



# SAE & AET: STEP-BY-STEP GUIDE

BCHS FFA

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THIS PACKET IS TO BE USED TO UNDERSTAND YOUR SAE PROJECT AND HOW TO ENTER IT INTO YOUR AET BOOK TO RECEIVE FULL POINTS FOR THE SEMESTER AND YEAR.

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# INTRODUCTION TO SAE/AET

A Supervised Agricultural Experience or SAE for short is a required part of any Agriculture course. SAE projects provide every student in agricultural education programs with access to invaluable work-based learning opportunities. This innovative delivery method ensures that no student is left behind in gaining practical, hands-on experience. Each student will choose an SAE project based on their personal interests and ability. SAE projects range from taking care of a garden to showing livestock at the Kern County Fair to breeding animals to building things.

Supervised Agriculture Projects are student-led, instructor-supervised projects that give students hands-on learning experience within their chosen AFNR category. Through the completion of an SAE project students will be able to learn real world skills, get hands-on experiences, explore careers, become college- and career-ready, find their passion, earn money while they learn, and put their talents to work. Students will begin their first year in FFA with a foundational project. After the student's first year they will move onto an immersive project. Within a student's immersive project they have the ability to choose between the categories of Placement/Internship, Ownership/Entrepreneurship, Research, School Based Enterprise, or a Service Learning project.

Each immersion SAE project type has their own requirements and learning outcomes, tailored to the specific experiences and goals associated with that type of agricultural education.

## TYPES OF SAE PROJECTS

### 1. Placement/Internship SAE

Students are in an employment setting whether paid or unpaid. Students with this SAE project will be supervised by both their employer and their Agriculture teacher. For a Placement SAE to be valid it must show opportunity for growth within the AFNR Technical Standards and Career Ready Practices.

Quality Indicators:

- SAE Agreement completed
- Hours worked tracked
- Income received recorded
- Tasks and skills documented
- Regular employer evaluations

## 2. Ownership/Entrepreneurship SAE

Students will operate individual businesses to provide goods or services. The operational risks and rewards associated with the project will be solely the student's. For this SAE project type there will be more input resources, facilities, and equipment for operation. The project must have sufficient enough scope to allow for development of student's skills and abilities as well as the ability to show growth within the AFNR Technical Standards and Career Ready Practices.

Quality Indicators:

- SAE Agreement completed
- Student provides labor
- Financial records of inputs/outputs maintained
- Productivity and profitability analyzed each cycle
- SAE Business Plan updated annually
- Skills documented

## 3. Research SAE

Students will be involved in an investigation of materials, processes and information to establish new knowledge or the validation of previous research. Research conducted must have applications within the AFNR Technical Standards. Within the Research SAE there are a few variations available to students.

Experimental: involves applying the scientific method by controlling specific variables and manipulating others to observe the results. The student develops a hypothesis to be tested, designs the experiment, conducts the research, collects and analyzes data, draws conclusions based on the findings, and suggests areas for further investigation.

Analytical: starts with a question exploring why or how something happens. The student gathers data using qualitative and/or quantitative methods, then analyzes the collected information, facts, and evidence to draw conclusions and answer the original question.

Invention: uses the engineering design process to develop a new product or service. It typically starts with identifying a specific need, followed by the creation of a solution through an iterative cycle of prototyping, testing, and refinement, ultimately resulting in a functional product that addresses the original need.

Quality Indicators:

- Research Plan completed
- Scientific process or best practices followed
- Peer reviews with instructors/professionals
- Final presentation of findings

#### 4. School-Based Enterprise SAE

Students will participate in a student-led business enterprise that provides goods or services. These projects are operated from the school campus utilizing facilities, equipment, and other resources provided by the agriculture education department or the school in general. Students are typically working with one or more of their peers on the operation and maintenance of the project.

