

Situation: You are a student that has an interest in building projects during and outside of your Power Systems class. Your teacher annually has a team of students that assist in marketing, designing and building picnic tables for the school to sell as a fundraiser. You own no tools and the school pays for all of the materials. You are not paid for your time but hoping to gain valuable experiences. Since this is school-based, you will make management decisions but your Ag teacher is responsible for the integration of technical content and skills. Must be Ag teacher approved.

AET Picnic Table Project in AET Unpaid Placement School-Based



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

Project Name: AET Picnic Table Project
Level: School-Based
Type: Unpaid Placement
Area: Power 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 (make sure the Ag teacher has approved it as a "School-Based" this needs to be noted in the plan)
- **Time Investment** may include interviewing, time on the job and other common task
- **Learning Objectives:** include items you plan to learn in your project and likely activities that relate to your skill area:



#1 My Skill: Create and execute a plan of action to act upon new ideas. Planned Activity: My potential activity: designing a new line of picnic tables with a new design to make them easier to carry

#2 My Skill: Follow architectural & mechanical plans to construct AFNR structures. Planned Activity: Following the plans provided by my Ag teacher to correctly build various tables by the end of the semester

Step 3: Record Your SAE Time- SAE JOURNAL

- Common Activities should be recorded like:
 - Cutting lumber and other task in building tables
 - Calling on potential customers
 - Designing flyers to pass out to other teachers at school
- Your journals are best to be recorded daily or weekly to reflect on activities

9/1/18 – Went to the lumber yard with my Ag teacher to pick up all of the materials needed.
11/3/18 – Began sanding three of my finished picnic tables using the school's sander



Step 4: Capture Photos of your SAE

- Use AETmobile to keep records and capture photos/files

- Desktop version: Choose Portfolio, use the drop-down to choose your SAE and Upload

Step 5: Project Reflection (several steps)



Annual summary each year (Three targets each year):

- Be sure to cover:
 - (1) How you got started
 - (2) Skills gained (use SAE plan/journals)
 - (3) Key outcomes

Annual Review Example:

(1) In year 1, I was on a team of four students to build 35 picnic tables (2) Skills I gained this year were shop safety, operating equipment and designing flyers and other promotional materials (3) A key outcome was our efforts raised 15% more funds and sold over 50 additional units.



Skills gained in the project:

- Connecting to each skill in your project plan, identify measurable ways you were able to achieve each planned skill area
- You may also add new skills that were key in your project not listed in your plan

Measurable Results or Outcomes Example (using each skill):

In my #1 Skill – I designed new portable tables built at 25 new designs and sold for a \$25 premium. #2 Skill – I 100% able to read the plans for the picnic table and event designed a new table that is portable, which helped our program raise 25% more in income.



Generate a Single SAE Report

- View this to get a summary of all your records and reflect back on additional skills gained in your project. This also be used by your teacher as a grade



Step 6: Determine Project Status

- If your job experience is ongoing, then you want to keep your SAE Active or "on".
- If your job experience is over, choose the green button to "close it" or "inactive"

Step 7: Other Key SAE Reports



- "Single SAE Experience Report"- summarizes your project in one report. Turn in this report for your SAE final grade.
- "Profit/Loss Report"- summarizes annual income and expenses
- "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 \(plans, managing records, and more\)](#)