

# Agricultural Cooperative Education

## Supervised Agricultural Experience (SAE) Program Development and Record-Keeping

### 1 SAE Program Development and Record-Keeping. 0133.1

- 1 Types of SAE programs. 0133.1.1
- 2 FFA/SAE award and degree programs. 0133.1.2
- 3 SAE final records. 0133.1.3
- 4 Career opportunities in the agriculture industry. 0133.1.4
- 5 Complete a personal interest and resource inventory to identify potential enterprises and placement sites for individualized programs. 0133.1.5
- 6 Work with the teacher and employers to develop individual training plans listing competencies to be learned through agricultural cooperative education placement. 0133.1.6
- 7 Summarize financial records to determine net income from SAE. 0133.1.7
- 8 Calculate efficiency factors related to individual SAE. 0133.1.8
- 9 Develop a portfolio sustaining the completion of SAE. 0133.1.9
- 10 Complete a job application and create a letter of application. 0133.1.10
- 11 Participate in a job interview. 0133.1.11

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## Workplace Skills.

### 2 Workplace Skills. 0133.2

- 1 Job-site ethics. 0133.2.1
- 2 Time management. 0133.2.2
- 3 Decision-making skills 0133.2.3
- 4 Problem-solving skills. 0133.2.4
- 5 Work-place safety. 0133.2.5
- 6 Demonstrate a courteous attitude to customers, employers, and fellow employees. 0133.2.6
- 7 Display willingness to learn new techniques and follow directions. 0133.2.7
- 8 Monitor the safety of the working environment. 0133.2.8
- 9 Identify the location of first aid kits, emergency phone numbers, and exits. 0133.2.9
- 10 Demonstrate the safe use of equipment. 0133.2.10