Quality Indicators:

- Annual Business Plan created and updated
- Managed under a board of directors with reports
- Student roles structured for skill development
- Operates in a realistic workplace environment

#### 5. Service Learning SAE

Students will plan, conduct and evaluate a project designed to provide a service to the school, public entities, or the community. The project must provide benefit to an organization, group or individuals other than your FFA Chapter. The project must be pre-approved by a review committee that includes local stakeholders in addition to your agricultural education instructor. The project must serve your local school, community, or beyond and provide real world service learning experiences for the students involved, while developing skills and abilities aligned with the skills and competencies within agriculture, food and natural resources.

Quality Indicators:

- Service Learning Plan created
- Operates under local committee supervision
- Provides varying levels of responsibility
- Impact report shared with school/community
- Reflection paper written on growth

In summary: SAEs are the foundation of agricultural education, helping students build skills, experience, and career readiness while making a real impact.

# HOW TO CHOOSE A SAE PROJECT

Selecting the right Supervised Agricultural Experience (SAE) project is a critical step that can greatly influence the long-term success and sustainability of your efforts. A well-chosen project not only aligns with your personal interests and career goals, but it also ensures you stay motivated, engaged, and capable of overcoming challenges as they arise. Taking the time to carefully evaluate your resources, skills, and objectives will help you build a strong foundation for a meaningful and rewarding SAE experience. Here are some steps to help you choose the best SAE project for you!

## Step 1: Understand What an SAE Is

- Before choosing, make sure you know what an SAE involves:
- It's a hands-on project related to agriculture or a career interest.
- It can be entrepreneurship, placement (job/internship), research, or exploratory.

## Step 2: Explore Your Interests and Passions

- Ask yourself:
  - What am I passionate about? (Animals, plants, business, mechanics, environment, food, etc.)
  - What do I enjoy doing in and outside of school?
  - What are my career goals or hobbies?
- Tip: Your SAE should be something you're excited to work on!

## Step 3: Evaluate Your Resources

- Think about what's available to you:
  - Time: How much time can you dedicate?
  - Space: Do you have land, a shop, access to animals, or other facilities?
  - Money: Do you need funding? Can you get supplies or tools?
  - Support: Can your family, FFA advisor, or community help?

#### Step 4: Learn About the SAE Categories

- There are five main types of SAE projects:
  - Entrepreneurship: You own and operate a business (e.g., raising chickens, making jams).
  - Placement: You work for someone (e.g., at a farm, vet clinic, ag business).
  - Research: You conduct experiments or analyze ag-related topics.
  - Exploratory: You explore different career areas (e.g., job shadowing, attending ag workshops).
  - Service Learning: You serve your community (e.g., community garden, recycling and compost, agricultural education workshops)
- Tip: Choose a type that fits your goals, resources, and interests.

#### Step 5: Brainstorm Ideas

- Now that you've gathered some info, make a list of possible project ideas. Examples:
  - Start a garden and sell produce (Entrepreneurship)
  - Work at a local greenhouse (Placement)
  - Test soil pH and plant growth (Research)
  - Job shadow a wildlife biologist (Exploratory)

#### Step 6: Talk to Your FFA Advisor

- Your FFA advisor can:
  - Help you choose a realistic and impactful project
  - Give you ideas based on other students' past SAEs
  - Help you understand record-keeping and requirements

#### Step 7: Set Goals and Make a Plan

- Once you've picked your project:
  - Set SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound)
  - Plan out steps, a timeline, and a budget
  - Decide how you will track your hours, expenses, and progress (use AET or a record book)

#### Step 8: Get Started and Stay Committed

- Begin your project and stick with it
- Keep good records and reflect on what you're learning
- Stay in touch with your advisor for help or adjustments

#### BONUS TIPS:

- Start small; you can expand later.
- Choose something that can grow with your experience level.

# HOW TO BEGIN A PROJECT IN AET

The Agriculture Experience Tracker (AET) is an online record-keeping system designed specifically for agricultural education students. It allows you to track every aspect of your Supervised Agricultural Experience (SAE), including time spent, skills learned, financial records, and project progress.

