

Situation: You are a student that has an interest in working without pay at Floral Shop after taking Floral Design sparked their interest

AET Floral Shop Unpaid Placement



Step 1 Set Up the SAE- AET Profile

- Select Experience Manager and “Add New”
- Enter your SAE name, select level of involvement, SAE type, and hit “Save” at the bottom (see box to the right)



Name: AET Floral Shop
Level: Individual
Type: Unpaid Placement
Area: Plant Systems



Step 2 Develop Your SAE Plan(Experience Manager)

- Complete each tab using the help in the heading of each section
- Time may include interviewing, time on the job, etc.



In this SAE I hope to learn more about the floral industry. I want to build on what I learned in Floral Design with Mr. Hanagriff in a real floral shop to improve my design skill. Some of the AFNR competencies I will learn about from this project are:

- PS.04.01.02.b Discuss principles of design that form the basis of artistic impression
- PS.04.01.02.c Create and implement designs by following established principles of art



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
- These are the Unpaid Hours that will count towards your FFA Awards; so make sure your descriptions are thorough and journals are consistent (every two days, weekly, etc)



On 9/1/17 – I observed the shop owner complete a wedding centerpiece with fresh roses and I was able to assist with clippings

Step 4 Capture Photos of your SAE

- Use your phone to capture photos at your job and upload directly using m.theaet.com
- Desktop version: Choose Portfolio, use the dropdown to choose your Unpaid Placement SAE and upload



Step 5 Annual Review

- Develop a summary of your SAE by year
- Describe the start of the year/key outcomes



2017: Volunteering to work at the local floral shop was such a great learning experience. I hope with my 15 hours I put in a week that the owner will promote me to a paid position this next summer.

- Skills and Responsibilities obtained
- In an ongoing SAE show growth from year to year



Step 6 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 floral office you want to make it inactive or “off” OR if you get promoted to a paid position you will create a new SAE that is a “Paid Placement”



Step 7 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\(plans, managing records, and more\)](#)