Situation: *You are a student that has an interest in working at the local Veterinarian office. You will show hours worked and money earned as well as skills gained in the experience.*

Hanagriff Veterinarian SAE Scenario in AET
Paid Placement

Step 1: Set Up the SAE- AET Profile

- Choose "Project/Experience Manager" and "Add a New" SAE project
- Name your SAE to communicate the objective; in any Placement, your name should be the name of the company/employer you work for

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

Step 2: Develop Your SAE Plan(Experience Manager)
Complete each tab using the help in the heading of each section

- **Description** is a summary of your SAE
- **Time Investment** may include interviewing, time on the job, etc.
- **Learning Objectives:** include items you plan to learn in your project and likely activities that relate to your skill area:

On 9/1/18 – Learned how to process a new patient form
On 9/5/18 – Was allowed to observe a new patient exam

#1 My Skill: Perform simple health-check evaluations on animals. Planned A activities will include doing wellness exams, assisting the Vet I work for.

#2 My Skill: Create a program to develop an animal to its highest potential
Activity: I plan on participating and learning from the Vet techs and Vets on developing nutrition plans for small animals and their owners.

Step 3: Record Your SAE Time- SAE JOURNAL

- Enter the date, choose your SAE, and related activity
- Activity Description should include: decisions made and results/learning outcomes
- Paid Placement SAEs need to have hours worked enter on paycheck entry

Step 4: Record SAE Paycheck

- Choose a date, total gross income, taxes, hours worked and any expenses taken out of the paycheck (uniform/insurance fee)
- Choose which Experience the check is associated with can be more than one
- Make sure your percent equals 100%

Step 5: Capture Photos of your SAE

- Use AETmobile to keep records and capture photos and files
- Desktop version: Choose Portfolio, use the drop-down to choose your Paid Placement SAE and upload

> **Annual Review Example:** (1) In year 1, I got hired at $8/hour with 20 hours a week. (2) Skills in this year include processing patient paperwork, wellness exams with Vet Tech and gaining knowledge in animal nutrition (3) A key outcome is the vet office gave me a raise to $9 with 25 hours a week due to the ability to learn quickly.

Step 6: Project Reflection

Annual summary by year of your SAE
(3 targets <u>each</u> year):

(1) How you got started
(2) Skills gained (use SAE plan/journals)
(3) Key outcomes

Skills gained in the project (also used in FFA awards):

> **Actual Measurable Results or Outcomes Example (using each skill):**
> In my #1 Skill – I was able to complete 35 consults and by the end of the year, I was able to complete 100% consultations alone. In my #2 Skill – I was able to complete three nutritional guides alone with the vet only reviewing my work.

Generate your Single SAE Report to review all entries associated with your SAE

- This report helps summarize all of your experiences and is also a common grading report used by your teacher

Step 7: Determine Project Status

- If your job is ongoing then you want to keep your SAE Active or " on".
- If your job is over and you no longer hold employment at the Vet office you want to make it inactive or "off"

Step 8 Key SAE Reports

- "Single SAE Experience Report" summarizes THIS SAE project in one report
- "Complete Record Book Report" summarizes all of your records into one report

Review all of "Student Help" sections for additional videos and resources:

✓ Getting Students Started
✓ SAE/FFA Award Video Series
✓ Best Management Practices for SAEs(plans, managing records, and more)