Learning how to properly log your SAE in AET is one of the most important steps toward success. By keeping accurate and detailed records, you are able to:

- Show your growth over time by documenting new skills and responsibilities.
- Track finances such as expenses, income, and investments to understand the business side of your project.
- Stay organized with hours, activities, and notes that demonstrate your effort and commitment.
- Prepare for awards and degrees since many FFA proficiencies, record books, and state/national awards are based on AET entries.
- Develop real-world skills in record keeping, goal setting, and project management—skills that will benefit you in future careers and education.

In short, mastering AET is the foundation of a successful SAE. The better you are at logging your work, the easier it will be to showcase your accomplishments and reach your personal, academic, and FFA goals.

## CREATING A NEW PROJECT IN AET

Follow these steps to set up your Supervised Agricultural Experience (SAE) project in the Agriculture Experience Tracker (AET):

### Step 1: Log In

- Go to [www.theAET.com](http://www.theAET.com)
  - Select Student Login
  - Enter your State, Chapter, Username, and Password  
(Ask your advisor if you don't know your login.)

#### Step 2: Go to the SAE Projects Tab

- From your AET Dashboard, click on SAE or Projects
- This is where all your project records will be stored.

#### Step 3: Add a New Project

- Click “Add New Project”
- Choose your Project Type:
  - Entrepreneurship (own a business)
  - Placement (work for someone else)
  - Research (experiments)
  - Exploratory (job shadowing, career exploration)
  - Service Learning (community-based project)

#### Step 4: Enter Project Details

- Fill in:
  - Project Name (Ex: “Market Hog SAE” or “Vet Clinic Internship”)
  - Start Date and (if known) End Date
  - Description – a short summary of what your project is about
  - Goals – what you want to achieve

#### Step 5: Set Up Your Budget (if needed)

- Record expected expenses (feed, supplies, travel, etc.)
- Record expected income (sales, wages, fair premiums)
- (This helps you track finances later.)

#### Step 6: Save & Review

- Click Save Project
- Check that your new project now appears in your SAE Project List

#### Step 7: Start Logging Activities

- Go to Experience Journal to record hours and activities
- Go to Finances to record expenses and income
- Update Goals and Reflections as you go

Now your SAE project is officially started in AET!

Keeping it updated will make award applications, record books, and FFA degree requirements much easier.

# HOW TO RECORD JOURNAL ENTRIES

Keeping accurate journal entries in AET is essential for tracking your Supervised Agricultural Experience (SAE). Your journals act as a personal record of your journey, showing the daily tasks you've completed, the hours you've dedicated, and the skills you've gained along the way. These entries are not just busywork—they help you stay organized, reflect on your growth, and see how your project develops over time.

Well-documented journals also serve as proof of your effort and accomplishments when applying for FFA awards, degrees, and scholarships. They allow your teacher, parents, and future employers to clearly see your dedication and progress. By recording your work consistently and in detail, you're building a professional log that highlights your responsibility, time management, and career readiness.

In short, journals are the backbone of your SAE—they connect your hands-on learning with your long-term goals and provide a clear picture of your achievements.

## Step 1: Log In to AET

- Go to [www.theaet.com](http://www.theaet.com)
- Enter your username and password provided by your Ag teacher.

## Step 2: Navigate to Journals

- From the Main Menu, select “Journal”.
- Choose the type of entry you want to add:
  - Time – hours worked or tasks completed
  - Financial – money earned, spent, or invested

## Step 3: Add a New Entry

- Click “Add New Entry.”
- Fill in the details:
  - Date (when the work happened)
    - Journals can either be made weekly or daily no other entries will be accepted
  - SAE Project (select from your projects list)
  - Description (what you did – be specific!)

- All descriptions must be 3 complete sentences.
- Hours (time spent)
  - Enter hours in whole numbers
- Skills Learned (new knowledge or techniques)

#### Step 4: Financial Records (if needed)

- For expenses: record items like feed, supplies, or equipment.
- For income: record sales, payments, or wages.
- Be sure to include receipts or details if possible.

#### Step 5: Save and Review

- Click Save Entry.
- Review your journal regularly to make sure all work and expenses are logged.

