



Record Book

SAE Record Book for: _____
(Student Name)

ASTE Advisor: _____ School Year: _____

Aqua or Agriculture (circle one)

SAE Project Pathway (circle one): Employment Placement/Internship Ownership/Entrepreneurship
Exploratory Research Directed Laboratory FFA Subchapter

SAE Project Name: _____

Student's Resume – On file as of: _____

All students who attend The Sound School are ASTE students and FFA members. During their four (4) years in the ASTE program, all students **must** keep a SAE record book to document their progress throughout the program. The SAE record book allows students to record their achievements and accomplishments they make while participating in ASTE, FFA, and/or SAE activities.

Requirements:

Each ASTE advisor will require students to complete a minimum of one (1) journal entry/week in their SAE record book. Students are responsible to complete and turn in their entries under the guidance and direction of their ASTE advisor. **All SAE record book entries should be neat, and organized in chronological order by date.**

A student's SAE record book will progress with and be maintained by the student until he/she graduates.

SAE Credit Checklist

(Student Name)

ASTE Advisor: _____ School Year: _____

Completed <i>(Check off and date when completed)</i>		Required Tasks
<i>Completed</i>	<i>Date</i>	
		SAE Plan (including: Interest Statement, Proposal and SAE Goals)
		SAE Pathway Form (directed lab, subchapter, employment, exploratory etc.)
		SAE Record Book
		Exploratory Write Up (if students have completed an exploratory SAE ONLY)
		Sophomore Completion Certificate (given by Tim Visel at the end of Sophomore Year)
		Final SAE Write Up
		Program Completion Certificate (Given at the end of Senior Year)

Student Signature: _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____

ASTE Advisor: _____ Date: _____

FFA Leadership Development Record

FFA Degrees Awarded

Degree	Date Awarded
Greenhand Degree	
Chapter Degree	
State Degree	

FFA Activities

List the FFA activities in which you have participated, such as public speaking events, CDE's, Parliamentary Procedure, Conventions, FFA Leadership Activities, Junior Leadership Conference etc.

Date of Activity	Activity Name / Description	Level of Participation			
		Chapter	District	State	National

Offices and Committee Leadership Held in the FFA

FFA Offices Held	Level of Participation					Length of Service	Responsibilities or Status (delegate, attended, alternate, team member)
	Chapter	District	State	National	Other		

Leadership in School, Community, State and National Activities Other Than FFA

List activities not sponsored by FFA such as offices held in class, school, church, athletic teams, agricultural organizations (Grange, Farm Bureau), breed associations, or other organizations.

Activities and/or Organizations Other than FFA	Level of Participation					Length of Service in Months	Responsibilities
	School	Chapter	District	State	National		

Community Service Hours

Community Service

Year	Marking Period 1	Marking Period 2	Marking Period 3	Marking Period 4	Total Hours
Freshman					
Sophomore					
Junior					
Senior					

SAE Record Book – SAE Progress

Students should write (typed or hand written) at least one (1) SAE progress report every week during their ASTE FFA Advisory Period within the course ASTE time block. Photos, illustrating student's progress with their SAE, should also be included. Progress reports and photos will be kept in the student's SAE record book (portfolio) and reviewed by the student's ASTE advisor in order to track students' SAE progress.

Date	Start Time	End Time	Hours	Description of work completed

SAE Record Book – SAE Progress Continued

Date	Start Time	End Time	Hours	Description of work completed

SAE Progress Reports

All SAE's require one meeting a quarter with teachers filing a report or site visit. Please circle if a meeting has been conducted and include the date. Your FFA / SAE advisor should then initial to confirm they have been completed.

Year	Marking Period 1		Marking Period 2		Marking Period 3		Marking Period 4	
	Circle one	Teacher initials	Circle one	Teacher initials	Circle one	Teacher initials	Circle one	Teacher initials
Freshman	Yes / No Date: __		Yes / No Date:		Yes / No Date:		Yes / No Date:	
Sophomore	Yes / No Date:		Yes / No Date:		Yes / No Date:		Yes / No Date:	
Junior	Yes / No Date:		Yes / No Date:		Yes / No Date:		Yes / No Date:	
Senior	Yes / No Date:		Yes / No Date:		Yes / No Date:		Yes / No Date:	

Site Visits

At least three (3) site visits are required and all ASTE and work placement forms to be included in the student's SAE record book once all Connecticut Department of Labor (DOL) paperwork is complete and recorded. A site visit form from your instructor MUST accompany this section.

Site Visit #1: Date: _____

Location: _____

Report on file (*Check one*): ____ YES ____ NO

Student Signature: _____

Teacher Signature: _____

Site Visit #2: Date: _____

Location: _____

Report on file (*Check one*): ____ YES ____ NO

Student Signature: _____

Teacher Signature: _____

Site Visit #3: Date: _____

Location: _____

Report on file (*Check one*): ____ YES ____ NO

Student Signature: _____

Teacher Signature: _____

Senior Special Topic (Capstone)

What is your Capstone topic? (*Please describe*) _____

Is this Capstone topic related to your Scope & Sequence? ____ YES ____ NO

Identify your Scope & Sequence: _____

If "YES," has an FFA Research SAE Pathway form been filed? ____ YES ____ NO

Senior Capstone Timeline

Month	Activities
September	
October	
November	
December	
January	

February	
March	
April	
May	