of your SAE to help quickly share important aspects of your project. A few areas to consider:

Need HELP with your SAE Plan?

- This [WEBSITE](#) had a video to help you.
- You also have access to SAE PLANNING WORKSHEETS that can help you organize your thoughts.
 - [Foundational Project Planning Worksheet](#)
 - [Entrepreneurship Project Planning Worksheet](#)
 - [Placement Project Planning Worksheet](#)
 - [Research Project Planning Worksheet](#)

Completing Your SAE Plan

- As you click on the first three tabs in your plan, a text area will open.
 - If you completed the planning worksheet, you can copy and paste from your worksheet in to the text box
 - If you haven't, you can copy and paste the questions at the top in to the text area and then edit to fill in your plan.



Description Time Investment Financial Investment Learning Objectives

Description and Overview of Your SAE – This is a summary of your SAE to help quickly share important aspects of your project. A few areas to consider:

My project will start ____ and end on ____.

My project goals are (1)____, (2)____ and (3) ____

____ is assisting me with my project and helping me through ____ activities.

In terms of project safety, important areas of safety include _____, _____, and _____.

[SAY-assessment form link](#). More safety resources are [listed here](#).

EXAMPLE

Description Time Investment Financial Investment Learning Objectives (Skills)

Description and Overview of Your Project – This is a summary to help quickly share important aspects of your planned project. A few areas to consider:

My interest and motivation for this project is _____

My project will start ____ and end on ____.

My project goals are (1)_____, (2)_____ and (3) _____

_____ *is assisting me with my project and helping me through* _____ *activities.*

In terms of project safety, important areas of safety include _____, _____, and _____.

[SAY-assessment form link](#). More safety resources are [listed here](#).

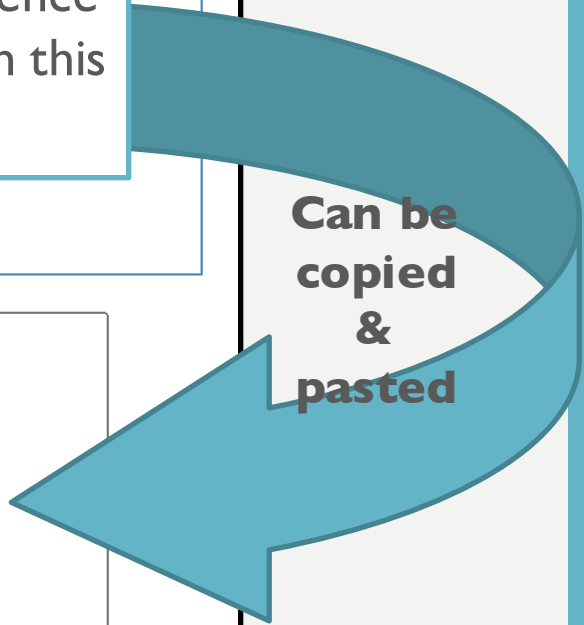
To this box

Then you will have to edit to make it true for your SAE!

3021165 | 3 | Wednesday, December 9, 2020

The sentence starters in this box

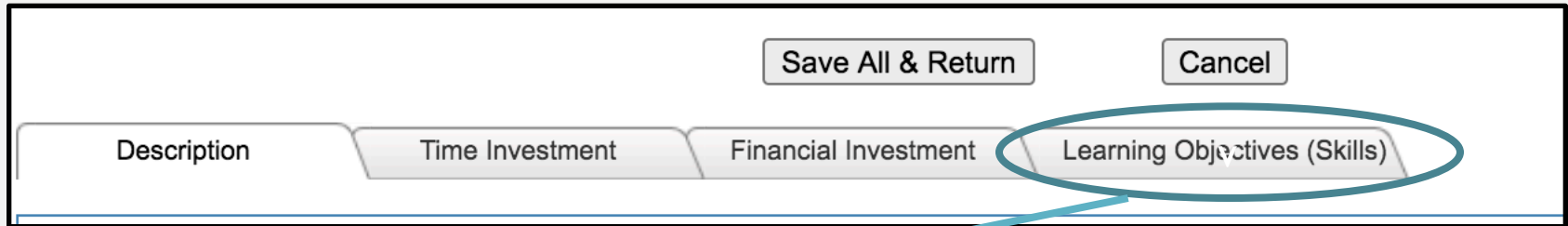
Can be copied & pasted



TIPS FOR SAE PLAN SUCCESS!

- You **MUST** use the Desktop Version of the website
- Use the planning worksheets to help you.
- You **CAN** copy and paste the writing prompts in to the text box and then edit to complete them in your own words.
- You **SHOULD** click 'Save All and Return' periodically to save your work
- **DO NOT** open your AET account in multiple windows or on more than one device at a time. If you do, it will **NOT** save your work!
- Use the prompts to help you organize your writing and be sure that your plan is complete.

Completing Your SAE Plan... ...Learning Objectives



Save All & Return Cancel

Description Time Investment Financial Investment Learning Objectives (Skills)

The screenshot shows a software interface for completing an SAE Plan. At the top right, there are two buttons: "Save All & Return" and "Cancel". Below these are four tabs: "Description", "Time Investment", "Financial Investment", and "Learning Objectives (Skills)". The "Learning Objectives (Skills)" tab is highlighted with a blue oval, and a blue line points from it to the text box below.

Project Learning Outcome – Choose "Add/Explore Skill Areas" to identify **major** learning experiences you feel you may gain from your project. A minimum of **three** skills are required for a complete plan (green check mark).