#### Tips for Success

- Write in complete sentences (“I fed and watered my show pig and cleaned its pen”)
- Record entries weekly or daily so you don’t forget details
- Every entry should be new! Do not copy and paste.
- Be honest and accurate – your records reflect your learning
- Use journals to track progress toward your SAE goals

Keeping up with your journals in AET will make reports, awards, and degree applications much easier later!

# HOW TO APPLY FOR DEGREES

Applying for degrees in AET is an important milestone that highlights your growth, dedication, and accomplishments within FFA and your SAE project. Each degree—Greenhand, Chapter, State, and American—represents a new level of achievement and leadership development. By earning degrees, you not only showcase your progress but also build a strong record of involvement and success that can support future opportunities in scholarships, leadership roles, and career development.

The AET system makes the application process simple and organized. Within AET, you can track your hours, financial records, leadership activities, and community service, all of which are required components for degree eligibility. When you are ready to apply, the system uses this information to help generate your application.

Before starting an application, it is essential that you inform your Agriculture teacher about your intent to apply. Your advisor will review your records, confirm your eligibility, and provide guidance to ensure your application is accurate and complete. This step ensures that your hard work is fully recognized and that you meet all requirements for the degree you are pursuing.

By carefully maintaining your records in AET and following the application steps, you'll be prepared to successfully apply for and earn your FFA degrees—each one representing your continued journey of leadership, growth, and achievement.

## Step 1: Log In to AET

- Go to [www.theaet.com](http://www.theaet.com)
- Use your username and password provided by your Ag teacher.

## Step 2: Go to “Degree Applications”

- From the Main Menu, select “Reports”.
- Click “Degree/Application Manager.”
- Choose the degree you’re eligible for:
  - Greenhand – First-year members
  - Chapter – 2nd year or more, active SAE & records
  - State – Advanced SAE, leadership, and community service
  - American – Highest degree, national recognition
- For more information on degrees please see the Parent’s Guide to BCHS FFA Booklet

## Step 3: Review Requirements

- Each degree has its own checklist. For example:
  - Greenhand: SAE started, basic record book, knowledge of FFA history.
  - Chapter: Continued SAE growth, participation in activities, leadership roles.
  - State: Hours and earnings in SAE, leadership, community service.
  - American: Extensive SAE records, national-level standards.
- Make sure you've met all the requirements before applying. When you have met the requirement the checklist will say MET.

#### Step 4: Complete the Application

- Fill in all required fields (SAE details, hours, finances, leadership roles, FFA activities).
- Double-check your journal entries, financial records, and hours — AET pulls data directly from your record book!
- Be detailed and accurate in your responses.

#### Step 5: Submit for Review

- Once complete, click Submit.
- Your Ag teacher/advisor will review your application and approve it for the next level.
- For State and American Degrees, applications may also go through regional and state review committees.

#### Tips for Success

- Keep up with your journals, hours, and finances — these flow directly into your degree applications.
- Ask your advisor to review your application early for corrections.
- Don't wait until the last minute; applications take time to complete thoroughly.
- Each degree builds on the one before — stay consistent with your SAE records every year!

# SAE Points Rubric Freshmen

## Semester 1

Category	2 points	1 point	0 points
5 Hours	All 5 hours are entered correctly in the AET book. Hours must correlate to the project they are entered under	3 hours or more are correctly entered in the AET book. Hours must correlate to the project they are entered under	Less than 3 hours are entered in the AET book. Hours do not correlate to the project they are entered under.
Journal Entry	All entries have 3 or more sentences. Journals are made weekly or biweekly.	Half or more of the journal entries have 3 or more sentences. Journals are made weekly or biweekly	Less than half of journal entries are 3 sentences. Journals are entered monthly.
Pencil	All items are completed in the pencil icon. The pencil has a green check mark. (signatures included)		Not all items are completed in the pencil icon. The pencil has a red x. No signatures.
Finances	There are financial entries from the current year in the AET book		There are no financial entries from the current year in the AET book
Profiles	Profiles must be 100% complete in both Basic Profile Complete and Personal and Parent/Guardian Contact Info by <u>October 14th</u>		Profiles are not 100% complete in both Basic Profile Complete and Personal and Parent/Guardian Contact Info by <u>October 14th</u>

