

SAE PACKET

SAEs have the following requirements:

1. Planning and doing the SAE
2. Completing the journal entries
3. Completing 8 hours of work on the SAE per semester
4. Completing the first semester poster
5. Completing the end of year video

The following pages are the requirements for students SAE. Some adjustments can be made for specific experiences. Make sure you are looking at the list that applies to your SAE!

SAE Requirements for Each SEMESTER

Placement and Entrepreneurship

1. At least 8 hours
 - a. Planning, researching, and preparing for your SAE all count as hours towards the SAE.
2. You must have journal entries (5 sentences each) that outline how you spent the 8 hours and/or what you learned.
 - a. Each journal entry can vary with the amount of time spent doing that activity. The total time at the end of the semester has to equal at least 8 hours.
 - b. Journal entries are due each Friday
 - c. The first journal entry will be a tutorial entry we will do as a class. I do not expect most students to have started their SAE yet, but it's great if they have!
 - d. If the SAE is seasonal or short term, a journal entry may be entered for a reflection of class or FFA related activities.
3. Financial Budget
 - a. How much money did you spend/earn through your SAE?
 - b. AET has an excellent financial record keeping tool to utilize for this.
 - c. Every Placement (except unpaid) and Entrepreneurship SAE should involve a financial component.
4. At least 5 pictures to go along with your journal entries
 - a. At least 3 pictures need to have YOU visibly doing something.
 - b. If seasonal or short term, pictures of you participating in class projects will replace SAE pictures.
5. Presentation with pictures and descriptions.
 - a. At the end of fall semester an "in the process" poster will be done. This can just be one poster board filled with the requirements outlined on the Semester Poster Board page.
 - b. At the end of spring semester, a final presentation will be done. This should be a video with the requirements outlined in the Final Video page.

SAE Requirements for each SEMESTER

Experimental and Research Guidelines

1. At least 8 hours
 - a. Planning, researching, and preparing for your SAE all count as hours towards the project.
2. You must have journal entries (5 sentences each) that outline how you spent the 8 hours and/or what you learned.
 - a. Each journal entry will probably vary with the amount of time spent doing that activity. The total time at the end of the semester just has to equal at least 8 hours.
 - b. Journal entries are due each Friday.
 - c. The first journal entry will be a tutorial entry we will do as a class. I do not expect most students to have started their SAE yet, but it's great if they have!
 - d. If the SAE is seasonal or short term, a journal entry may be entered for a reflection of class or FFA related activities.
3. Scientific Process
 - a. Outline the scientific process that you will use to complete your SAE.
4. At least five pictures to go along with your journal entries.
 - a. At least 3 pictures need to have YOU visibly doing something.
 - b. If seasonal or short term, pictures of you participating in class projects will replace SAE pictures.
5. Presentation with pictures and descriptions.
 - a. At the end of fall semester an "in the process" poster will be done. This can just be one poster board filled with the requirements outlined on the Semester Poster Board page
 - b. At the end of spring semester, a final presentation will be done. This should be a video with the requirements outlined in the Final Video page.

SAE Requirements for Each SEMESTER

Exploratory Guidelines

Job Shadow

1. 8 hours required.
2. You must have journal entries (5 sentences each) that outline how you spent the 8 hours and/or what you learned..
 - a. Each journal entry will probably vary with the amount of time spent doing that activity. The total time at the end of the semester just has to equal at least 8 hours.
 - b. Journal entries are due on Fridays.
 - c. The first journal entry will be a tutorial entry we will do as a class. I do not expect most students to have started their SAE yet, but it's great if they have!
 - d. If the SAE is seasonal or short term, a journal entry may be entered for a reflection of class or FFA related activities.
3. Interview of staff you are shadowing with required questions.

Career Research

1. 8 hour work and journal requirement applies the same as Job Shadowing.
2. Research the following: Career Description, Salary, Education Requirement, Future Outlook, Daily Activities, Interesting Facts.
3. Career Research also involves an interview with required questions.
4. Presentation with pictures and descriptions.
 - a. At the end of fall semester an "in the process" poster will be done. This can just be one poster board filled with the requirements outlined on the Semester Poster Board page
 - b. At the end of spring semester, a final presentation will be done. This should be a video with the requirements outlined on the Final Video page.

