Foundational SAE Portfolio & Completion Guide

**Student's Name:**

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The intended purpose of this portfolio is to serve as an information and interest collection tool for you to utilize as you begin selecting and preparing for potential careers in your future. This portfolio will also serve as a set of instructions for completing and receiving a course grade for your foundational SAE requirement each semester.

The following portfolio is broken into 4 different sections based on the grade level/year that you intended to complete each selection of tasks. If for whatever reason you do not take an agriculture science course during one of the given grade levels, you are encouraged to still select items to complete from previous grades while still carrying out the activities suggested for your current grade level. A student is not allowed to select activities to complete that are at a higher grade level than their current grade, or year of agriculture class. However, a student in a higher grade may select an activity from a lower grade level if he or she has not yet completed that activity in a previous Ag. Class.

The tasks listed for completion in each grade level are each assigned a point value, and upon successful completion points will be awarded to help determine a student’s SAE grade for the quarter and semester.

During the first semester that you are enrolled in an agriculture science course of any given school year, you will be required to complete an acceptable number of provided activities that add up to equal at least 10 total points by the end of the semester. To promote progress throughout the semester, it is expected that 10 points are to be accumulated, or sufficient progress to complete tasks must be demonstrated to the agriculture science instructor by the end of the first quarter of each semester, or other announced deadline.

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| --- | --- | --- |
| [Year #1 (9th Grade/Freshman)](#_isblwy8r4568) | | |
| **Task Name** | **Points** | **Complete** |
| [Career Interest Inventory & Career Exploration](#_23kzj73mh1hn) | 15 |  |
| [Agriculture Career Pathway Exploration](#_3hqepzcifym3) | 15 |  |
| [Career Research Opportunity](#_m2apd1gs441y) | 5 |  |
| [Immersion SAE Records (1pt/Entry)](#_tvw6221j40zn) | 5/Semester |  |

|  |  |  |
| --- | --- | --- |
| [Year #2 (10th Grade/Sophomore)](#_8yysqido4rh5) | | |
| **Task Name** | **Points** | **Complete** |
| [Career Training and Education Exploration](#_9m3sexua3bzd) | 10 |  |
| [Complete a Job Shadow or Observation (3Hrs)](#_mf70b0t98jtc) | 10 |  |
| [College/University Research](#_lwgn2i4q1ccg) | 5 |  |
| [College & Career Financial Analysis](#_wy3vui5jz1e3) | 5 |  |
| [College & University Report and Reflection](#_r9b73883xz3o) | 5 |  |
| [Immersion SAE Records (1pt/Entry)](#_tvw6221j40zn) | 5/Semester |  |

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| --- | --- | --- |
| [Year #3 (11th Grade/Junior)](#_ab95g5t7wo1r) | | |
| **Task Name** | **Points** | **Complete** |
| [Develop a Resume](#_ufi40qletril) | 5 |  |
| [Complete a Job Application](#_gdendwyy4d4v) | 5 |  |
| [Apply for Admission to a Post-secondary Inst.](#_hk4q3zjdjk1p) | 5 |  |
| [Complete a Financial Aid Application](#_wy1q8m4q5itk) | 5 |  |
| [Complete a Job Shadow or Observation (3Hrs)](#_mf70b0t98jtc) | 10 |  |
| [Visit a Post-Secondary Institution](#_3kleb4pjkar6) | 10 |  |
| [Complete a Safety Training/Certification Course](#_faihgcex25as) | 10 |  |
| [Immersion SAE Records (1pt/Entry)](#_tvw6221j40zn) | 5/Semester |  |

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| --- | --- | --- |
| [Year #4 (12th Grade/Senior)](#_ab95g5t7wo1r) | | |
| **Task Name** | **Points** | **Complete** |
| [Develop a Resume](#_ufi40qletril) | 5 |  |
| [Complete a Job Application](#_gdendwyy4d4v) | 5 |  |
| [Apply for Admission to a Post-secondary Inst.](#_hk4q3zjdjk1p) | 5 |  |
| [Complete a Financial Aid Application](#_wy1q8m4q5itk) | 5 |  |
| [Complete a Job Shadow or Observation (3Hrs)](#_mf70b0t98jtc) | 10 |  |
| [Visit a Post-Secondary Institution](#_3kleb4pjkar6) | 10 |  |
| [Complete a safety Training/Certification Course](#_faihgcex25as) | 10 |  |
| [Immersion SAE Records (1pt/Entry)](#_tvw6221j40zn) | 5/Semester |  |