Total:     /10

Additional Comments:

# SAE Points Rubric Sophomore - Senior Semester 1

Category	2 points	1 point	0 points
10 Hours	All 10 hours are entered correctly in the AET book. Hours must correlate to the project they are entered under	5 hours or more are correctly entered in the AET book. Hours must correlate to the project they are entered under	Less than 5 hours are entered in the AET book. Hours do not correlate to the project they are entered under.
Journal Entry	All entries have 3 or more sentences. Journals are made weekly or daily.	Half or more of the journal entries have 3 or more sentences. Journals are made weekly or daily	Less than half of journal entries are 3 sentences. Journals are entered monthly.
Pencil	All items are completed in the pencil icon. The pencil has a green check mark. (signatures included)		Not all items are completed in the pencil icon. The pencil has a red x. No signatures.
Finances	There are financial entries from the current year in the AET book		There are no financial entries from the current year in the AET book
Profiles	Profiles must be 100% complete in both Basic Profile Complete and Personal and Parent/Guardian Contact Info by <u>October 14th</u>		Profiles are not 100% complete in both Basic Profile Complete and Personal and Parent/Guardian Contact Info by <u>October 14th</u>

Total:     /10

Additional Comments:

## SAE Points Rubric - Semester 2

Category	2 points	1 point	0 points
50 Hours	All 50 hours are entered correctly in the AET book. Hours must correlate to the project they are entered under	25 hours or more are correctly entered in the AET book. Hours must correlate to the project they are entered under	Less than 25 hours are entered in the AET book. Hours do not correlate to the project they are entered under.
3 Sentences per Journal Entry	All entries have 3 or more sentences.	Half or more of the journal entries have 3 or more sentences.	Less than half of journal entries are 3 sentences.
Pencil	All items are completed in the pencil icon. The pencil has a green check mark		Not all items are completed in the pencil icon. The pencil has a red x.
Finances	There are financial entries from the current year in the AET book		There are no financial entries from the current year in the AET book
Profiles	Profiles must be 100% complete in both Basic Profile Complete and Personal and Parent/Guardian Contact Info by <u>October 14th</u>		Profiles are not 100% complete in both Basic Profile Complete and Personal and Parent/Guardian Contact Info by <u>October 14th</u>
Clipboard		The Annual Review of Scope is fully filled out for each year of the project. The clipboard icon has a green checkmark.	The Annual Review of Scope is not fully filled out for each year of the project. The clipboard icon has a red x.
Brain		Reflection - Skills, Competencies, and Knowledge are filled out for each planned skill. Brain icon has a green checkmark.	Reflection - Skills, Competencies, and Knowledge are not filled out for each planned skill. Brain icon has a red x.
Community Service	All 10 hours of community service are entered in the AET book	9-5 hours of community service are entered into the AET book	5-0 hours of community service are entered into the AET book

Total:     /14     Additional Comments:

# CALIFORNIA FFA

## SAE GUIDELINES

### State-Wide Basic Requirements:

Determination of what is acceptable for an SAE at the local level is made by the FFA Advisor.

This document addresses SAE's in relationship to awards and degree advancement.

All SAEs must have a complete SAE Plan that answers the prompts within AET.

All projects (Entrepreneurship, Paid and Unpaid Placement, and Agriscience) must have legitimate hours, journal entries, and income/expenses (except unpaid placement).

10 Hours Required for First Year Agricultural Education Students, Freshmen, and Middle School Students Per Year

50 Hours Required for Second Year and Beyond Agricultural Education Students per Year

Excessive hours for ANY project must be addressed in the SAE plan and will be reviewed by state staff.

Journal entries must include a minimum of one monthly entry during the duration of the project.

Entries must include a complete description of the tasks completed.

Up to 20% of total hours may be in the classroom or a max of 10 hours.