Job Interview Questions

For Job Shadowing and Career Research

Directions: You should choose four questions from each category (General Questions, Job Pros & Cons, and The Job Itself) to ask/answer. ALL reflection questions should be answered. Be sure to record who answered these questions

General questions

1. What education/training did you have before taking this role? How helpful was it in getting you the role and supporting you in the role?
2. Are there any other experiences - work or non work related - that have supported you in your career?
3. If you could go back in time would you do anything differently in preparation for this career path?
4. What would you look for if you were recruiting for this post?
5. Are there any journals or career related websites you think would be helpful in learning about this role?
6. Is volunteering a good way to gain experience that would be recognised at interview?
7. What happened at your job interview. What should I expect?
8. Are there any professional groups I could join that would be useful to me?
9. What qualifications do you feel are important for this role?
10. What personal qualities do you need to succeed in this role?
11. Why did you apply for this role?

Job Pros & Cons

1. Would you choose the same occupation if you were just starting out? Why or why not?
2. Do you have any special words of warning or encouragement as a result of your experience?
3. If you could change any aspect of your career/ role what would you change?
4. Why did you choose this career/role? Was it what you expected it to be?
5. What is your favourite thing about your current role?
6. What do you feel are the most challenging elements of your role?

The Job Itself

1. Could you give me an example of a typical day for you in this role?
2. What do you spend most of your time doing?
3. In terms of a career path what would that look like for this sort of role? Where could you progress to?
4. Who do you work with and what are the relationship links?
5. How important is teamwork to this role?

6. How often do you work alone?
7. How much of the work is self directed and how much is regulated by others?
8. What are usual work patterns like in this role?

Job Shadow Reflection

All of these questions must be answered.

1. Describe the department/work site you visited:
2. What type of work activities did you observe during your job shadowing experience?
3. What did you like best about your job shadowing experience?
4. What did you like least about your job shadowing experience?
5. What surprised you most about what you observed, heard, did, or learned?
6. If you decided you wanted to work in the department/work site you visited, what might you do to prepare in the next five years, both in high school and afterwards to reach that goal?
7. Would you consider a career in the type of industry in which you job shadowed? Why or why not?
8. From your perspective (your interests, abilities, and goals) identify aspects of the job that were a:
 - a. Positive:
 - b. Negative:
9. Did the job shadowing experience influence your career choice/goals? How?

Career Research Reflection

All of these questions must be answered.

1. Describe the career(s) you researched.
2. What type of work activities did you find that you did not previously know about?
3. What did you find most interesting in your research?
4. What did you find least interesting in your research?
5. What surprised you the most about what you learned?
6. If you decided you wanted to work in the career you researched, what might you do to prepare in the next five years, both in high school and afterwards to reach that goal?
7. Would you consider entering the career you researched? Why or why not?
8. From your perspective (your interests, abilities, and goals) identify aspects of the career that were
 - a. Positive
 - b. Negative
9. Did the career research influence your career choice/goals? How?

SAE 1st Semester Poster Board Requirements

Due December 16, 2019

Grade: Your poster board will be graded in several different ways:

1. Contents are complete- (contains all information listed below)
2. Done on time
3. Neatness and creativity- use fonts that are large enough to read, use color, and make it fun to look at.
4. Even if your project fails, you can still receive a good grade on this. We learn from our mistakes.

Your poster board is worth a full project grade.

Requirements: The poster board must include the following:

1. Name
2. Names of SAE - (Job Placement at Ace Hardware, Market Hog Animal Entrepreneurship, My Home Garden, etc)
3. Initial goal of the SAE
4. Summary of the planning of your SAE
5. 3 photos with captions
6. What you have done so far for your SAE

Other things that you could include:

1. Information about products sold or tasks completed
2. Accomplishments
3. Any other items that relate to your SAE that you would like to share!

We will have one day dedicated to work on posters in class, but they can also be done at home.

SAE Final Video Requirements

Due May 13, 2019

Grade- the video will be graded in several different ways:

1. Contents are complete- (contains all information listed below)
2. Done on time
3. Neatness and creativity
4. Even if your project fails, you can still receive a good grade on this. We learn from our mistakes.

Your video is worth a full project grade.

Requirements: The video must include the following:

1. Introduction of yourself (who you are, what grade are you in)
2. Introduction of your SAE (name of SAE, brief description of what you wanted to do.)
3. Initial goal of the SAE (SMART goal would go excellently here)
4. Timeline summary of SAE
5. Return on investment- money made or lost to date, if applicable
6. Video/Photos of your SAE.
7. 3 skills that you have learned
 - a. Exploratory SAEs should also have a summary of the interview questions and reflection turning in on paper.
8. If your SAE "failed," why it failed and what you learned from it.

Other things that you could include:

1. Information about products sold or tasks completed
2. Accomplishments
3. Any other items that relate to your SAE that you would like to share!

We will dedicate two days to work on and edit videos in class. They can also be worked on at home.