

**Situation:** *You are a student who needs to get started on an SAE project or a required learning experience. Your teacher likely has outlined your project, but some common steps for success are below!*

## SAE SETUP

### Step 1: Set Up the SAE - AET Profile

- Select Experience Manager and "Add New."
- Enter your Project Name
- Choose Focus - Individual
- Choose Experience Type - Basic (Foundational)
- Add Primary Experience and Subcategory - Foundational
- Select "Foundational" and "Save"



Name: Career Exploration  
Focus: Individual  
Type: Foundational

### Step 2: Develop Your SAE Plan - Experience Manager


- Complete each of the four tabs using the help in the header box of each section.
- Description Tab - Include project duration, size, and kind, goals, evaluation, or mentor.
- Time Tab - Include time required for work both during the school year and summer months, recording event attendance, research, and job shadowing (hours per week)
- Learning Objectives Tab - Click "Add Skills" (select any three as a minimum requirement)



- **FND.A1.02** Summarize your career interest results
- **FND.A2.03** Work with a career mentor
- **CS.05.02** Examine and choose career opportunities that are matched to personal skills, talents, and career goals in an AFNR pathway of interest

## SAE RECORDS

### Step 3: Record Your SAE Time - SAE JOURNAL

- Choose  AET Projects/Experiences
- Enter the date, and choose your SAE Project (dropdown)
- Select one or more skills that represent the work completed
- Enter Hours and Minutes of work
- Activity Description should include tasks performed and results of learning outcomes.
- Each time you work on this project, be sure to choose skills... your teacher can grade these!
- OPTIONAL: upload photos to support the work
- How often should I journal?... Daily or Weekly is best!



1/21/24: (1 hr. 15 min.)

CS.05.01 - As part of Ag class, I completed the STRONG Interest Inventory that helped identify my interests and work preferences.

1/24/23: (1 hr. 30 min.)

CS.05.02 - As homework, identified 3 career areas to research for educational and work environments.

## SAE REFLECTION

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### Step 4: Capture SAE Photos - JOURNAL Tab/Portfolio

- Use your phone to capture photos and upload them directly using m.theaet.com
- Add captions to tie to SAE reports and in the FFA Awards transition
- Also, you can access and add files in your Experience Manager - Files/Videos
- This is a great place to save a "career plan" or other important Foundational items!



### Step 5: SAE Reflection – SAE Manager

- Annual Summary – describe (1) your project focus or intention, (2) Summarize skills learned or tasks performed. *(See the yellow box)*



- Learning Activities - Learning activities are required in the form of Journal Entries.
  - Skills are populated automatically from your AET SAE-related Journal entries.
  - Foundational SAEs should cover skills in all 5 areas with at least 1 entry in each.
    1. Career Exploration and Planning
    2. Employability Skills for College and Career Readiness
    3. Personal Financial Management and Planning
    4. Workplace Safety
    5. Agricultural Literacy
  - These skills apply to all Foundational Skills and related Career Ready Practices as listed in SAE For All educational materials.



### Step 6: Determine Project Status - SAE Manager

- Your foundational SAE will usually be complete when all components are entered and can be marked Inactive (grey)



### Step 7: Key SAE Reports - REPORTS Tab

- "Single SAE Experience Report" - summarizes THIS SAE project in one report (Click Icon)
- "Profit/Loss Report" - summarizes annual income and expenses (Reports Tab)
- "Complete Record Book Report" - summarizes all SAE records in one report (Reports Tab)