## CALIFORNIA FFA

ACCEPTABLE SAE'S This is not an all-inclusive list. If you have questions or concerns about a specific SAE project, please contact your Regional Supervisor. Listed below are SAE's that have been viewed by State Staff as being acceptable projects for awards and degree advancement.

- Agricultural Communications
- Agricultural Education
  - County Fair Educational Presenter
- Agriculture Mechanics
  - Fabrication
  - Repair and Maintenance
    - Tractor Renovation
- Agricultural Processing
- Agricultural Sales
  - Floral Business
- Agricultural Services
  - Horseshoeing Business
  - Taxidermy
- Agriscience Research and Fair
- Environmental Science and Natural Resources Management
- Fiber and Oil Crops Production
- Forage Production
- Forest Management and Products
  - Christmas Tree Production
  - Firewood Business
- Fruit and Nut Production
- Grain Production
- Landscape Installation
- Livestock Production (Market and/or Breeding):
  - Beef Cattle
  - Dairy Cattle
  - Equine
  - Goats
  - Sheep
  - Swine
- Nursery Operations
  - Greenhouse Production
- Outdoor Recreation
- Poultry Production (Meat and Eggs):
  - Chickens
  - Turkeys
  - Domestic fowl
- Small Animal Production (Breeding and/or Market):
  - Rabbits
  - Cats
  - Dogs
  - Mice
  - Guinea pigs
  - Lizards
  - Snakes
  - Small birds
- Specialty Animal Production (Breeding and/ or Market):
  - Aquaculture
  - Apiary (Bees)
  - Mules
  - Donkeys
  - Bison
  - Oxen
  - Worms
  - Insects
  - Ostriches
  - Pigeons
  - Emus
  - Alpacas
  - Llamas
- Specialty Crop Production
- Turf and Landscape Maintenance
- Vegetable Production
- Wildlife Production (Wild Species):
  - Ducks
  - Geese
  - Quail

## ACCEPTABLE SAE'S

This is not an all-inclusive list. If you have questions or concerns about a specific SAE project, please contact your Regional Supervisor. Listed below are SAE's that have been viewed by State Staff as being acceptable projects for awards and degree advancement.

Agriculture Work Experience/Placement:

- Ag Chemical Salesperson
- Ag Equipment Operator
- Ag Equipment Recycling
- Ag Publicity Director or Writer
- Ag Pest Worker
- Ag Research Lab or Field Assistant -Ag Water Sample Collector
- Ag Welder
- Ag Worker at Fair
- Compost Recycling
- Conservation Resources Worker -Dairy Worker
- Dog Kennel Worker
- Farm Bureau Intern
- Farm Worker (Crops or Livestock)
- Feed Store
- Fish Harvester
- Floral Worker
- Garden Assistant
- Grocery Store Produce/Meats Department (Raw Product)
- Lawn or Landscape Worker -Hatchery Worker
- Horse Stable Worker
- House Plant Care Worker
- Landscape Computer Technician
- Landscape Maintenance Worker -Meat Cutter/Processor
- Organic Farming
- Parts Store Worker in Agriculture Business (Show knowledge relative to Agriculture)
- Park or Campground Employee -Pet Store Worker
- Secretary/Clerk for an Ag Business -Seed Dealership
- Tractor/Ag Equipment Dealership
- Vegetable Salesperson
- Veterinary Assistant
- Wildlife Assistant or Field Worker -Zoo Worker or Volunteer

## NON ACCEPTABLE SAE'S FOR DEGREE ADVANCEMENT AND AWARDS

This is not an all-inclusive list. If you have questions or concerns about a specific SAE project, please contact your Regional Supervisor.

Listed below are SAE's that are viewed by State Staff as non-acceptable projects for awards or degree advancement.

