

STRATEGIES TO GUIDE STUDENT AET Journals

Teacher Tools for record accountability

AET Office Hours

11/4/2025

Topics:

- Why should students Journal?
- How do I get students to Journal?
- How do I Grade Journals?

Why should students Journal?



Why Journal?

1. Observation, recording, and reflection are essential parts of the workforce.
2. Journals can contribute to:
 - Competency Mastery Reports
 - Work-Based hours for graduation and CTE accountability
 - Supports the integrity of participation in SAE and FFA skills
 - Identifies means of resources in SAE's
3. Journals support cross-curricular learning



Strategies for Encouraging Journaling

1. Teacher instruction and expectations
2. Guided practice and feedback
3. Accountability through assessment
4. Positive Reinforcement



Teacher Instruction and Expectations

- TEACH the rationale, process, and expectation of journals in SAE and FFA
 - a) Lesson Plan – See Resources
 - a) Mobile App Access - Visit: <http://m.theaet.com/>
 - Immediate access to the journal entry on smart devices
 - Improves record-keeping opportunity
 - c) Initiate a timeline for accountability and quality
 - See the Journal Rubric



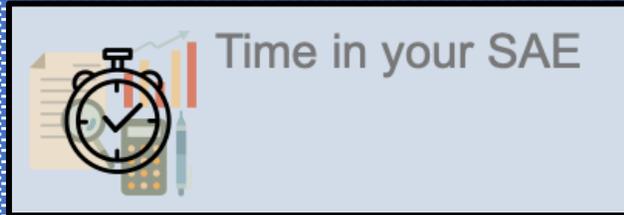
Guided Practice and Feedback

1. Use common chapter activities to guide the completion of a journal
2. Model each step on the smart board and encourage discussions about different roles, participation, and results of experiences
3. Practice all Journal Types in a Practice AET account
 - SAE Journals – Placement, Entrepreneur, Labor Exchange Journals, and Market/Breeding Management journals
 - FFA Activities – All FFA events at all Levels
 - Community Service – Service groups, skills identity, reflection



Journal Types:

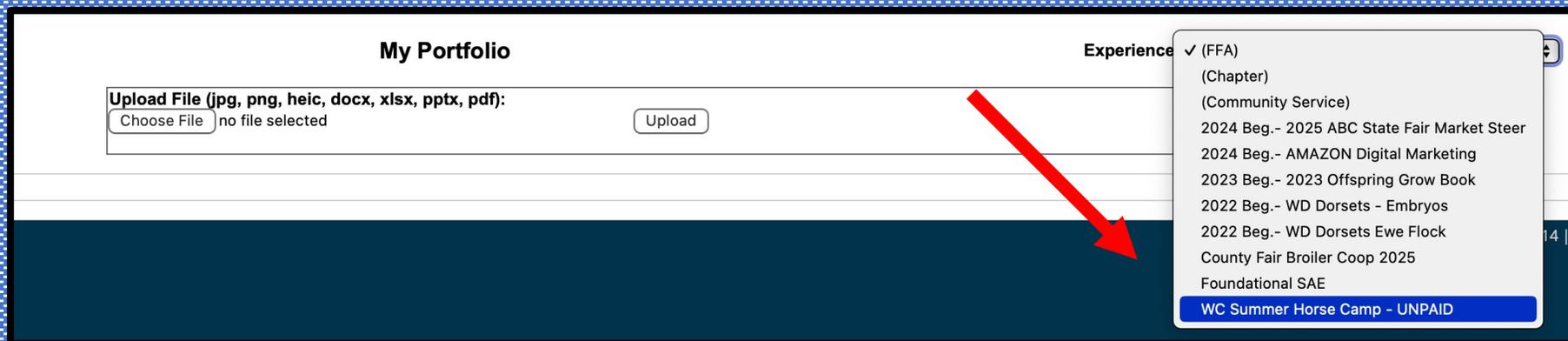
1. SAE Journals PLACEMENT



= journals that support and measure the skill selected and performed

- Recorded weekly, bi-weekly, or simultaneously with Pay Periods
- Can include supervisor if and or when present
- Load a related photo when applicable