## Year #1 (9th grade/Freshman)

### Career Interest Inventory & Career Exploration: 15 Points

*This activity is designed for students who have not yet considered which type of career they may be interested in pursuing, or determined what type of skills and interests they may possess and what careers are associated with those interests.*

Go to the following website <https://www.mynextmove.org/explore/ip> ,click next in the bottom right corner, and follow the instructions and answer the questions provided. Once Complete, list your top 4 Interest areas below, and click on each word, and describe each of your 4 top interest areas as well

|  |  |  |
| --- | --- | --- |
| Interest Area # | Name | Description |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

Continue and follow instructions until you come to the page that says “Select a Job Zone”. Make sure that you have clicked the interest area in the upper left hand corner that is the highest value (tallest bar) for you. Begin by then selecting Zone 1 and continue to click “NEXT” until you have a list of potential careers to select from.

You are required to select 2 potential careers from each of the 5 zones from the list provided:

1. Click on the career and a new tab will open with a fact sheet about that career. On that sheet you need to examine/complete the following information in the following provided table. After you have selected two careers from zone #1, click the #2 at the top of the App to switch to zone two. Repeat for zones 3,4,&5. Remember you will highlight 2 careers from each zone for 10 total careers. Feel free to look through as many jobs as you would like in each category before you pick your final two in each preparation zone.

Zone #:

Name of Career:  
Copy and paste the URL of the career webpage here:

1. Watch the Career Video (If Available) & summarize in your own words what you do in this career:
2. List and describe 2 specific things you can do on the job in that career.
3. List 4 specific subjects (not the bold words) that are included in the “knowledge” section
4. Choose 3 specific skills (not the bold words) that you feel you have or would like to develop that apply to this career
5. Choose 3 Specific Abilities (not the bold words) that you feel you have or would like to develop that apply to this career.
6. Summarize the type of personality that you might need for this career. Do you think your personality fits this requirement?
7. What specific Education is needed for this Career?
8. What is the current job outlook for this career (Above average, average ect.)
9. What is the average yearly salary for this career?

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| --- | --- | --- |
| **Zone #1 (Little or No Preparation)** | | |
|  | **Career #1** | **Career #2** |
| Career  Name |  |  |
| Career Page URL |  |  |
| Description/  Summary |  |  |
| Knowledge |  |  |
| Skills |  |  |
| Abilities |  |  |
| Personality |  |  |
| Education |  |  |
| Outlook |  |  |
| Salary |  |  |
| What interests you about this career |  |  |

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| --- | --- | --- |
| **Zone #2 (Some Job Preparation)** | | |
|  | **Career #1** | **Career #2** |
| Career  Name |  |  |
| Career Page URL |  |  |
| Description/  Summary |  |  |
| Knowledge |  |  |
| Skills |  |  |
| Abilities |  |  |
| Personality |  |  |
| Education |  |  |
| Outlook |  |  |
| Salary |  |  |
| What interests you about this career |  |  |

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| --- | --- | --- |
| **Zone #3 (Medium Job Preparation)** | | |
|  | **Career #1** | **Career #2** |
| Career  Name |  |  |
| Career Page URL |  |  |
| Description/  Summary |  |  |
| Knowledge |  |  |
| Skills |  |  |
| Abilities |  |  |
| Personality |  |  |
| Education |  |  |
| Outlook |  |  |
| Salary |  |  |
| What interests you about this career |  |  |

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| --- | --- | --- |
| **Zone #4 (High Job Preparation)** | | |
|  | **Career #1** | **Career #2** |
| Career  Name |  |  |
| Career Page URL |  |  |
| Description/  Summary |  |  |
| Knowledge |  |  |
| Skills |  |  |
| Abilities |  |  |
| Personality |  |  |
| Education |  |  |
| Outlook |  |  |
| Salary |  |  |
| What interests you about this career |  |  |

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| --- | --- | --- |
| **Zone #5 (Extensive Job Preparation)** | | |
|  | **Career #1** | **Career #2** |
| Career  Name |  |  |
| Career Page URL |  |  |
| Description/  Summary |  |  |
| Knowledge |  |  |
| Skills |  |  |
| Abilities |  |  |
| Personality |  |  |
| Education |  |  |
| Outlook |  |  |
| Salary |  |  |
| What interests you about this career |  |  |

Log onto your AET account and make a Foundational SAE journal entry of no less than 5 sentences reflecting on what specific things you have learned as part of this activity. Also estimate how much time you have spent completing it, and log that time in the AET.

