

**Situation:** *You are a student interested in working at the local veterinary office. You will show hours worked and money earned.*

## SAE SETUP



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

- Select Experience Manager and "Add New."
- Enter your Placement Site Name (name of employer)
- Choose Experience Type - Paid Placement
- Add Primary Experience and Subcategory
- DECIDE if SAE has Multiple SAE Categories

Can the SAE have multiple categories?

1. If the student will have different job duties in the clinic, CLICK Multiple SAE Categories
  - Large Animal Clinic (Animal Systems)
  - Equipment Maintenance (Repair & Maintenance)

**NOTE:** Each Multiple SAE added will create a stand-alone SAE in the SAE Manager, and if they do not come to fruition, then the SAE can be deleted

- "Save" at the bottom (see box to the right)



**Name:** Hanagriff Veterinary Clinic  
**Level:** Individual  
**Type:** Paid Placement  
**Area:** Animal Systems



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

- Click  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 clinic, on-farm calls, maintenance, or other activities (hours per week)
- Learning Objectives Tab - Click "Add Skills" (select any three as a minimum requirement):



- AS.03.01 Analyze the nutritional needs of animals
- AS.02.01 Demonstrate management techniques that ensure animal welfare
- BS.02.03 Apply standard operating procedures for the safe handling of biological and chemical materials in a laboratory

## SAE RECORDS



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

- Choose AET Projects/Experiences
- Enter the date, and choose your SAE (Equip or Clinic)
- 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.
- OPTIONAL: upload photos when available to support the work

**On 9/1/24 – [1 hr, 15 min]**  
Learned how to process a new patient form and file

**On 10/5/24 – [2 hrs, 30 min]**  
Performed animal restraint in exams (1.5 hrs), cleaned and disinfected kennels and exam tables (1 hr)

**NOTE:** Quality records should include equal journal hours and reflections to paycheck hours.



### Step 4: Record SAE Paycheck

- Choose a date, total gross income, any taxes, and any expenses taken out of paycheck(uniform fee), and total hours for the pay period
- Choose which Experience the paycheck is associated with by checking the box.
- Use the memo to indicate hours and pay period range
- Make sure the percent equals 100% no matter the division of percentage in experiences

New Paycheck				
Date	Total Gross Income	Taxes / Withholdings	Expenses	Paycheck Hours
10/28/2024	\$410.00	\$21.55		41.0
Split	Paid Placement Experience	Percent	Gross Income	Memo
1	<input checked="" type="checkbox"/> Hanagriff Veterinary Clinic - Equip Maintenance	50.000%	\$205	20.5 hrs 10/7-10/21
2	<input checked="" type="checkbox"/> Hanagriff Veterinary Clinic - Large Animal Clinic	50.000%	\$205	20.5 hrs 10/7-10/21

**NOTE:** The percentages will divide the gross income accordingly, and the paycheck amounts will appear in the financial ledger for the identified SAE.

## SAE REFLECTION



### Step 5: 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



**Step 6: SAE Reflection – SAE Manager**

- Annual Summary – describe (1) your Placement title/role, (2) Placement Size and Services, and (3) Key outcomes of the year. *(See yellow boxes)*
- ADD Efficiency Factor(s) to measure and discuss the management or performance seen in the SAE



**Step 7: Determine Project Status - SAE Manager**

- Your placement will usually be ongoing and remain active (green).
- If employment no longer continues, mark the inactive button as GREY.



**Step 8: Key SAE Reports - REPORTS Tab**

- "Single SAE Experience Report" - summarizes THIS SAE project in one report
- "Profit/Loss Report" - summarizes annual income and expenses
- "Complete Record Book Report" - summarizes all of your records into one report



2024: Hanagriff Large Animal Clinic

VET ASSISTANT - 150 client clinic in Tri-County Area

This was my first job and I worked 20 hours a week earning \$10/hr. Kennel Management (61 hrs.) Client Filing (12 hrs.) Exam room assistance (25 hrs.) Farm calls ride along (5 hr)