NOTE: Photos added in journals are kept in the Student Portfolio by SAE



Placement Journal Example:

Daily Entry:

Add/Edit Journal Entry 	
Date:	<input type="text" value="11/4/2025"/>  Date
Project: 	<input type="text" value="WC Summer Horse Camp - UNPAID"/> 
Skill Areas: 	<div style="text-align: right;">Skill(s) Performed</div> <div><input type="button" value="+ Add/Explore Skill Areas"/> AS.02.01 Demonstrate management techniques that ensure animal welfare. AS.05.02 Comply with government regulations and safety standards for facilities used in animal production. AS.06.03 Select and train animals for specific purposes and maximum performance based on anatomy and physiology.</div>
Time: 	Hours <input type="text" value="6"/> + Minutes <input type="text" value="30"/> Time Worked
Description of Activity:  Check Spelling	<div style="border: 1px solid gray; padding: 5px;"><p>Feed horses, clean stalls, process camper check-in for horse camp, lead tack ID session, assist campers in tacking up horses, checking all tack for safety prior to mounting up, supervise campers in camp learning activities, bath horses.</p></div> <div style="text-align: right;">Reflection of skills performed</div>
Pictures:  <i>(optional, up to 5)</i>	<div><input type="button" value="Screenshot 2025-11-04 at 2.54.04 PM.png"/> <input type="button" value="Remove"/></div> <div style="text-align: right;">Photo Attached</div> <div><input type="text"/> <input type="button" value="Select"/></div>
Supervision: 	<p>If your Ag Science Teacher visited/supervised your project for this journal entry, please choose the Teacher. The "description" above should include your teacher's assessment, comments, and recommendations for your project.</p> <input type="text" value="(None/Unsupervised)"/> 



Journal Types:

ENTREPRENEUR

- a. Work performed in the SAE itself (weekly or bi-weekly)
= journals that support and measure the skill selected and performed
- b. Work performed for a resource
= journals that show evidence of the work performed in exchange for a resource
- c. Work performed in the market/breeding management windows
 - births, weanings, vaccinations, weights, tagging, breeding, etc.

NOTE: *Entrepreneur SAE journals in any form do not contribute to the award, but support skills performed and hours for Work-Based Learning*



Entrepreneur Journal Example:

Monthly Entry:

Add/Edit Journal Entry 	
Date:	<input type="text" value="9/30/2022"/>  End Date of Journal Records
Project: 	<input type="text" value="2022 Beg.- WD Dorsets Ewe Flock"/> 
Skill Areas: 	<input type="button" value="+ Add/Explore Skill Areas"/> Skill(s) Performed AS.03.02 Analyze feed rations and assess if they meet the nutritional needs of animals.
Time: 	Hours <input type="text" value="37"/> + Minutes <input type="text" value="0"/> Time Worked
Description of Activity:  Check Spelling	<div style="border: 1px solid gray; padding: 5px;"><p>for September: Feed, water, bed, and manage sheep daily. Monitor intake habits, check water sources on pasture, and mineral supplies, as well as animal general health.</p></div> Reflection includes all performed for the month
Supervision: 	If your Ag Science Teacher visited/supervised your project for this journal entry, please choose the Teacher. The "description" above should include your teacher's assessment, comments, and recommendations for your project. <input type="text" value="(None/Unsupervised)"/> 
Photos:	



Entrepreneur Journal Example:

Labor Exchange Entry:

Add/Edit Journal Entry 	
Date:	<input type="text" value="9/8/2022"/>  Date
Project: 	<input type="text" value="2022 Beg.- WD Dorsets Ewe Flock"/>
Skill Areas: 	 Add/Explore Skill Areas Skill(s) Performed PS.03.05 Harvest, handle and store crops according to current industry standards.
Time: 	Hours <input type="text" value="50"/> + Minutes <input type="text" value="0"/>
Description of Activity:  Check Spelling	<div style="border: 1px solid blue; padding: 5px;"><p><u>LABOR EXCHANGE</u> - Summer hay sales at harvest of 1st and 2nd cutting from the field to the customer in exchange for Winter Ewe Feed (2 tons) <u>Exchange</u> Labor Value (\$15/hour)</p></div> <p>Reflection includes work performed at wage value and amount of resource received for the exchange</p>
Supervision: 	If your Ag Science Teacher visited/supervised your project for this journal entry, please choose the Teacher. The "description" above should include your teacher's assessment, comments, and recommendations for your project. <input type="text" value="(None/Unsupervised)"/>
Photos:	



Entrepreneur Journal Example:

Market/Breeding Herd Manager Entry:

BREEDING LIVESTOCK HERD MANAGER - WD DORSETS EWE FLOCK	
New Management Entry for All Active Offspring (Enter Animals Individually)	
Animals:	
Date:	9/1/2025 
Management Operation:	Preg. Check 
Numeric Value and Unit:	
Memo / Description:	20 Head Dec 5 Group - Ultrasound 
<input type="button" value="Save & Go to Journal"/> <input type="button" value="Cancel"/>	

- Memo is not a journal; no time will contribute to WBL hours or reports from memos
- For hours to contribute to the WBL report, **IT MUST BE RECORDED in the Journal**



Entrepreneur Journal Example:

- Market/Breeding Herd Manager JOURNAL Entry:

Add/Edit Journal Entry 	
Date:	<input type="text" value="9/1/2025"/>  Date
Project: 	<input type="text" value="2022 Beg.- WD Dorsets Ewe Flock"/> 
Skill Areas: 	<input type="button" value="+ Add/Explore Skill Areas"/> Skill(s) Performed AS.04.02 Apply scientific principles to select and care for breeding animals.
Time: 	Hours <input type="text" value="1"/> + Minutes <input type="text" value="10"/> Time
Description of Activity:  Check Spelling	<div style="border: 1px solid gray; padding: 5px;">Hauled 20 ewes bred for Dec 5 lambing to ultrasound for confirmed pregnancy. 18 of 20 conformed bred and 2 conformed open at day 45 from AI Breeding.</div> Reflection of skills performed and efficiency/result recorded
Pictures:  (optional, up to 5)	 Screenshot 2025-11-04 at 3.23.19 PM.png <input type="button" value="x Remove"/> Photo Attached <input type="text"/> <input type="button" value="Select"/>
Supervision: 	If your Ag Science Teacher visited/supervised your project for this journal entry, please choose the Teacher. The "description" above should include your teacher's assessment, comments, and recommendations for your project. <input type="text" value="(None/Unsupervised)"/> 



SAE Journals - Benefits

- Teaches an observation and detail skills
- Helps students respect time and efficiency when completing the journal in the moment
- Added current photos can contribute to student portfolios for job opportunities and award apps (Proficiency & Star)
- Skill identification can also contribute to Competency Mastery Reports for job, intern opportunities, and award apps
- Skills, hours, supervision included for WBL reporting and degrees



Journal Types:

2. FFA Activity Journals



FFA (Camps, Competitions, Award, Offices, Committees)

Time in FFA Events



FFA competition activities



Office/Leadership Roles



FFA committees



Other Activities (Parliamentary law, ag-related speeches and non-ag time)



Other FFA activities (stock shows, conventions, meetings, etc)

= Career Development Events (Chapter, Area, Region, State, National)

= Record experiences in the role of officer (All Levels)

= Record experiences in committee work

= Record special experiences required for Degrees

= Record specific FFA Activities at all levels



FFA Competition Activities

- Approx. 44 Career Development Events to choose from in drop-down
- Levels of Competition

