Complete each of the following steps over a set period of time using your AET record book and journaling your experiences.

**Step # 1 – Login and be sure your profile is up to date, Create SAE Project & Plan!**

1. Choose  AET Experience Manager and “Add New” or view one created
   1. Develop your SAE plan
      1. *Complete each section and copy “text” from the instructions…be sure and complete each*
      2. *Description – My interest is to learn more about a career. I will start this project right away*
      3. *Time – I will spend about hours to complete all 5 basic activities.*
      4. *Financial – no money is needed.*
      5. *Learning Objectives – My 5 activities are each to learn about a career using my assignment.* 
         1. *Choose A1.02 Career Interest*
         2. *Choose A2.02 Build a resume.*
         3. *Choose A3.02 Review salaries for your career.*
         4. *Choose A4.01 Investigate safety in your career.*
         5. *Choose A5.01 Analyze labor demands.*

**Step #2 – Action Items = Time Invested to record in your AET Journal**

**(Action-1) In AET, choose your Profile, Your Career Connector section (approx. 1 hr):**

* + A close up of a sign

    Description automatically generatedView the video to see a summary of the section A white circle with a black background

    Description automatically generated with low confidence
  + Choose O\*net & explore career areas by name, or any approach.
  + Use the “Career Exploration Worksheet” to summarize your results.
  + Take a photo of your career worksheet/scan to capture your complete work.
  + Choose your “Experience Manager” and select the “files link” to save a copy of your sheet
  + Choose your “AET Journal” to record your date, time and skills \*(FND 1 on Explore Career)

**(Action-2) In AET, work on your career objective (approx. 30 min):**

* + Choose your AET profile and Resume section
  + Develop a career objective that aligns to your area of interest and choose “Save”
  + Choose your “AET Journal” to record your date, time and skills \*(FND 2 Maintain a Resume). Be sure to describe your findings in your journal description.

**(Action-3) In AET, review salaries and cost of living (approx. 1 hr)**

* + Choose O\*net and locate your career area, explore details for salary and regional info.
  + Choose your “AET Journal” to record your date, time and skills \*(FND 3 Review Salaries). Be sure to describe your findings in your journal description.

(**Action-4**) **Search the web or locate a business to review safety requirements (approx. 1 hr)**

* + In searching the web, develop a summary of safety certifications or trainings for a career choice
  + Choose your “AET Journal” to record your date, time and skills. (FND 4 Safety in workplace). Be sure to describe your findings in your journal description.

**(Action-5) Using O\*Net, review labor demand (approx. 2 hrs)**

* + In your AET, choose O\*net to explore details for salary and regional info.
  + Choose your “AET Journal” to record your date, time and skills (FND 5 Review Salaries). Be sure to describe your findings in your journal description.

**Step #3 – Develop Learning Items (Summarize all your action items) (approx. 1 hr)**

* Develop a poster and include a summary of your career in a creative way on a poster.
* Prepare to present your career choice in class and hang your poster on the wall
  + Choose your “Experience Manager” and select the “files link” to save a photo of your poster
  + Choose your “AET Journal” to record your date, time and skills (choose CRP 10 area). Be sure to describe your findings in your journal description.

**Step #4 - Annual Review and closing the SAE project –** Develop annual summary and skill details for each area of the project plan  , be sure each has a “green check” once you are complete.