



Questions?
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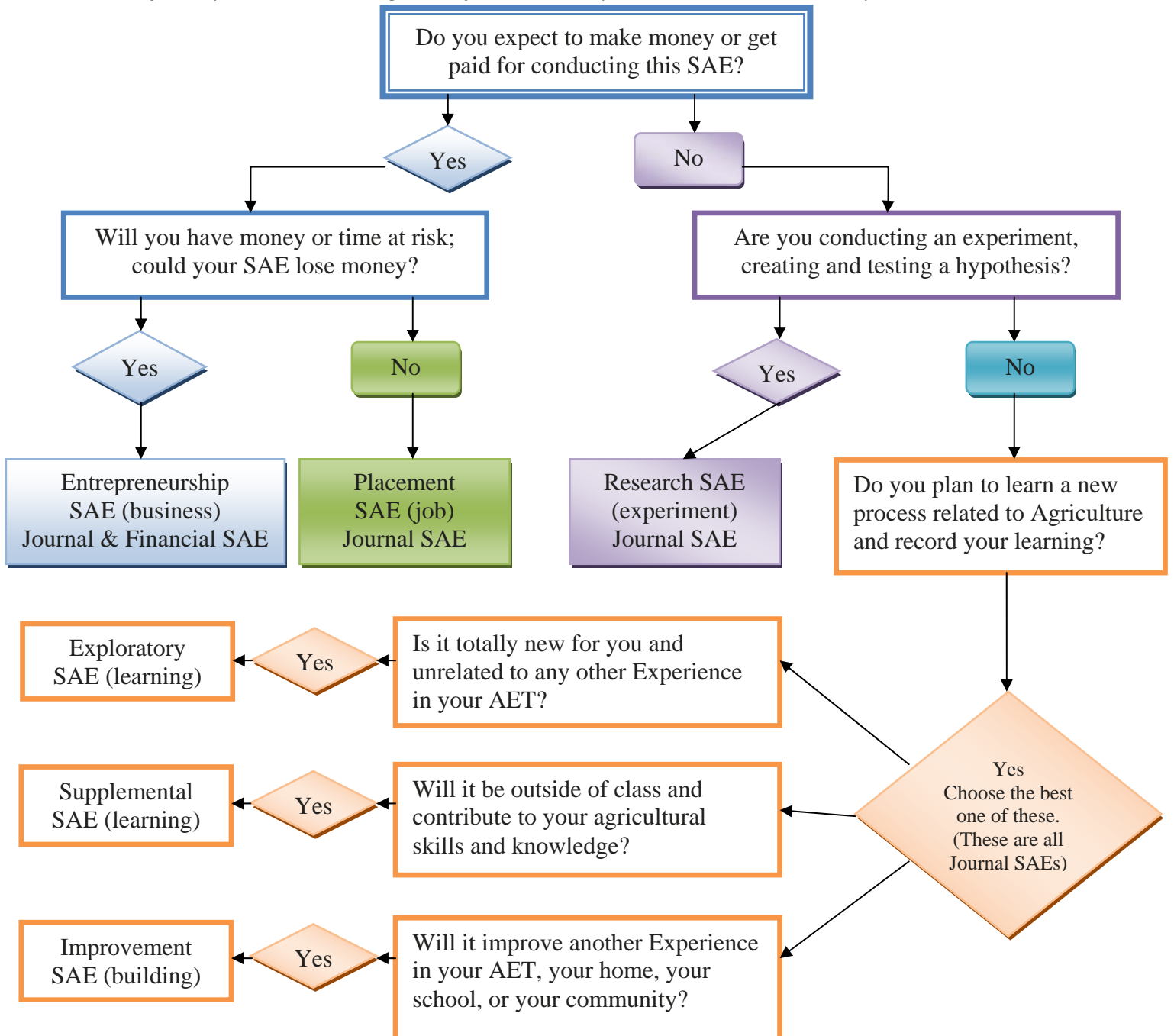
AGRICULTURAL EXPERIENCE TRACKER

Setting Up SAE's

This is a short guide to use in the computer lab or give to students to use in setting up SAEs. The first thing to do is select the SAE type. We created the **DECISION TREE** below to help. **Step 1 is to decide what type of SAE you have. Step 2 is to set-up SAEs. Step 3 is to begin the SAE Agreement** and some suggestions on what they should include. Be sure all students have already established their account and completed their Profile before beginning this lesson.

STEP 1 - Selecting a SAE Type

Decision Tree – just start at the top with your idea for a SAE, answer the questions, and it will guide you to the “Type” of SAE you’re considering. Do it for each idea you have. The more SAEs you have the better!