- Ag Mechanics items such as toys, jewelry, indoor furniture, t-shirts, banners, plaques, art, and all facets of residential construction are considered non agricultural and not eligible.
- Agriculture Department Student Assistant
- Any animal, reptile, amphibian, or fowl that is kept as a pet
- Baby Sitting Children
- Building Houses and other non-ag structures
- Cannabis Production
- Fast Food Employee
- Goat Soaps/Lotions
- Grocery Store, Clerk, Bag Person, Stocker, and Non-Raw Products
- Jams/Jellies
- Janitor in an Ag Business
- Non-Ag Production Food Processing (Candy Making)
- Working on personal and non-agricultural vehicles/equipment are considered non agricultural (i.e.: racing or classic cars).
- Restaurant Employee: Host/Hostess, Food Server, Cook, and Dishwasher Serving as an FFA Officer
- Swimming Pool Cleaner
- Truck Washer
- Watersports
- Western Clothes & Boot Store Worker

UPDATED 1/26/25

# CHOOSING YOUR SAE PROJECT

Selecting the right Supervised Agricultural Experience (SAE) project is a critical step that can greatly influence the long-term success and sustainability of your efforts: Here are some steps to help you choose the best SAE project for you: 🌱



## STEP 1: UNDERSTAND WHAT AN SAE IS

Before choosing, make sure you know what an SAE involves:

- It's a hands-on project related to agriculture or a career interest.
- It can be entrepreneurship, placement (job/internship), or exploratory.

Tip: Your SAE should be something you're excited to work on!

## STEP 2: EXPLORE YOUR INTERESTS AND PASSIONS



Ask yourself:

- What am I passionate about? (Animals, plants, business, mechanics, environment, food, etc.)
- What do I enjoy doing in and outside of school?

Tip: Your SAE should be something you're excited to work on!



## STEP 3: LEARN ABOUT THE RESOURCES

Think about what's available to you:

- Time: How much time can you dedicate? Space: Do you have land, a shop; access to animals, facilities?
- Money, test at a local greenhouse (Placement)
- Job shadow a wildlife biologist (Exploratory)

## STEP 5: LEARN ABOUT THE SAE CATEGORIES

There are five main types of SAE projects:



- Entrepreneurship: You own and operate a business (e.g., raising chickens, making jams)
- Placement: You work for someone (e.g., at a farm, vet clinic, ag business)
- Research: You conduct experiments or analyze ag-related topics
- Exploratory: You explore different career areas (e.g., job shadowing, attending ag workshops)

Tip: Choose a type that fits your goals, resources, and interests:

## STEP 6: TALK TO YOUR FFA ADVISOR



Your FFA advisor can:

- Help you choose a realistic and impactful project
- Give you ideas based on other students' past SAEs
- Help you understand costs and requirements:



## BONUS TIPS:

- Start small; you can expand later
- Choose something that can grow with your experience level



# SAE Projects

A Supervised Agricultural Experience (SAE) is a required part of any agriculture course. SAE projects provide every student in agricultural education with hands-on, work-based learning opportunities that build real-work skills and connect to career goals.

## Why Have an SAE?

- Learn real-world, hands-on skills
- Explore careers in agriculture
- Become college—and career-ready
- Discover personal passions
- Earn money while they learn
- Apply talents in meaningful projects



## Placement/Internship SAE

Work for an agricultural employer, either paid or unpaid

## Ownership/ Entrepreneurship SAE



Own and operate your own business providing goods or services

## School-Based Enterprise SAE

Run a school-based, student-led business in agriculture



## Research SAE

Conduct an investigation that creates or validates knowledge

## Service Learning SAE

Complete a project that fits the school, community, or beyond



# Creating a New Project in AET



## 1. Log In

- Go to [www.theAET.com](http://www.theAET.com)
- **Select Student Login**
- Enter your State, Chapter, User name, and Password  
*(Ask your advisor if you don't know your login.)*



**Step 1**

Go to the SAE Projects Tab



## 2. Go to the SAE Projects Tab

- From your AET Dashboard, click on **SAE** or **Projects**. This is where all your project records will be stored.
- Choose your Project Type
  - Entrepreneurship (own a business)
  - Placement (work for someone else)
  - Research (experiments)
  - Exploratory (job shadowing, career exploration! Service Learning)



