

**Situation:** *You are a student interested in working in the dairy industry. This dairy operation is multi-faceted, milking cows and growing feedstuffs while operating a creamery and educational tours. You will show hours worked and money earned in those opportunities you work.*

## SAE SETUP



### Step 1: Set Up the SAE - AET Profile

- Select Experience Manager and "Add New."
- Enter your Placement Site Name (name of employer)
- Choose Experience Type - Paid Placement
- Add Primary Experience and Subcategory
- DECIDE if SAE has Multiple SAE Categories

Can the SAE have multiple categories?

1. If the student will have different job duties at the farm, CLICK **Multiple SAE Sub-Categories:**

*\*Name Each SAE of the Employment and assign Pathway and Subcategory*

- Holstein Dairy Herd (Animal Systems - Dairy)
- Corn (Plant Systems - Grain Crops)
- Alfalfa/Silage (Plant Sys - Forage)
- Creamery (Agribusiness - Processing)
- Agri-Tourism (Agribusiness - Education)

**NOTE:** Each Multiple SAE added will create a stand-alone SAE in the SAE Manager (see below), and if they do not come to fruition, then the SAE can be deleted

- "Save" at the bottom (see box to the right)



**Name:** Big Barn Dairy Farms  
**Level:** Individual  
**Type:** Paid Placement  
**Area:** Animal Systems, Plant Systems, Agribusiness

Settings / Planning (#1)			Records (#2)			Reflection (#3)		
Settings	Name / Type	Planning	Financial	Journal	Files / Videos	Review (Results, Inventory, Skills)	Results	
	Big Barn Dairy Farm - Agri-Tourism PL - Education		0	0	0/0			
	Big Barn Dairy Farm - Creamery PL - Processing		0	0	0/0			
	Big Barn Dairy Farm - Forages PL - Forage Crops		0	0	0/0			
	Big Barn Dairy Farm - Corn Production PL - Grain Crops		0	0	0/0			
	Big Barn Dairy Farm - Holstein Dairy Herd PL - Dairy		0	0	0/0			
GRAND TOTAL			0	0	0			



### Step 2: Develop Your SAE Plan - Experience Manager

- Click Complete each of the four tabs using the help in the header box of each section.
- Description Tab - Include project duration, size, and kind, goals, evaluation, or mentor.
- Time Tab - Include time required for work both during the school year and summer months recording milking, calf care, farm tours, or other activities (hours per week)
- Learning Objectives Tab - Click "Add Skills" (select any three as a minimum requirement)



- AS.03.01 Analyze the nutritional needs of animals
- AS.02.01 Demonstrate management techniques that ensure animal welfare
- BS.02.03 Apply standard operating procedures for the safe handling of biological and chemical materials in a laboratory

**SAE RECORDS**



**Step 3: Record Your SAE Time - SAE JOURNAL**

- Choose AET Projects/Experiences
- Enter the date, and choose your SAE Project (dropdown)
- Select one or more skills that represent the work completed
- Enter Hours and Minutes of work
- Activity Description should include tasks performed and results of learning outcomes.
- OPTIONAL: upload photos to support the work

**NOTE:** If work in a pay period occurs in more than 1 part of the SAE, journal entries should be made in each of the SAE's



Big Barn Dairy Farm - Holstein Cow Herd

*Week 45: 11/4-11/10 – [30 hr., 30 min.]*

AS.07.01 Vaccinate calves (25 head) for respiratory by administering 5 cc Nasalgen (2 hrs.), milk 250 head cow herd in pm milking (21 hrs.), scrape aisles in free stall barn (5 hrs.), fill feed bunks 4x/week (2.5 hrs.)

Big Barn Dairy Farm - Creamery

*Week 45: 11/4- 11/10 – [3 hrs.]*

ABS.04.02 Apply bottles with logo and nutritional labels for the weekly cream production (300 bottles) and pack in 6 bottle cases for shipping.



**Step 4: Record SAE Paycheck**

- Choose a date, total gross income, any taxes, and any expenses taken out of paycheck (uniform fee), and total hours for the pay period
- Choose which Experience the paycheck is associated with by checking the box.
- Use the memo to indicate hours and pay period range
- Make sure the percent equals 100% no matter the division of percentage in experiences

**NOTE:** To determine the percentage = hours in SAE divided by total hours for the pay period

New Paycheck				
Date	Total Gross Income	Taxes / Withholdings	Expenses	Paycheck Hours
11/15/2024	\$502.50	\$65.31		33.5
Split	Paid Placement Experience	Percent	Gross Income	Memo
1	<input type="checkbox"/> Big Barn Dairy Farm - Agri-Tourism	0.000%	\$0	
2	<input checked="" type="checkbox"/> Big Barn Dairy Farm - Creamery	91.000%	\$457	Week 45 (30.5 of 3)
3	<input type="checkbox"/> Big Barn Dairy Farm - Forages	0.000%	\$0	
4	<input type="checkbox"/> Big Barn Dairy Farm - Corn Production	0.000%	\$0	
5	<input checked="" type="checkbox"/> Big Barn Dairy Farm - Holstein Dairy Herd	9.000%	\$45	Week 45 (3 of 33.5)

Save & Return   Save & Enter Another   Save & Journal Time/Skills   Cancel

\*The percentages will divide the gross income accordingly, and the paycheck amounts will appear in the financial ledger for the identified SAE.

