**Situation:** *You are a student that has an interest in working for your FFA Chapter with a therapy or service dog.*

### Therapy/Service Dog Training SAE
Unpaid Placement

### Step 1 Set Up the SAE- AET Profile
- Select Experience Manager and "Add New"
- Enter your SAE name, select level of involvement, SAE type, and hit "Save" at the bottom

> Name: Therapy Dog – XYZ Chapter
> Level: School Based or Individual
> Type: Unpaid Placement
> Area: Animal Systems
> Sub: Small Animal

### Step 2 Develop Your SAE Plan(Experience Manager)
- This should be completed before you begin the project.
- A complete plan may include a variety of information, but each section (tabs on the page) offers a basic set of questions to answer. You may copy and paste these examples into the box and edit to fit your own SAE.
- An important section is your plan of time, which may include training, visiting the local library to read with children, time feeding and animal care.
- Another key area is "learning outcomes", so be sure to "add new" and find skills you hope to gain.

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**Learning Outcomes** – Choose **"add new skill area"** Be sure to search through all areas (Career Ready, Cluster Skills, Agribusiness, Animal, Plant, etc...). Here are 2 examples:

1. **(Animal) AS.02.01** Demonstrate management techniques that ensure animal welfare.
   **My Plan** = Learning about handling service dogs will help me better manage the dog in public areas

2. **(Career Ready) CRP.04.01** Speak using strategies that ensure clarity, logic, purpose and professionalism in formal and informal settings.
   **My Plan** = Learning to speak to other groups about the importance and use of service dogs, I will become more comfortable in sharing facts and content with others

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### Step 3 Record Your SAE Time- SAE JOURNAL
- Complete atleast once per week
- Enter the date and choose your SAE
- Select the best "Activity" that describes your skills
- In this SAE, this is the main record…so be sure you:
  o Provide complete descriptions
  o Choose skill areas that algin to your plan and cover several areas (Animal, Career Ready, etc…)
  o Hours can count as "Unpaid" and may help in your FFA Awards

> On 9/1/17 – Therapy Dog
> Activity = Career Ready – speaking using strategies that ensure…
> Descr. = I took Baxter (dog) to the library today and several children read to him. This was an amazing day.

## Step 4 Capture Photos of your SAE

- Use your phone to capture photos and upload them directly using m.theaet.com
- Desktop version: Choose Portfolio, use the dropdown to choose your Unpaid Placement SAE and upload

## Step 5 Annual Review

- Listed in your Experience Manager and completed each year to get a "green ck"
- Key areas to cover each year:
  o How you got started
  o Summary of skills and Responsibilities gained
  o A summary of outcomes for the year
- If crosses several years, try to illustrate growth from year to year

> 2019: I started this project to learn more about the uses of service dogs and sharing with others. Some key outcomes of this year are becoming certified by AKC, presenting 15 educational presentations and logging over 75 hours of training at public events. A summary of important outcomes is that being AKC certified allows me to train other handlers and offers me new opportunities in the industry.

## Step 6 Complete your Learning Objectives

- Listed in your Experience Manager and completed to get a "green ck"
- For each planned skill, summarize how this area assisted you in your project

## Step 7 View your Complete Project Report

- Listed in your Experience Manager, this provides a summary of your complete project.
- Review each area…planning, records, photos and results to make sure your project is complete!

## Step 8 Determine Project Status

- If your SAE is ongoing then you want to keep your SAE Active or "on".
- If your SAE is complete, you should choose inactive or select "off" (select green button), but the SAE will still show in all reports and FFA awards.
- _This may have created you a **new opportunity** to get promoted to a paid position, which you will create a new SAE!_

## Review all of "Student Help" sections for additional videos and resources:

- ✓ Getting Students Started
- ✓ SAE/FFA Award Video Series
- ✓ Best Management Practices for SAEs(plans, managing records, and more)