

AET – Foundational SAE

Complete each of the following steps over a set period of time using your AET record book and journaling your experiences.

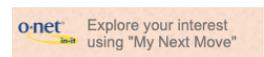
Step # 1 – Login and be sure your profile is up to date, Create SAE Project & Plan!

1. Choose  AET Experience Manager and “Add New” or view one created
 - a. Develop your SAE plan 
 - i. Complete each section and copy “text” from the instructions...be sure and complete each
 - ii. Description – My interest is to learn more about a career. I will start this project right away
 - iii. Time – I will spend about hours to complete all 5 basic activities.
 - iv. Financial – no money is needed.
 - v. Learning Objectives – My 5 activities are each to learn about a career using my assignment.
 1. Choose A1.02 Career Interest
 2. Choose A2.02 Build a resume.
 3. Choose A3.02 Review salaries for your career.
 4. Choose A4.01 Investigate safety in your career.
 5. Choose A5.01 Analyze labor demands.

Step #2 – Action Items = Time Invested to record in your AET Journal

(Action-1) In AET, choose your Profile, Your Career Connector section (approx. 1 hr):

- o View the video to see a summary of the section 
- o Choose O*net & explore career areas by name, or any approach.
- o Use the “Career Exploration Worksheet” to summarize your results.
- o Take a photo of your career worksheet/scan to capture your complete work.
- o Choose your “Experience Manager” and select the “files link” to save a copy of your sheet
- o Choose your “AET Journal” to record your date, time and skills *(FND 1 on Explore Career)



(Action-2) In AET, work on your career objective (approx. 30 min):

- o Choose your AET profile and Resume section
- o Develop a career objective that aligns to your area of interest and choose “Save”
- o Choose your “AET Journal” to record your date, time and skills *(FND 2 Maintain a Resume). Be sure to describe your findings in your journal description.

(Action-3) In AET, review salaries and cost of living (approx. 1 hr)

- o Choose O*net and locate your career area, explore details for salary and regional info.
- o Choose your “AET Journal” to record your date, time and skills *(FND 3 Review Salaries). Be sure to describe your findings in your journal description.

(Action-4) Search the web or locate a business to review safety requirements (approx. 1 hr)

- o In searching the web, develop a summary of safety certifications or trainings for a career choice
- o Choose your “AET Journal” to record your date, time and skills. (FND 4 Safety in workplace). Be sure to describe your findings in your journal description.

(Action-5) Using O*Net, review labor demand (approx. 2 hrs)

- o In your AET, choose O*net to explore details for salary and regional info.
- o Choose your “AET Journal” to record your date, time and skills (FND 5 Review Salaries). Be sure to describe your findings in your journal description.

Step #3 – Develop Learning Items (Summarize all your action items) (approx. 1 hr)

- o Develop a poster and include a summary of your career in a creative way on a poster.
- o Prepare to present your career choice in class and hang your poster on the wall
- o Choose your “Experience Manager” and select the “files link” to save a photo of your poster
- o Choose your “AET Journal” to record your date, time and skills (choose CRP 10 area). Be sure to describe your findings in your journal description.

Step #4 - Annual Review and closing the SAE project – Develop annual summary and skill details for each area of the project plan  , be sure each has a “green check” once you are complete.