Purpose: This guide will help you create a plan for your SAE. Your SAE Plan is a description of your before, during and reflection of learning about your project. You will have a plan for each SAE. This guide also serves as a brainstorming activity and ideas to complete when you setup your SAE.

Create Your SAE or in AET called a Experience - Refer to the Selecting an SAE and Creating the Experience Guide...then you are ready to enter in AET.

a. Choose PROFILE, Develop your AET Experiences and follow the steps (refer to the “Selecting an SAE and Creating the Experiences” Guide for details).

For now, enter your potential SAE name:

MY SAE is: ________________________________ (your named SAE)

This SAE belongs to: ______________________ (your name)

Step 1- SAE Planning
Once setup, choose - as you work through each section, use the following processes to create some ideas, and then perfect the idea and get it into your AET.

1. A Description of My SAE is - This is general information such as...
   - Name of the project, estimated beginning and ending dates of employment
   - Hiring process, projected pay or if unpaid describe the agreement
   - How this project relates to your career interest or why you have chosen this type of project & other general information about your SAE.

My Ideas are:
2. **Planned investment of time and supervision** - This section represents your estimated time to manage this project from start to finish, such as:

- Work schedule
- Supervision of your project by parent or teacher
- Other related information to time and supervision

My Ideas are:

3. **Planned learning objectives** - This is a list of what you plan to learn while being involved in the SAE. This could include:

- What you plan to learn while completing the SAE project,
- What you learned in recordkeeping process,
- How this SAE relates to your classes, FFA activities or career choices and
- How this SAE relates to your future plans of other SAEs.

My Ideas are:

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**Step 2- Doing**

Once you have setup the SAE (or AET Experience), then your next step is doing it in AET. Ideas could include:

- Make regular journal or if paid enter financial entries (paycheck)
- Develop reports to summarize information such as financial results and/or list of journal entries
**Step 3 – Outcome/Reflection on Your Experience**

This is your final part of the SAE Plan, what you learned and the outcome of your project. This could potentially include:

- What you learned by being involved in this project
- How your supervision helped you in this project
- The financial result of the project (if received a paycheck) and learning related to your planned items listed in Step 1 - items 3

If you are just brainstorming...what are some expected results?

*My Ideas are:*

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**Uses of this guide:**

1. Complete as a learning tool before you get involved in recording in AET
2. Complete this in class and turn in for a grade
3. Complete this at home with your parents and have them sign, then turn in as a grade
4. Complete this and attach a detailed budget or other supplemental information and turn in as a grade