### Agriculture Career Pathway Exploration 15 Points

*This activity is designed to give students an opportunity to explore potential careers strictly associated with the Agriculture Career pathway.*

Follow the following link to the Ag Career Explorer Website. <https://www.agexplorer.com/>

You will see 9 different career focus areas as you scroll down. Choose 5 career areas that are of interest to you, and for each career focus area, complete the following tasks.

1. Play and watch the career area video on the right hand side of the page.
2. Write a short Description in your own words of the career area in the table that follows.
3. Scroll down the page under the heading “Career Spotlight” and either scroll through the possible careers in that category, or use the “Filter Careers Options to match your interests/desires to provide you with a shorter list of careers to choose from. You are welcome to explore as many careers as you would like before you select your final two in each category.
4. Select two careers in each focus area, and provide the following information about each. On the Following Table
   1. Name of Career
   2. Copy and Paste the Career Page URL
   3. Briefly Describe the Career
   4. List the recommended high school courses
   5. What type of education is required?
   6. What is the current job outlook?
   7. What is the average salary?
   8. Why are you interested in this career?
5. Repeat this procedure twice in the selected career area, as well as 4 other focus areas for a total of 10 careers.

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| --- | --- | --- | --- |
| **Career Focus Area #1** | |  | |
| **Description of that Area** | |  | |
|  | **Career #1** | | **Career #2** |
| Career  Name |  | |  |
| Career Page URL |  | |  |
| Description |  | |  |
| Recommended H.S. Courses |  | |  |
| Education Required |  | |  |
| Job  Outlook |  | |  |
| Average Salary |  | |  |
| What interests you about this career |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Career Focus Area #2** | |  | |
| **Description of that Area** | |  | |
|  | **Career #1** | | **Career #2** |
| Career  Name |  | |  |
| Career Page URL |  | |  |
| Description |  | |  |
| Recommended H.S. Courses |  | |  |
| Education Required |  | |  |
| Job  Outlook |  | |  |
| Average Salary |  | |  |
| What interests you about this career |  | |  |

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| --- | --- | --- | --- |
| **Career Focus Area #3** | |  | |
| **Description of that Area** | |  | |
|  | **Career #1** | | **Career #2** |
| Career  Name |  | |  |
| Career Page URL |  | |  |
| Description |  | |  |
| Recommended H.S. Courses |  | |  |
| Education Required |  | |  |
| Job  Outlook |  | |  |
| Average Salary |  | |  |
| What interests you about this career |  | |  |

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| --- | --- | --- | --- |
| **Career Focus Area #4** | |  | |
| **Description of that Area** | |  | |
|  | **Career #1** | | **Career #2** |
| Career  Name |  | |  |
| Career Page URL |  | |  |
| Description |  | |  |
| Recommended H.S. Courses |  | |  |
| Education Required |  | |  |
| Job  Outlook |  | |  |
| Average Salary |  | |  |
| What interests you about this career |  | |  |

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| --- | --- | --- | --- |
| **Career Focus Area #5** | |  | |
| **Description of that Area** | |  | |
|  | **Career #1** | | **Career #2** |
| Career  Name |  | |  |
| Career Page URL |  | |  |
| Description |  | |  |
| Recommended H.S. Courses |  | |  |
| Education Required |  | |  |
| Job  Outlook |  | |  |
| Average Salary |  | |  |
| What interests you about this career |  | |  |

Log onto your AET account and make a Foundational SAE journal entry of no less than 5 sentences reflecting on what specific things you have learned as part of this activity. Also estimate how much time you have spent completing it, and log that time in the AET.

### Career Research Opportunity 5 Points

Of the careers that you have listed from either of the two exploration activities, select one career in particular, and prepare a written report about that career that addresses the following criteria. Prepare that report in a new google document, and then share the link of the report in the following box. Make sure you change the sharing settings to “Anyone with Link can view”

|  |  |
| --- | --- |
| Report URL: |  |

Your report is expected to have an introductory paragraph, and a closing paragraph.  The body of your report must contain the following information about your career, but it can be in any order that you choose.  You will need to expand your research beyond just the fact sheet that you investigated previously for that career. It is also suggested that you cite any sources that you used to gather information for this report.