Chapter
Invitational
Area
District
Regional
State
National Finals / Multi-State
National

- Choose Skill Area
 - Career Ready Practices CRP.02.01 or Cluster Skills CS.05.02
- Time – Hours of competition or practices (reports only, no impact awards)
- Reflection – Use competition results I = Individual 3/7 T= Team 2/6
- Photo – Backdrop Pics, study pics, etc



FFA Competition Activity – Journal Example

Add/Edit Journal Entry

Date:

11/4/2025



Date

Category:

FFA Competition Activity

Activity:	<input type="text" value="District 6 Soils CDE"/>	Official CDE Name (AET Calendar)
Type:	<input type="text" value="Land"/>	CDE Type
Level:	<input type="text" value="District"/>	Competition Level
Skill Areas:	<input type="button" value="+ Add/Explore Skill Areas"/> NRS.01.02 Classify different types of natural resources in order to enable protection, conservation, enhancement and management in a particular geographical region.	Skill(s) Performed
Description / Awards: Check Spelling	<p>I judged 4 soil pits evaluating soil qualities and land use in rural applications. I = 12/63 T = 3rd/15. My team will advance to the regional contest and I will need to practice my soil types and determination factors to improve my score.</p>	Reflection of tasks performed, results, and opportunity for improvement.
Time:	Hours <input type="text" value="2"/> + Minutes <input type="text" value="30"/>	Time committed
Pictures: (optional, up to 5)	<input type="text"/> <input type="button" value="Select"/>	Add Photo



Officer Activities



Office/Leadership Roles

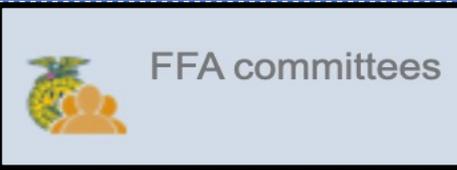
Student must be an ACTIVE Officer at the time of Journal Entry

- If not identified as an officer in the profile, it will redirect to "ADD OFFICE"

Add/Edit Journal Entry	
Date:	11/4/2024 Date
Category:	FFA Office Activity
Activity:	Greenhand Orientation Activity Name (AET Calendar)
Type:	Reporter Officer Position
Level:	Chapter Officer Level
Skill Areas:	Skill(s) Performed CRP.04.01 Speak using strategies that ensure clarity, logic, purpose and professionalism in formal and informal settings.
Description / Awards: Check Spelling	Present an "FFA Opportunities" session for the new greensand students during the chapter Greenhand Orientation Night. The session included CDE, travel, SAE, and leadership opportunities with 3 officers involved in the presentation. 51 greenhands attended. Reflection of role in the event, tasks performed, results, and opportunity for improvement.
Time:	Hours <input type="text" value="1"/> + Minutes <input type="text" value="30"/> Time committed
Photos:	Photo Attached



Committee Activities



Student must be an active committee member at the time of Journal Entry

- If not on a committee in the profile, it will redirect to "ADD Committee"

Add/Edit Journal Entry	
Date:	Category:
<input type="text" value="11/4/2025"/> Date	<input type="text" value="Program of Activities Committee Activity"/>
Activity:	<input type="text" value="Biosecurity on the Farm Workshop"/> Committee Activity Name (AET Calendar)
Type:	<input type="text" value="Growing Leaders - Healthy Lifestyle"/> Committee Name
Skill Areas:	Skill(s) Performed
<input type="button" value="+ Add/Explore Skill Areas"/>	
CS.03.02	Develop and implement a plan to maintain and improve health, safety and environmental compliance and performance.
Description / Awards: Check Spelling	Reflection of role in the event, tasks performed, and work assigned/completed
<input type="text" value="Plan the Biosecurity Workshop committee meeting: Select a guest speaker, determine 3 hands-on stations, choose a date and location, and secure administrative approval. Assign tasks for 5 committee members"/>	
Time:	Hours <input type="text" value="1"/> + Minutes <input type="text" value="0"/> Time committed
Photos:	Add Photo