## 4. Enter Project Details

- Project Name (Ex: "Market Hog SAE" or "Vet Clinic Internship")
- Start Date and (if known) End Date
- Description - a short summary of what your project is about
- Goals - what you want to achieve



## 5. Set Up Your Budget (if needed)

- Record expected expenses (feed, supplies, travel, etc.)
  - Record expected income (sales, wages, fair premiums)
- (This helps you track finances later)*



## 6. Save & Review

- Click Save Project
- Check that your new project now appears in your SAE Project List

**Step 7**



## Now your SAE project is officially started in AET!

Keeping it updated will make award applications, record books, and FFA degree requirements

# AET Quick-Start Guide

The AET is The Agricultural Experience Tracker, an online system used to manage your Supervised Agricultural Experience (SAE) projects. Understanding how to log your SAE in The AET is essential for achieving success and making the most of your experience.

## Step 1: Obtain Access



Your teacher will provide an AET login and help you set up your account.



## Track Time

Enter the time spent planning, working on, and reviewing your SAE

## Step 2: Log Finances



Record income from products and services, as well as expenses and investments.



## Document Skills

Describe new skills you develop and state their importance.

## Step 4: Document Skills



Describe new skills you develop and state their importance.



## Add Entries

Keep records up to date with frequent entries of your activities.

## Step 5: Add Entries



Keep records up to date with frequent entries of your activities.



## Upload Photos

Take photos of your SAE, such as project areas or completed tasks.



## Get Help

Ask your agricultural teacher for assistance when needed.

# Recording Journal Entries in AET

## Step 1: Log In to AET

- Go to [www.theaet.com](http://www.theaet.com)
- Enter your username and password' provided by your Ag teacher.



## Step 3: Add a New Entry

Click "Add New Entry."

Fill in the details: **Pre-novice** **Yama** **made** **Weekly** **ordaily**

- Journals can either be made weekly
- **SAE Project** (select from your projects (1st
- **Description** (what you did – be specific!)
- **Hours** (time spent) Enter in whole numbers
- **Skills Learned** (new knowledge or techniques)



## Step 4: Financial Records (if needed)

For expenses: record items like feed, supplies, or equipment.

Be sure to: record sales, payments, or wages,

Be sure to include receipts or details if possible.



## Step 5: Save and Review

Click Save Entry.

Review your journal **regularly** to make sure all work and expenses are logged.



## Tips for Success

- Write in complete sentences ("I fed and watered my show pig and cleaned its pen") Record entries weekly or daily so don't forget
- Every entry should be **new!** Do not copy and paste
- Be honest and accurate – your records reflect your learning
- Use journals to track progress toward your CAE goals

**Keeping up with your journals in AET will make reports, awards, and degree applications much easier later!**

# HOW TO APPLY FOR DEGREES IN AET

Applying for degrees in AET is an important step to showcase your progress in FFA and your SAE project.

## Step 1: Log In to AET

- Go to **www.theaet.com**
- Enter your username password provided by your Ag teacher.



## Step 2: Go to "Degree Applications"

- From the Main Menu, select "**Reports**".
- Choose the degree you're eligible for: a che, other:
  - **Greenhand** – First year members
  - **Chapter** – 2nd year or more, active
  - **State** – Advanced SAE, leadership, community service
  - **Chapter**
  - **American** – Highest degree, national recognition
  - Advanced SAE, leadership, community service



Make sure you've met all requirements **before**

## Step 4: Review Requirements

Each degree has its own checklist:

- **Greenhand:** SAE started, basic record book, knowledge of FFA history
- **Chapter:** SAE growth, activities, leadership roles.
- **State:** Hours and earnings in SAE leadership, community service
- **American:** Highest degree national-level standards



## Step 5: Submit for Review

- Once finished, click "Submit".
- Review your journal regularly for corrections.
- Every entry takes time! Do not copy and paste.



## Tips for Success:

- Keep up with your journals, hours, finances – these flow directly into your degree applications
- Ask your adviser's early or daily so you don't forget details
- Every entry should be new! Do not copy and paste.
- Use journals to track progress toward your SAE