

Selecting an SAE Project Type (AET Experience) *AETlearn*

Purpose: This guide provides a decision tree framework for an SAE project, which in The AET is called an AET experience. This guide can also serve as a classroom exercise to begin discussing SAEs. Also, review www.exploresae.com for additional SAE resources.

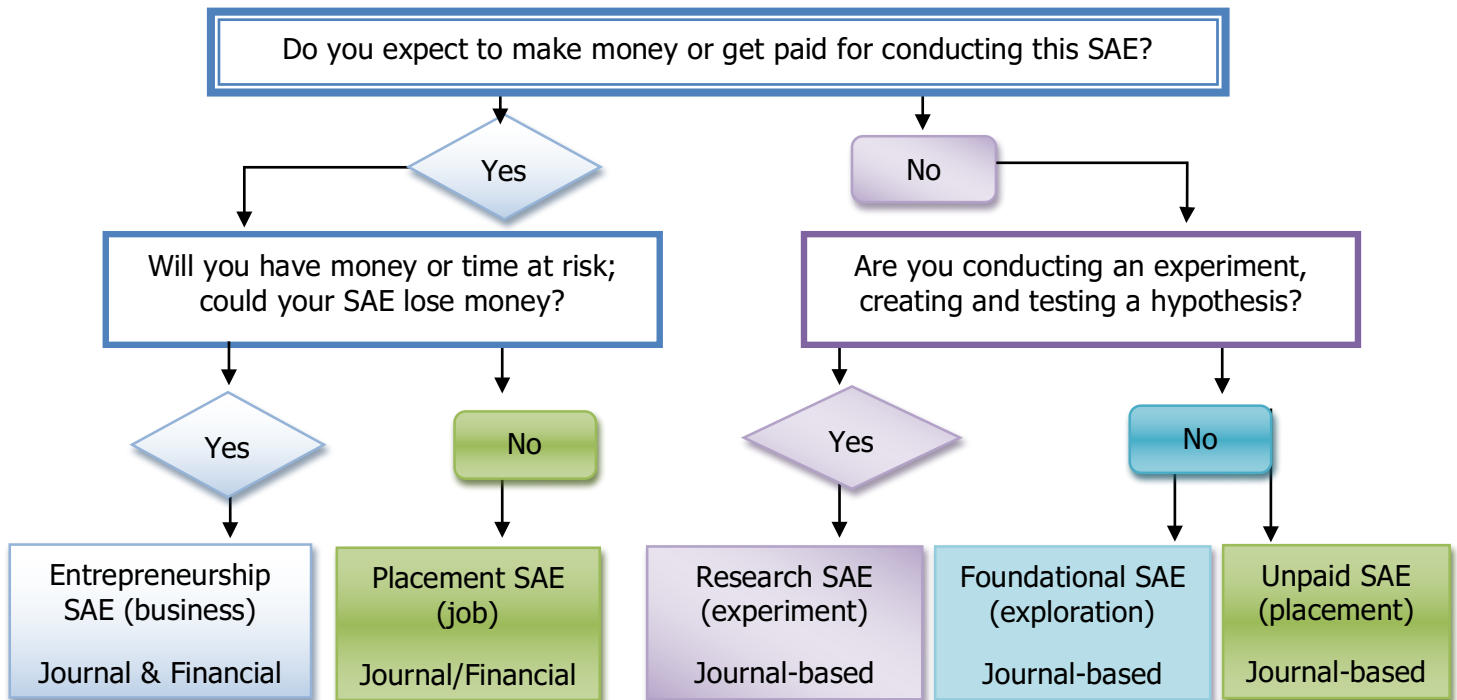
Student Name: _____ **Date:** _____

STEP 1: Describe the Primary Audience, Focus, or Level for your Project

- **Independent** - Most traditional projects are Independent. You are responsible for management decisions with supervision and support from others.
- **School Based** - These projects are conducted with formal cooperation or the school. This is sometimes referred to as a "school-based enterprise". You work as a partner with your school or some formal agreement.
- **Service Learning** - These projects are conducted with the formal cooperation of community organizations or non-profit, often those responsible for a community-based event. These projects cannot be duplicated as community service; this is your SAE project that you lead.

STEP 2: Discover Your Most-Appropriate SAE Type

Decision Tree: Beginning at the top, answer the questions and it will guide you to your most-appropriate SAE type. Complete this exercise for each SAE idea – repeat to explore more!




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Time to Brainstorm: My SAE idea

In the space below, write the SAE type selected from the decision tree exercise. Describe your SAE idea.

Step 2. SAE setup in The AET *(More help is online for each section ?)* (Follow the steps below; check them off as you go!)