Add/Explore all learning areas (Career ready, detailed areas like power systems or other) and come back to your plan and in your own words describe likely activities that will be part of your project. These are planned learning experiences, so a general idea for each skill will do for this step.

+ Add/Explore Skill Areas

- Learning Objectives and Project Learning Outcomes are two different ways of describing your **SMART goals** – the skills you want to learn or the tasks you want to accomplish.
- They must be aligned to 'Skill Areas' connected to the AFNR Standards

Skill Areas in your SAE Plan

[<-- Save & Back to SAE Plan](#)

ABS
Agribusiness Systems

AS
Animal Systems

BS
Biotechnology Systems

CRP
Career Ready Practices

CS
Cluster Skill

ESS
Environmental Service Systems

FND
Foundational Skills

FPP
Food Products and Processing

NRS
Natural Resource Systems

PS
Plant Systems

PST
Power, Structural and Technical Systems

AS.01 - Analyze historic and current trends impacting the animal systems industry.

[+](#) Add **AS.01.01** - Evaluate the development and implications of animal origin, domestication and distribution on production practices and the environment. [?](#)

AS.01.02 - Assess and select animal production methods for use in animal systems based upon their effectiveness and impacts. (ENTRIES: 103 | HOURS: 91.0) [?](#)

[+](#) Add **AS.01.03** - Analyze and apply laws and sustainable practices to animal agriculture from a global perspective. [?](#)

- Clicking the buttons will show you the skill areas for each of the **'AFNR Career Pathways'** or areas within AFNR.
 - You selected one when you created your SAE Experience, your plan will default to whatever you selected
 - But... Your learning objectives can be aligned to any pathway; check out 'Agribusiness Systems', 'Career Ready Practices' and 'Cluster Skills'. Depending on your SAE any of these may apply!
- **When you select one it will turn RED**

Select 3 Skill Areas

- Click the **+** Add button next to at least three standards
- Use the **?** to get more information/examples for each standard
- Once you select THREE, click **← Save & Back to SAE Plan**

<- Save & Back to SAE Plan

ABS
Agribusiness Systems

AS
Animal Systems

BS
Biotechnology Systems

CRP
Career Ready Practices

CS
Cluster Skill

ESS
Environmental Service Systems

FND
Foundational Skills

FPP
Food Products and Processing

NRS
Natural Resource Systems

PS
Plant Systems

PST
Power, Structural and Technical Systems

AS.01 - Analyze historic and current trends impacting the animal systems industry.








+ Add AS.01.01 - Evaluate the development and implications of animal origin, domestication and distribution on production practices and the environment. **?**

AS.01.02 - Assess and select animal production methods for use in animal systems based upon their effectiveness and impacts. (ENTRIES: 103 | Hours: 9 (0)) **?**

+ Add AS.01.03 - Analyze and apply laws and sustainable practices to animal agriculture from a global perspective. **?**

A Completed SAE Plan has 3 SMART Goals

- Type your SMART Goal in to the box labeled 'Planned Activities'

Skill 	Planned Activities 	Delete
AS.01.02 Assess and select animal production methods for use in animal systems based upon their effectiveness and impacts. 	<input type="text"/>	
AS.02.01 Demonstrate management techniques that ensure animal welfare. 	<input type="text"/>	
AS.03.01 Analyze the nutritional needs of animals. 	<input type="text"/>	

- You need to have 3 current SMART goals for each SAE Experience
- Create your goals around things you can learn or accomplish in the next year.
- REMEMBER WHAT YOU LEARNED ABOUT SMART GOALS!

FOCUS ON LEARNING OBJECTIVES SMART GOALS!

- LEARNING OBJECTIVES – smart goals you believe you could accomplish in the first year of your project, between now and next fall
- You should have 3 for each project; aligned to the standards
- FOCUS ON LEARNING and ACCOMPLISHMENTS!!



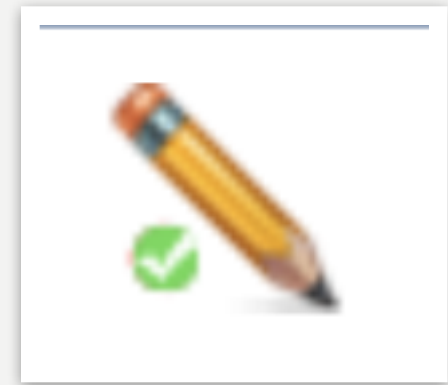
SMART GOALS FOCUS ON ACTIONS AND LEARNING

- “I will learn the proper procedure for sanitizing kennels at the cat shelter.”
- ”I will fix up the chicken coop by repairing the windows and painting it.”
- “I will start seeds for my garden in March.”
- ”I will learn how to use the snow blower safely so that I can help my grandmother clear her driveway.”

SMART GOALS SHOULD NOT BE FOCUSED ON HOURS OR MONEY.

- “I will get 30 hours volunteering at the shelter.”
- “I will earn \$200.”
- “I will get an ‘A’ on my SAE.”
- “I will win first place at the sheep show.”
- “I will sell 6 picnic tables.”

YOUR COMPLETED PLAN!



- Double check your plan for accuracy and clarity, your sentences need to be written well enough for your ag teacher to read and understand.

Save All & Return

SAE APPROVAL IS A TWO STEP PROCESS!

Print the [PDF Agreement](#) link on the top of the page. Download a copy of your plan and print it/email it.

1. Turn it in to your teacher for review, your teacher will check to ensure that your SAE is an approvable idea and then give it back to you.
2. Take your plan home, discuss it with your parents and get it signed by a parent.
3. Turn in your completed and signed SAE Plan to your Ag Teacher for approval and sometimes a class assignment grade.