

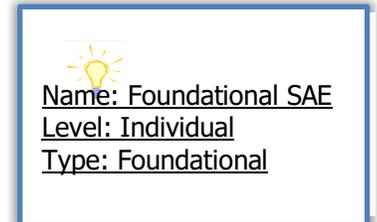
Situation: *You are a student that needs to get started in an SAE project or better labeled as a learning experience. Your teacher likely has outlined your project, but below are some common steps for success!*

Foundational SAE



Step 1 Set Up the SAE- AET Profile

- Select Experience Manager and "Add New"
- Enter your SAE name, select level of "Individual"
- Select "Foundational" and "save"



Step 2 Develop Your SAE Plan (Experience Manager)

- Complete each plan section using (Tip: copy and paste sentences in the space below each section)
- In the area of "time" summarize the instructions for your project provided by your teacher
- In your Learning Outcome section of SAE plan, choose learning areas and make sure to select at least one activity per area (Career exploration, career readiness, safety, financial and literacy)



Some of the learning objectives could be.... I will learn about:

- **(Career) FND.A1.01** - Explore career areas of interest, **(Career Readiness) FND.A2.02** - Build or maintain a resume, **(Financial) FND.A3.02** - Review salaries of career interest, **(Safety) FND.A4.01** - Investigate workplace safety requirements, **(Literacy) FND.A5.05** - Gain official content certifications
- **(Career Ready) CRP.03.02** - Design and implement a personal financial management plan...

Step 3 A Key Record is Your SAE Time- JOURNAL

- Choose Journal and Experience related activity
- Enter the date, choose your SAE, and choose "Add Skills" and select all areas that describe your activity (as many as you can, especially the ones in your **plan**)
- Each time you work in this project, be sure to choose skills.... your teacher can grade these!
- How often?... daily or weekly is best!



On 9/1/17 – Interviewed a Greenhouse Manager at local nursey ...connects to (1) Explore career areas, (2) review salaries and (3) safety 1 hr. visiting business and learning about employment

Step 4 Save Files/Photos for your experience

- AETmobile - Use your phone to capture photos of different places you visited or your time researching careers or attending a training...or
- AETdesktop - Choose Portfolio, use the dropdown to choose your Foundational SAE and upload, then create a caption
- Great place to save "career plan" or other important Foundational items!

Step 5 Reflect on Results



- For each year, summarize your skills gained, learning outcomes and how this project helps in your career plans



- In using your project plan items, develop a summary of how you gained this skill through your SAE and how that may help in your future plans



- You can also view a complete project report and submit to review or submit as part of your grade

Step 6 Determine Project Status



- Since this is a Foundational SAE you will want your project to remain active or “on” while you are still tracking experiences through your time in agricultural education
- If you project is complete (All 5 areas have been covered), choose “inactive”