Login as a Student, and select [Finances](#) from the top menu.

2. – Set up SAE's (here are the steps, check them off as you GO!)

- a. Select "[Experience Manager](#)" at the top of the finances page. This is where you setup and manage your experiences in agriculture education, which are called SAEs. You can have one or a dozen.
- b. Click on the "[Add New](#)" button and follow the step-by-step process of setting up a SAE. The first choice is the "Category" of the SAE that best describes the nature of your experience. The next step is the Subcategory. As you select different Categories, the choices in the Subcategory change. Take a moment to find a Category and Subcategory that fit your Experience.
- c. Then you will select the "[SAE Type.](#)" **Use the flowchart on the preceding page** to help choose the type that best fits your experience. You can always go back and change it later.
- d. "[Name](#)" your SAE. Choose a unique name you will help you easily recognize this experience. This is the name you will use when you make financial or journal entries related to this experience. Names such as Show Steers or Job would be too simple and not unique. Better choices would be San Antonio Steer 08 or Vet Clinic Job.
- e. Use the "[Description](#)" box to record more information about your SAE
- f. The "[Category/Unit](#)" is only really important for SAEs that have specific units – like Head of Breeding Livestock. The "Category/Unit" changes based on the "Category" and "Subcategory" you chose in Step b. Choose the best one, or if none fits, you may need to change the Subcategory to make your choices change to something more appropriate. The "Category/Unit" for many Experiences is "Each."
- g. The [Quantity](#) is the number of "Category/Units" you have in this Experience. Often, it's 1.
- h. "[Ownership](#)" is usually 100%. If you are a partner in a business, enter your percentage of the total expenses and income. All financial records for this experience will be calculated using the percentage you enter here. If you enter 50% and buy \$10.00 worth of feed for this experience, \$5.00 will be used in your expense calculations.
- i. **HIT SAVE!** The new SAE will show up on your list of experiences. You can always edit experiences using this same screen. Once you have completed the SAE, return to this screen, choose "edit" and select "inactive." This closes your inventory, and removes the experience as a choice from future expense and receipt transactions. The experience manager lists completed or inactive experiences in a shaded column.

3.– Setting up the SAE Agreement (look at each step to decide!)

- a. Each SAE you have in the Experience Manager has a “[SAE Agreement Link](#)” -- select it!
- b. SAE Agreements should include information based on the type of SAE. Start your Agreement TODAY, and return to edit it over time as the experience changes and grows. Some ideas are:
 - i. **Entrepreneurship** – Make sure you have as a short paragraph that addresses each of the following:
 1. How you are paying for the SAE? Are your parents providing money, are you using money you made in other SAE’s, or are you actually borrowing money?
 2. The Assets used to make the SAE work (equipment like trailers, land, show supplies) and make sure these are listed in your record book as assets as appropriate (See Capital Item Manager to buy them).
 3. What are your learning objectives or things you expect to learn while doing the SAE?
 4. What is your expected financial result? Describe total cost or income, expense per head or month, maybe feed used per head, or other ideas? As you go, the efficiency information AET calculates from the memo fields of your income and expenses entries may help. Make those entries carefully.
 5. Actual results include both your learning outcomes and financial results, and describe how you can use what you learned from this experience in the future.
 - ii. **Placement** – Make sure you have as a short paragraph that addresses:
 1. Your hiring process, the date you started, your work schedule, and rate of pay.
 2. The expectations placed on you by your boss (what you’re expected to do).
 3. Your learning objectives, and the experiences you’ll gain from the SAE (these should also be evident in your journal entries).
 4. Your learning results and how you can use what you learned from this experience in the future.
 - iii. **Research/Experimental** – Make sure you have as a short paragraph that addresses:
 1. Your Research hypothesis – the idea you plan to test.
 2. Methods used -- the process you have decided to use for your test. This could include planting dates, feeding amounts, or samples taken. Included these in your Journal entries, and document by dates.
 3. Results -- what happened? You may also have a written report that you can import into your AET “portfolio” and store for future reference.
 4. Learning results – what you learned from the experiment, and how you plan to use it in the future.
 - iv. **Exploratory, Supplemental and Improvement** – Make sure you have short paragraphs that addresses:
 1. Your interest – describe why you became involved in this SAE.
 2. What you plan to learn while you’re involved in this experience.
 3. Your learning results -- what you have gained from this experience and how it will apply to your future goals. These will be evident from your journal entries.

Need more? There is a Lesson Activity for managing each of these SAE Types available at <http://help.theaet.com>.