1. Click PROFILE, select "Experience Manager"  in the Profile section of The AET.
2. Select "Add New" at the top of the page

Add/Edit Experiences

Name: ?	<input type="text"/>	Enter a short descriptive name for this experience.
Level / Focus: ?	Individual <input type="button" value="v"/>	?
SAE Type: ?	Exploration: <input type="radio"/> Foundational	? Journal Only
	Agriscience: <input type="radio"/> Research/Experimental	? Journal and Finances
	Job: <input type="radio"/> Paid Placement <input type="radio"/> Unpaid Placement	? Paychecks and Journal
	Business: <input type="radio"/> Entrepreneurship/Ownership	? Journal and Finances
Primary Experience Category: ?	(Please Choose) <input type="button" value="v"/>	
Primary Subcategory: ?	<input type="button" value="v"/>	




3. The following table illustrates your options:

- ✓ Your projects name: _____
- ✓ The Level of your project: ___ Individual ___ School based ___ Service Learning
- ✓ Your type of SAE: _____
- ✓ Your experience category (Select one)
 - ___ Leadership, Education and Communications
 - ___ Animal Systems (AS) focused on animal systems
 - ___ Agribusiness Systems (ABS) focused on agribusiness projects
 - ___ Biotechnology Systems (BS) focused on science projects
 - ___ Environmental Service Systems (ESS) waste management and environment

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- ___ Food Products and Processing Systems (FPP) focused on food science/service
- ___ Natural Resource Systems (NRS soil, water, and other natural resources)
- ___ Plant Systems (PS) focused plant systems
- ___ Power, Structural and Technical Systems (PST) focused on power systems

Step 3. Begin your project with a plan!

- A. The "SAE plan" option  is to develop an SAE Plan (see related guides).
- B. The "SAE budget" option  is an additional planning document for entrepreneurship projects.
- C. The "edit" option  is to change any of your setup information



Develop a written SAE project description (Brainstorm some ideas to later enter into AET):

** Refer to managing SAE guides and developing an SAE Plan for more information.*

Step 4. Manage your records and reflect on results!

Be sure to review "Best Management Practices for SAEs and keep records. Some of the following menu items are important:



Your project needs and annual review to reflect on (1) how your project got started, (2) key responsibilities and skills and (3) summary of results



Your project's annual reviews are all complete!



Your project is active and ongoing or if the project is complete, turn it "off", which marks the project as inactive. The SAE will still show in reports and awards

Creating the SAE Plan

Purpose: Your SAE Plan is meant to help you outline your SAE project from beginning to end; while reflecting about what you learn along the way! Use this guide to brainstorm ideas. Once you have created your SAE in the “Experience Manager” (Refer to the Selecting an SAE and Creating the Experience Guide for details), you can now develop your SAE plan!

Step 1: Choose SAE Plan in your Experience (SAE) Manager

- 1) Once an SAE is setup, choose "SAE Plan" from the "Experience Manager" and select the to develop and SAE plan.

Edit, Plan & Review	SAE Type	Project Name	# Finance	# Journal	Project Value
	EN - Beef	Market Steer	0	0	\$0.00
GRAND TOTAL			0	0	\$0.00

Step 2: Complete the sections of the SAE Plan

**Your SAE may NOT require you to complete all tabs!

***Save EACH TAB before moving on to another tab!

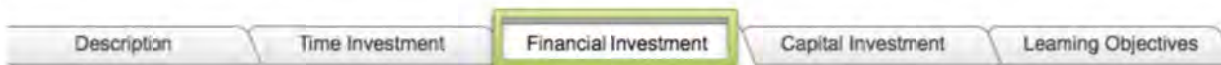
****Refer to the SAE Handbook Rubric for info on what to include in your plan. You MUST include at least 5 learning objectives for full points.



- a. **Description** - A summary of the project. Refer to this section of the SAE plan for more information.



- b. **Time** – A summary of your planned time to spend in the project and how you will manage your other obligations. Refer to this section of the plan for more information.



- c. **Financial** – A summary of your planned spending, income and use of non-current items needed in your project. This also includes how you plan to obtain needed funding and any related labor exchange. Refer to this section of the plan for more information.



- d. **Capital Investment** – A summary of your planned items you will invest in such as, equipment, land, and breeding animals. Also, any rental agreements for capital items such as pen rent, land rental or any other type of rental.



- e. **Learning Objectives** – A summary of what you plan to learn during your SAE project, what you learned in the recordkeeping process, how your SAE relates to your classes or FFA activities, and how your SAE relates to your future plans of other SAE projects.