* Title of the Career selected
* High School Classes recommended for the career
* Post High School education required for career. Discuss specific locations where you could attain this education.
* Working conditions of the career
* Advantages and Benefits of this career (In your own opinion)
* Disadvantages/drawbacks of this career (In your own opinion)
* Salary of a beginning worker in this career
* Salary of an advanced/experienced worker in this career
* Thorough explanation of the aspects of this career that you find interesting
* Description of the preparations that you would need to take for this career
* Identify someone that you have contacted, or spoken with who is involved with this career, or someone specifically you could contact to learn more about this career.
* A complete report should be no shorter than one full page when finished.

After completing your career report, log onto your AET account and make a Foundational SAE journal entry of no less than 5 sentences reflecting on what specific things you have learned or gained as part of this activity. Also estimate how much time you have spent completing it, and log that time in the AET.

## Year #2 (10th grade/Sophomore)

### Career Training and Education Exploration: 10 Points

From the list of careers that you have already compiled from the year one activities, select 4 careers that you have a greater interest in pursuing past high school. Use the URL that you pasted to open the career fact pages for each of those careers and follow the instructions to answer the following questions about those careers.

*Use the following instructions for the Career Interest career list activity, and 5 job zone career list.*

1. Open the Career Fact Page from the URL you have pasted.
2. Examine the list of subjects listed under the “Knowledge Section” that are needed, and determine if those are classes that you have, or plan to take in high school. Provide a short reflection/reflection on if you see those courses as a strength for you, or a weakness. For either classification you need to discuss how you plan to improve in that subject area, or continue to improve.
3. In the bottom left hand corner indicate what level of education is needed or required for this career.
4. Click on the button that says “Find Training”. Select Nebraska from the list of states, and then click “go” (You may also search outside the state of Nebraska if you wish/need)
5. From the new page that appears browse through the list of colleges and universities that have programs needed for this career. You need to select one 4-year college/university, and one 2-year college or technical school, and put their names in the following table. (For some careers that do not require education past high school, there may not be a “Find Training” button. If this is the case, simply type None in the table. If there are no 4-year school options for a career, you can select two different 2-year schools.
6. Repeat the previous procedure for 3 additional careers

*Use the following Instructions for the Ag Career Explorer activity list.*

1. Open the fact page for one of the careers that you have selected from you Ag Career Explorer List
2. Examine the list of subjects listed under the “Recommended High School Courses” section that are needed, and determine if those are classes that you have, or plan to take in high school. Provide a short reflection/reflection on if you see those courses as a strength for you, or a weakness. For either classification you need to discuss how you plan to improve in that subject area, or continue to improve.
3. Under the “Education and Training Required” section, summarize what type of education is required after high school
4. Click on the “Find potential universities and colleges link at the bottom of the page.
5. Once the new page opens, at the top of the page, click on the box that says “State”, change it to Nebraska, and click search. (You may also search outside the state of Nebraska if you wish/need)
6. Once a list of colleges and universities in Nebraska appears pick one 4-year college/university, and one 2-year college and put them in the table below. (If there are no 4-year, or 2-year colleges to choose from, still select two institutions.)
7. Along with each college/university, list the specific degree/program that is offered that you are interested in.

|  |  |  |
| --- | --- | --- |
| **Career #1** |  | |
| **High School Subjects Reflection.** |  | |
| **Level of Training Needed** |  | |
|  | **4-year College/University** | **2-year College/Tech School** |
| **Name of College/Univ.** |  |  |
| **Degree Or Program** |  |  |

|  |  |  |
| --- | --- | --- |
| **Career #2** |  | |
| **High School Subjects Reflection.** |  | |
| **Level of Training Needed** |  | |
|  | **4-year College/University** | **2-year College/Tech School** |
| **Name of College/Univ.** |  |  |
| **Degree Or Program** |  |  |

|  |  |  |
| --- | --- | --- |
| **Career #3** |  | |
| **High School Subjects Reflection.** |  | |
| **Level of Training Needed** |  | |
|  | **4-year College/University** | **2-year College/Tech School** |
| **Name of College/Univ.** |  |  |
| **Degree Or Program** |  |  |

|  |  |  |
| --- | --- | --- |
| **Career #4** |  | |
| **High School Subjects Reflection.** |  | |
| **Level of Training Needed** |  | |
|  | **4-year College/University** | **2-year College/Tech School** |
| **Name of College/Univ.** |  |  |
| **Degree Or Program** |  |  |

Log onto your AET account and make a Foundational SAE journal entry of no less than 5 sentences reflecting on what specific things you have learned as part of this activity. Also estimate how much time you have spent completing it, and log that time in the AET.