\*\*Paycheck hours should be reflected in journal hours to support and document the work completed in each pay period.

**SAE REFLECTION**



**Step 5: Capture SAE Photos - JOURNAL Tab/Portfolio**

- Use your phone to capture photos and upload them directly using m.theaet.com
- Add captions to tie to SAE reports and in the FFA Awards transition
- Also, you can access and add files in your Experience Manager - Files/Videos



**Step 6: SAE Reflection – SAE Manager**

- Annual Summary – describe (1) your Placement title/role, (2) Placement Size and Services, and (3) Key outcomes of the year. *(See yellow boxes)*
- ADD Efficiency Factor(s) to measure and discuss the management or performance seen in the SAE

*Big Barn Dairy Farm - Holstein Dairy Herd*

Year	Description	Efficiency Factors and Learning Outcomes											
2024	<p>HERD WORKER- 250 head Cow herd Employment was from 9/1-12/31, where I averaged 30 hours a week, earning \$15/hr. Evening Milking (336 hrs.) Calf Care (128 hrs.), Manure Management (32 hrs.), Feeding (40 hrs.)</p> <p style="text-align: right;"><input type="button" value="Save"/></p>	<table border="1"> <thead> <tr> <th>Factor</th> <th>Level</th> <th>Description (how this helps in your SAE)</th> <th></th> </tr> </thead> <tbody> <tr> <td><a href="#">Edit</a> Cows Milked per Hour (16 head herringbone parlor)</td> <td>24 head per hour</td> <td>In the beginning, I was limited in handling the equipment and slow in the process of pre and post-milking techniques, which increased the time cows were in the parlor. Over time, I watched other workers, learned techniques and gained confidence in the milking process.</td> <td style="text-align: center;">X</td> </tr> </tbody> </table> <p>Add new for this year: <input type="text"/> <input type="button" value="Add"/></p>	Factor	Level	Description (how this helps in your SAE)		<a href="#">Edit</a> Cows Milked per Hour (16 head herringbone parlor)	24 head per hour	In the beginning, I was limited in handling the equipment and slow in the process of pre and post-milking techniques, which increased the time cows were in the parlor. Over time, I watched other workers, learned techniques and gained confidence in the milking process.	X			
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*Big Barn Dairy Farm - Creamery*

Year	Description	Efficiency Factors and Learning Outcomes							
2024	<p>PACKAGING TECHNICIAN - 300 Bottle Weekly Cream Production Employment was for 11/1 - 12/31, earning \$15/hour. I primarily work in the end-line process where I handle each bottle and apply 2 labels: logo and nutritional information (24 hours). I like this side of my employment and look forward to increasing my responsibilities on this side of the farm.</p> <p style="text-align: right;"><input type="button" value="Save"/></p>	<p>Add new for this year: <input type="text"/></p> <table border="1"> <tbody> <tr> <td>Bottle Label Accuracy</td> <td>85% (255 bt)</td> <td>satisfaction. Initially I struggled to get about 255 bottles per session correct, but with additional training and confidence, my accuracy increased to 91% by Dec 31</td> <td style="text-align: center;">+</td> </tr> </tbody> </table>	Bottle Label Accuracy	85% (255 bt)	satisfaction. Initially I struggled to get about 255 bottles per session correct, but with additional training and confidence, my accuracy increased to 91% by Dec 31	+			
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- Learning Activities - Describe learning activities that support the planned skill in the SAE
- Note:** *These can be directly pulled into the proficiency application "Skills Page" when selected in the award*



**Step 7: Determine Project Status - SAE Manager**

- Your placement will usually be ongoing and remain active (green)
- If employment no longer continues, mark the inactive button as GREY
- Any SAE's unused can be deleted if they do not become part of a student's employment



**Step 8: Key SAE Reports - REPORTS Tab**

- "Single SAE Experience Report" - summarizes THIS SAE project in one report (Click Icon)
- "Profit/Loss Report" - summarizes annual income and expenses (Reports Tab)
- "Complete Record Book Report" - summarizes all SAE records in one report (Reports Tab)