Situation: *You are a student interested in a work-based learning experience or more commonly called a job. This experience has you providing your time in a job-like experience for another business, your own school (school-based) or a non-profit organization (service learning).*

Job Experience in AET

Step 1: Set Up the SAE- AET Profile
- Choose "Project/Experience Manager" and "Add a New" SAE project
- Name your SAE to communicate the objective; in any job-experience, your name should be the name of the company/employer you work for

Step 2: Develop Your SAE Plan (Experience Manager)
Complete each tab using the help in the heading of each section
- **Description** is a summary of your SAE (make sure the Ag teacher has approved it as a "School-Based" this needs to be noted in the plan)
- **Time Investment** may include interviewing, time on the job and other common task
- **Learning Objectives:** include items you plan to learn in your project and likely activities that relate to your skill area:

Step 3: Records Record Your SAE Time- SAE JOURNAL
- Common Activities in your work
- Be sure to select skills for each activity you feel you have gained
- Your journals are best to be recorded daily or weekly to reflect on activities

STEP 4: Record a Paycheck (If applies)
- This would be your payment, if your work is paid

Step 5: Capture Photos of your SAE
- Photos or files that illustrate your work or time invested

Step 6: Project Reflection (several steps)
Annual summary each year (Three targets each year):
- Be sure to cover:
  (1) How you got started, (2) Skills gained (use SAE plan/journals), (3) Key outcomes

Step 7: Skills gained in the project:
- Connecting to each skill in your project plan, identify measurable ways you were able to achieve each planned skill area
- You may also add new skills that were key in your project not listed in your plan

Step 8: Generate a Single SAE Report
- View this to get a summary of all your records and reflect back on additional skills gained in your project. This also be used by your teacher as a grade

Step 9: Determine Project Status
- If your job experience is ongoing, then you want to keep your SAE Active or " on".

Questions? Info@TheAET.com