### College/University Research: 5 Points

Using the list of schools that you generated in the Career Training and Education activity, select one 4-Year and one 2-year institution. You will need to search for the website for each institution, and use it to answer the following questions about each of those colleges/university. You can also use the following website to help you find some of the information that you may need.

**2-Year College**

|  |  |
| --- | --- |
| **Name of the College/University** |  |
| **Location** |  |
| **Estimated Yearly Cost (Tuition, Room and Board, and Books)** |  |
| **Are there any requirements needed to apply? (Test Scores Ect)** |  |
| **How many people attend this institution** |  |
| **What Specific Major or program or program of study that they offer are you interested in?** |  |
| **What in general interests you about this college/University?** |  |

**4-Year College**

|  |  |
| --- | --- |
| **Name of the College/University** |  |
| **Location** |  |
| **Estimated Yearly Cost (Tuition, Room and Board, and Books)** |  |
| **Are there any requirements needed to apply? (Test Scores Ect)** |  |
| **How many people attend this institution** |  |
| **What Specific Major or program or program of study that they offer are you interested in?** |  |
| **What in general interests you about this college/University?** |  |

Log onto your AET account and make a Foundational SAE journal entry of no less than 5 sentences reflecting on what specific things you have learned as part of this activity. Also estimate how much time you have spent completing it, and log that time in the AET.

### College & Career Financial Analysis: 5 Points

Use the information that you have gathered from both the career research activity, and the college/university research activity to fill in the following information, and then follow the instructions to answer the questions that follow.

1. Choose one career from your list of careers above, and put the average yearly salary in the table below
2. We will assume that you will be able to use 5% of your salary each year to pay back your school/training, so multiply the yearly salary by .05, and place that dollar value in the table below.
3. Choose one of the colleges/universities that offer a degree for that career, and put the total yearly cost that you determined in the table below.
4. Determine how many years of school are needed for your career and place that number in the table.
5. Multiply the yearly cost to attend, buy the number of years needed to complete your degree to determine the total cost of training for your career.
6. Divide the total cost of training by the amount that you can pay each year to determine how many years that it will take you to completely pay off your college training.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the career** |  | | | |
| **Average yearly salary of the career** |  | X .05 = |  | Amount used to pay for training per year. |
| **Name of college/University** |  | | | |
| **Total Yearly Cost to Attend (Tuition, Room and Board, and Books)** |  | | | |
| Multiply By | | | | |
| **Number of years needed to complete degree.** |  | | | |
| **Total Cost to Prepare for career.** |  | | | |
| Divide by amount used to pay for training each year. | | | | |
| **Number of years needed to pay for Training** |  | | | |

Log onto your AET account and make a Foundational SAE journal entry of no less than 5 sentences reflecting on what specific things you have learned as part of this activity. Also estimate how much time you have spent completing it, and log that time in the AET.

### College & University report and reflection: 5 Points

Of the colleges and universities that you have listed in the previous activities, select two, preferably one 4-Year and one 2-Year Institution. Prepare a written report that compares, contrasts, and that addresses the following criteria. Prepare that report in a new google document, and then share the link of the report in the following box. Make sure you change the sharing settings to “Anyone with Link can view”

|  |  |
| --- | --- |
| Report URL: |  |

Your report is expected to have an introductory paragraph, and a closing paragraph.  The body of your report must contain the following information about your career, but it can be in any order that you choose.  You will need to expand your research beyond just the information investigated previously for that college/university. It is also suggested that you cite any sources that you used to gather information for this report.

* Names of the Colleges/Universities
* Where are they located? Is their location important to you, why or why not?
* How does the cost to attend differ between the two? Why do you think this is the case?
* How does the number of students that attend each institution compare?
* What is the particular degree, or program that you would like to study at each institution?
* How many years of school will it take to complete your degree at each institution?
* What are some of the extracurricular organizations, clubs, or activities that each offer that you might be interested in?
* Does each institution offer any financial aid, and how can you secure that financial aid.

Once you have completed your Report, log onto your AET account and make a Foundational SAE journal entry of no less than 5 sentences reflecting on what specific things you have learned as part of this activity. Also estimate how much time you have spent completing it, and log that time in the AET.

## Year #3 & #4

## (11th grade/Junior & 12th Grade/Senior)

### Develop a Resume: (One Time Only) 5 Points

As you continue to prepare for a career, you will need to develop a Resume that highlights your accomplishments, skills, and abilities. Use the following website to help you with some tips and items to make sure you include in your resume.

