

Supervised Agriculture Experience

Course Expectations

2010-2011

Instructor: Miss Quigg

Location: EHS Room 316

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Course Description: Students will have the opportunity to receive one credit per year for work done outside of school for supervised agricultural experience (SAE) projects. A minimum of **120 hours** is required to meet the basic time requirement, and appropriate FFA record books will be kept for the SAE project.

Course Goals: Students will:

- Develop skills that can be used in obtaining and keeping a job in the agriculture field
- Explore possible career options
- Demonstrate responsibility and accountability
- Improve decision making and planning skills
- Learn record keeping skills

Expectations:

- Students are responsible for making all necessary arrangements for their projects. (This includes transportation to work, housing or board arrangements for livestock, or purchasing/providing materials/equipment needed to complete the project)
- Students must spend **at least 120 hours** outside of school time working on the project (not including recordkeeping for the record book) throughout the SAE course. Records must be kept year round or through a complete production cycle (Farm Show animals) to receive credit for the course. Students are expected to keep records on their project throughout the summer.
- Each student must complete the appropriate SAE book and common pages each calendar year. The most current record books must be used. (Electronic files use Microsoft Excel.) Records may be kept electronically or by hand, but hand written records must be legible to receive credit.
- Students must meet with the instructor **once a month** after school to review their records and address any questions/concerns. Records will be officially submitted **once** each marking period.

Attendance: Because this course does not meet during the school day, students are expected to meet with the instructor **once a month** to review and work on their record books. The instructor will post dates each month that she will be available to work on SAE books. It is the student's responsibility to check the dates and make any alternate arrangements within one week of the dates being posted. (Reminder: Students must obtain a pass from the instructor BEFORE 2:25 pm the day of the meeting to be permitted in the building after school). Laptops will be available for use. Students are expected to stay for **45 minutes** and bring their records and questions to work. Failure to attend a monthly meeting will result in a **ZERO** for that month and may not be made up. PLAN AHEAD!

If a student misses a meeting due to an excused absence, he/she will have a maximum of **THREE DAYS** upon returning to school to reschedule a meeting with the instructor. Failure to schedule and attend this make-up meeting will result in a **ZERO** for that month.

Assessments:

1. Monthly meetings

Each meeting is worth 10 points. Failure to report during a given month will result in an **automatic zero**. Students who attend the meeting and do not bring materials or make any attempt to work on record books will also earn an **automatic zero**. (If you don't plan to work, don't plan to stay!) Generally there will be 2 monthly meeting grades every marking period.

During the meetings, students will be evaluated on:

➤ Preparedness (3 pts)

Did the student bring his/her materials/files to work?

Did the student come with questions to discuss with the instructor?

Did the student come with a purpose/goals for the meeting?

Has the student made any attempt to solve his/her own problems by using available resources (mentor, PA FFA website, etc)?

➤ Progress (7 pts)

Is the student on track to meet the course's hour requirement?

Has the student made changes noted last meeting or on last record submission?

Did the student work on his/her SAE records during the meeting?

Did the student make adequate progress for time spent?

Did the student make wise use of his/her time with instructor?

2. Record Books

Record books will be graded once a marking period. They are worth 125 points and will be evaluated based on the type of record book that the student is keeping. Due dates and rubrics will be provided. **The instructor WILL NOT answer any questions relating to record books or the SAE course the day the books are due. PLAN AHEAD!**

All record books MUST be in a three ring notebook and should be organized in the following order: Planning, Enterprise (record book), Summary, and Leadership. Use provided dividers to separate the sections. Pages that are out of order, not in the appropriate section, or not in the rings will not be reviewed without a point deduction.

Books that are turned in **LATE** will receive an **automatic 25 point deduction**. Books will be considered late if ANY pages of the book are submitted **after 3pm on the assigned due date**. See Submitting Records for additional details.

3. Common Pages

Common pages are due with record books. Rubrics will be provided. They are worth 25 points and the following areas will be emphasized at the designated times:

MP 1	Planning
MP 2	Summary
MP 3	Planning
MP 4	Leadership

Grading:

$\frac{\text{Points earned}}{\text{Possible points}} \times 100 = \text{Course \%}$

The following scale will be used to determine your letter grade:

A	93-100%	B	83-87%	C	73-77%	D	63-67%
A-	90-92%	B-	80-82%	C-	70-72%	D-	60-62%
B+	88-89%	C+	78-79%	D+	68-69%	F	0-59%

Example: $\frac{695 \text{ points were earned by the student}}{800 \text{ points were available to earn}} \times 100 = 86.87\% = B$

Midterm and Final Exam

There is no midterm or final exam for this course.

Extra credit

Students may earn extra credit for acceptable scores in the state record book contest, receiving a state proficiency award, or receiving the Red Rose or Keystone degree. See SAE Extra Credit Opportunities for specific opportunities and point values. Note that extra credit may not be available to all students for all marking periods. No more than **10% of the total marking period** points will be from extra credit; therefore extra credit should not be relied upon to make up large point values lost due to meeting absences or poor marking period record submissions in previous marking periods.

	Month/MP	Opportunity	Eligibility Requirements
DEGREES	October/1 st	Keystone	Seniors, 2 years in FFA
	March/3 rd	Red Rose	Juniors or seniors, 2 years in FFA
STAR AWARDS	Nov/2 nd Jan/2 nd	Star Keystone	Seniors, Keystone degree applicants
	March/3 rd	Star Red Rose	Juniors and seniors, Red Rose degree applicants
	February/3 rd	Star Chapter	Sophomores, juniors, or seniors, Chapter degree recipients
PROFICIENCY AWARDS	February/3 rd	State Proficiency Award	None, but recommended minimum of 2 years of record books
	February/3 rd	Chapter Proficiency Award	None
STATE RECORD BOOK CONTEST	January/3 rd	State Record Book Award	None

Notes:

Record books and common pages are Microsoft Excel files. Students may utilize EHS computer labs before school, after school, or during study halls to work on their records. **No "in class" time will be provided in agriculture courses.**

Also, **if the SAE course is your only agriculture course for the year** and you are taking it to continue your FFA membership understand that **if you drop SAE, your FFA membership will end**, you will not be allowed to participate in any FFA activities for the remainder of the school year, and you cannot hold an officer position.

SAE Course Agreement

Student:

I have read and understand the SAE course expectations. I know that this is a very independent course that will require a lot of self discipline and initiative on my part. I understand that my SAE project must continue throughout the school year or a production cycle in order for me to receive a passing grade each marking period. I know that the instructor cannot check my progress daily and therefore it is essential that I meet with her after school at least once a month during designated meeting times to address concerns or update her on my progress. I will do my best to avoid procrastination and will turn in my record book and common pages on time.

Student's Signature

Date

Parent/Guardian:

I have read and understand the SAE course expectations. I will do my best to help my son/daughter be successful in this course while still allowing him/her to remain accountable for the project and records. If I have any questions or concerns regarding specific circumstances, I will contact the instructor in a timely fashion.

Parent/Guardian's Signature

Date