Other FFA Activities



Other Activities (Parliamentary law, ag-related speeches and non-ag time)

These journals are often specifically required in a STATE FFA Degree

- Activities are included in a drop-down

✓ (Please Choose)

- Give a a six-minute speech on an agriculturally related topic
- Involvement in Non-FFA Activities
- Lead a group discussion for forty minutes on agriculturally related topic
- Perform a procedure of parliamentary law
- Take and pass a written exam on procedure of parliamentary law

- Journal entry should include a name or title of the requirement



Other FFA Activities – Journal Example

Add/Edit Journal Entry

Date: <input type="text" value="2/5/2025"/>  Date		<input type="text" value="Other Activities"/>
Title or Subject:	<input type="text" value="Common Wool Types in the Sheep Industry"/> Requirement: Speech Title	
Type:	<input type="text" value="Give a a six-minute speech on an agriculturally relate"/> Degree Requirement Type	
Skill Areas: 	<input type="button" value="+ Add/Explore Skill Areas"/> Skill(s) Performed CRP.04.02 Produce clear, reasoned and coherent written and visual communication in formal and informal settings.	
Description: Check Spelling	<div style="border: 1px solid gray; padding: 5px; min-height: 100px;">Researched and developed a 6-minute speech from the internet and breed associations and presented to classmates. Received feedback for speaking skills. AS a result of this experience, I decided to participate in the prepared speaking contest.</div> Reflection of experience, tasks performed, and measurable results	
Time:	Hours <input type="text" value="2"/> + Minutes <input type="text" value="30"/> Time committed	
Photos:	Photo Attached 	

NOTE: These activities are usually tied to a state's degree requirements



FFA Activity Journals



Other FFA activities (stock shows, conventions, meetings, etc)

ACTIVITY Type Choices:

- ✓ (Please Choose)
- Camp
- Conference
- Convention
- Courtesy Corps
- FFA Award/Proficiency Interview
- FFA Band or Chorus
- FFA Talent
- Meeting
- Other
- Project Show or Stock Show
- Speech
- Workshop

ACTIVITY Levels:

- ✓ (Please Choose)
- Chapter
- Invitational
- Area
- District
- Regional
- State
- National Finals / Multi-State
- National

These journals will be a cumulative portfolio of a student's body of work in the 4-6 years of FFA Membership



FFA Activity – Journal Example

Add/Edit Journal Entry

Date:	Category:
<input type="text" value="11/4/2025"/>  Date	<input type="text" value="Other FFA-related Activity"/>

Activity:	<input type="text" value="2025 National FFA Convention"/>	Activity Name (AET Calendar)
Type:	<input type="text" value="Convention"/>	Activity Type
Level:	<input type="text" value="National"/>	Activity Level
Skill Areas: 	<input type="button" value="+ Add/Explore Skill Areas"/>	Skill(s) Performed
	CRP.10.01 Identify career opportunities within a career cluster that match personal interests, talents, goals and preferences.	
Description / Awards: Check Spelling	<div style="border: 1px solid gray; padding: 5px;"> Attend the 3-day convention and participated in the following: 2 leadership workshops, Opening session, session 3, American Degree Session, Parliamentary Procedure Finals, 1 tour and 6 colleges. I am so excited about my opportunity to compete in CDE's and am looking forward to choosing a college in agriculture. </div>	Reflection of experience, activity specifics, and measurable outcomes
Time:	Hours <input type="text" value="36"/> + Minutes <input type="text" value="0"/>	Time committed
Photos:	Add Photo	



Questions?

Resources:

[AET Journal Rubric \(Excel\)](#)

[AET Journal Rubric \(PDF\)](#)

