

# Time In Your Placement Supervised Agricultural Experiences (SAE)

Time Related to Placement Projects

# Time For A Placement SAE

The key is your investment of time in an environment that can be described as a job-like experience.



# Step 1: Prepare An SAE Plan

A **Business Plan** is a common business tool used by managers to evaluate the success of their business, which is related to employee evaluations and their contribution to the business.

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An **SAE Plan** assists you in managing your project and is used by supervisors to evaluate your progress, similar an employee evaluation (Job experience)

## Your SAE Plan Should Include:

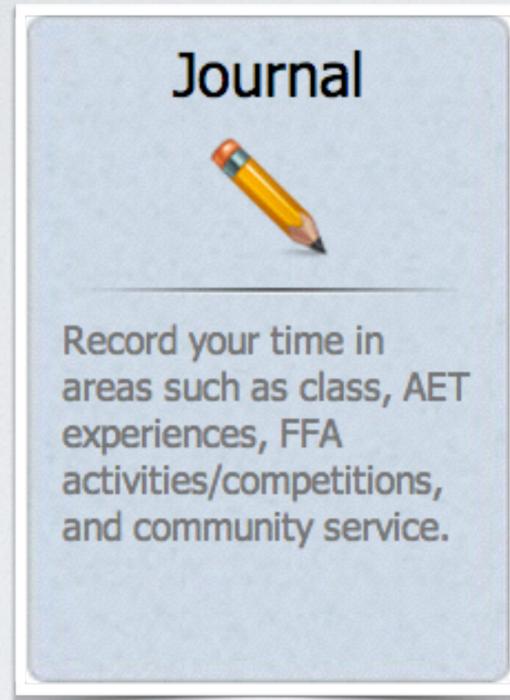
1. A short summary of the project, area of interest, planned starting/ending dates, invested time (hrs) and other general information about your experience in a job setting
2. Details of your planned hours to be worked
3. Information detailing who will supervise your project (employer, teacher, parent, etc)
4. How results will be measured and what you learned during this experience.



# Step 2: Document Your Experience



Documenting your Placement SAE in the AET record book involves:



A. Recording “Journal Entries,” detailing your time invested in your placement SAE, typically involves “unpaid” experiences



# A. Documenting Time In Your Journal (Unpaid Placement)

All SAE projects require time outside of your classes. Your experiences could include:

1. Educational activities (trainings, etc.) that relate to your job experience
2. Time performing work-related tasks while on the job
3. Time spent evaluating and reflecting upon your SAE plan compared to actual work experiences



# Reflecting On Your Work Experience, Coming Back To The Plan

Examples of your efforts could include:

- Meeting with your employer to review work responsibilities and possible areas of improvement
- Reviewing your SAE records/ SAE plan grade(s) with your teacher
- Reviewing your experience and seeking to gain more responsibilities. Or, how this experience can develop a new project...and expanded time in this SAE

