Situation: *You are a student interested in learning about the turfgrass industry. As an unpaid placement, you will work for your FFA Chapter and grow turfgrass flats that your chapter may sell or contract with local businesses.*

Turfgrass Management

Step 1 Set Up the SAE- AET Profile

- Select Experience Manager and "Add New," or view the one your teacher may have developed.
- Be sure to name your SAE, choose the correct choices, and hit save!

> Name: Turfgrass Program
> Level: Individual or School Based
> Type: Unpaid Placement
> Area: Plant Systems
>   Turfgrass

Step 2 Develop Your SAE Plan (Experience Manager)

Complete each tab using the help in the heading of each section

- The **Description** is a summary of your SAE. Here is a quick example:

> My interest in this project is to learn about plant systems. My project will start in September and run all year. I aim to learn more about the industry and develop skills that will help me get a paid job. A local business owner and my ag teacher will supervise me in this project. I will also learn about safety in the industry.

- **Time Investment** may include planned hours and activities, such as:

> I will manage grass flats in the greenhouse and plan to work about 10 hrs. per week. I want to learn more about this industry and see if this is my career area.

- **Learning Objectives** include **three** items you plan to learn in your project. Just choose from the list, such as:

> PS.01.01 Growth Factors – I hope to learn more about light and temperature
> PS.02.03 Manage Soil Media – Learning how to properly start these flats
> PS.03.01 Harvest and Handling – As we move the flats to the field, I hope to learn more about that process.

Step 3 Record Your SAE Time- SAE JOURNAL

- As you work, track your time - Enter the date, select your SAE, and related activity
- Activity Description should include decisions made and results/learning outcomes
- These Unpaid Hours will count towards your FFA Awards, so ensure your descriptions are complete and consistent (weekly, etc.).

Step 4 Capture Photos of your SAE

- Mobil version: Use your cell to capture photos/files at your job and upload them directly using m.theaet.com
- Desktop version: Choose Portfolio, use the dropdown to choose your Unpaid Placement SAE, and upload

Step 5: Project Reflection

Annual Summary and Learning Outcomes (each year)
Be sure to cover:
(1) Develop a summary of your work and skills, such as:
(2) Each year, develop specific learning outcomes for each year, such as:

> **2024:** I managed a table of flats and was responsible for the start to finish. I learned how to monitor the grass for fungus and managed issues with 0 loss.
>
> **2025:** In this year, I continued…

> **2024:**
> Factor=Soil Media/Level 50%/Descr. =just learning about how soil impacts growth
> Factor=Light Exposure/ Level 10%/Descr. =was not very sure about the impact of growth
> Factor=Days to produce / 25 days / Descr.= the faster we can grow reduces cost
> **2025:**…show an increase in knowledge or results

Skills gained in the project: (hover over the for ideas)
1) Connecting to each skill in your project plan, identify measurable ways you were able to achieve each planned skill area
2) You may also add new skills that were key not listed in your plan
3) An ongoing SAE shows growth from year to year

Generate a Single SAE Report
View this to get a summary of all your records and reflect on additional skills gained in your project. This can also be used by your teacher as a grade

Step 6: Determine Project Status

- If your job experience is ongoing, you want to keep your SAE Active or " on."
- If your job experience is over, choose the green button to "close it" or "inactive."
- If you get promoted to a paid position, you will create a new SAE, a "Paid Placement."

Step 7: Other Key SAE Reports

- "Single SAE Experience Report"- summarizes your project in one report. Turn in this report for your SAE final grade.
- "Complete Record Book Report-" summarizes all of your records into one report.

Resources
Review all sections for additional videos and resources in "Student Help"