<http://www.myfuture.com/careers/articles-advice/creating-your-resume>

Prepare **your resume** (you can use an example to get you started, but don’t use a pre made template) in a new google document, and then share the link of the report in the following box. Make sure you change the sharing settings to “Anyone with Link can view”

|  |  |
| --- | --- |
| Resume URL: |  |

Once you have completed your Resume, log onto your AET account and make a Foundational SAE journal entry of no less than 3 sentences reflecting on what specific things you have learned as part of this activity. Also estimate how much time you have spent completing it, and log that time in the AET.

### Visit a Post Secondary Institution: 10 Points

Set up a College visit at an institution of your choice. In order to receive credit for your visit, you are required to log into your AET account, and make a journal entry in your Foundational SAE that reflects on your visit. Be sure to answer the following questions in your journal entry, as well as logging the number of hours you spent on your visit.

* What college/university did you visit
* What caused you to visit this college/university
* List and discuss 3 things that you particularly liked about the institution
* List and discuss 3 things that you did not particularly like about the institution
* What was one thing that surprised you during your visit
* Does this institution offer the program/degree that you are interested in? If so what is it?
* What was your overall impression after your visit?

### Apply for admission to a Post Secondary Institution: 5 Points

Fill out and submit an application to a college or university that you may be interested in attending. In order to receive credit for this task, you need to log into your AET account, and make a journal entry in your Foundational SAE indicating what College/University you completed an application for. You should also indicate how much time you spent filling out the application. Finally, if there was an application fee you should log that into your AET account as an education expense. You can do this by clicking on the Finances Tab, and selecting “Non SAE Entry” to log this expense. In order to verify that this task was completed, you may be required to provide an acceptance/denial letter to your teacher.

### Complete a Financial Aid Application: 5 Points

Acquire, complete a submit a financial aid (scholarship) application in order to receive credit for this task. You will only receive credit for one application, but that application can be through any level/organization (Local, College, FFA, ect). You will be required to make a Foundational SAE Journal entry summarizing the application, and or interview process for the job your desire to attain. You may also be asked to provide proof of application by your instructor to receive credit.

### Job Shadow/Career Observation: 10 Points

Set up, and complete a minimum of 3 hours of job shadow/observation in a career that you are interested in. In order to receive credit for your Shadow/observation, you must log into your AET, and make a Foundational SAE journal entry that reflects on your experience. You are also encouraged to include and pictures that you are able to take during your shadow. (Make sure that you ask the business/person you are shadowing with if you are allowed to take photos before doing so). Also document the total number of hours that you spend in your shadow/observation. Items to include/address in your reflection include:

* Name of person/business where you completed the observation
* Why did you choose this observation opportunity?
* What were 3 things that you were surprised to see during your observation
* What were 3 things that interested you during your observation
* What was your general impression about the career after your observation/shadow?

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### Complete a Job Application: 5 Points

Acquire, complete a submit a job application in order to receive credit for this task. You will be required to make a Foundational SAE Journal entry summarizing the application, and or interview process for the job your desire to attain. You may also be asked to provide proof of application by your instructor.

### Complete a safety training or certification course: 10 Points

To receive credit for this task you are required to complete a 10-hour OSHA Training Course in any of the industry areas provided in the following website.

<http://www.careersafeonline.com/index.php/component/content/article/2-uncategorised/187-osha-10-hour-training>

Currently the cost to complete the training ($25) is your responsibility, but there may be reimbursement available upon completion through local businesses. (Ask your teacher for more information)

Additionally, if as part of your employment if you are required to complete a certification or safety course (ex. Forklift operator), provide your certificate of completion of such training to receive credit for this task.

Once you have completed this task you should make a Foundational SAE journal entry, and record the number of hours that you spent in this training. If you are responsible for the cost of training it should also be included as a non SAE educational expense in the AET. Finally, any certification(s) that you obtain should be added to your resume.

### Immersion SAE Records (1pt per Entry): 5 Points/Semester

If you engage in any immersion SAE project you may earn a maximum of 5 points per semester by entering records from your experience. A few examples of immersion SAE activities can be found [HERE](https://aged.illinois.edu/files/documents/SAE--Idea--Sheet--AgEd.pdf)

Examples of entries include:

* Financial Entries
  + Items Purchased
  + Items Sold
  + Money Borrowed (Liabilities)
  + Paychecks Earned
  + Value of items consumed at home
* Journal Entries of Activities Performed
  + Paid or Unpaid Activities