

Summer Agriculture Program – Application Instructions 2019

Instructions for Application:

The summer agriculture program records will be kept on AET (Agricultural Experience Tracker). AET is located at <http://theaet.com/>.

The Student Class List:

- **Assurance #1:** In AET, create a new class called “2019 Summer Agriculture Program”. Enroll the students assigned to you into that class. You must enroll 35 students. The course should be created, and students enrolled before the application is signed.

The Calendar of Activities:

- **Assurance #3:** Your calendar of activities for the summer will be kept on AET. All teachers and interns working together in the same school should use the same calendar. The calendar should be completed before your application is signed.

Summer Ag Program Application:

- Complete all Teacher and District/School Information. Sign the Summer Agriculture Program Application; secure signatures from your Principal and CTE Director; email the application to the Utah State Board of Education to william.deimler@schools.utah.gov.
- If your attempt to electronically sign this document is not successful:
 - Print the document and secure the signatures.
 - Scan the document and return it by email to william.deimler@schools.utah.gov. Do Not Fax.

Instructions for the Student Class List:

Assurance #1: In AET, create a new class called “2019 Summer Agriculture Program”. Enroll the students assigned to you into that class. You must enroll 35 students. The course should be created, and students enrolled before the application is signed.

Steps for complete the **Student Class List:**

1. Open AET – The Agricultural Experience Tracker at <http://theaet.com/>.
2. Sign into your Chapter’s record as a Teacher.
3. Click on the “Profile” tab.
4. Select “5. Set up the courses that are taught at your school”.
5. Select “New Course”, you will see this screen.

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The screenshot shows the AET web interface. At the top, there's a navigation bar with tabs for Profile, Accounts, Tracker, and Reports. The main content area is a form for adding a class. The form fields are: Teacher (dropdown menu with '(Select Teacher)'), First Class Day (calendar icon), Last Class Day (calendar icon), Primary National AFNR Pathway (dropdown menu), Class Type (dropdown menu), Class Name (text input), Section/Period (text input with '(optional)' label), and Lesson Template (dropdown menu with 'Default (One Lesson Per Topic)'). Below the form are three buttons: Save, Cancel, and Delete. On the left side, there's a sidebar menu for 'Canyons Technical Education Center' with options like Region Account, Inbox, Portfolio, Scoreboard, Sign Off, and a summary for '2012-2013' showing SAs, Jm Entries, Jm Hours, and Active Students. The bottom right corner of the page shows the date 'Friday, March 22, 2013'.

6. Select the teacher, this should be you.
7. First Class Day; first day of your summer program.
8. Last Class Day; last day of your summer program.
9. Select the primary Pathway that you provide in your program.
10. Class Type; select “Summer Agriculture”.
11. Class name; “**Summer Ag Program**”.
12. Section/Period; not required.
13. Lesson Template; not required.
14. Select “Save” and you have now added the class.

At this point you can instruct the students in your Summer Agriculture Program to add this class to their schedule. If you want to add the students yourself follow these steps.

1. Go to the “Accounts” tab.
2. Select “2. Access Student Account”. Select the student that you want to add to your Summer Ag Program list.
3. Select “Profile”.
4. Select “Record your school Ag Class schedule”. Select “Add Class”.
5. Add the “Summer Ag Program” class to the students list.

You can check the Summer Agriculture class roster by returning to the Chapter Account and then opening the “Profile” tab and selecting “Set up the courses that are taught in your school” and then click on enrollment.

“**Total students**” on your class roster **MUST** equal or exceed **35** students.

- Your summer program will not be approved if you do not have a minimum of 35 students on this roster.
- At the end of the summer if the report indicates that you did not work with at least 35 students, you will receive a prorated allocation based on the number of students you actually worked with.

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Instructions for Calendar of Activities:

Assurance #3: Your calendar of activities for the summer will be kept on AET. All teachers and interns working together in the same school should use the same calendar. The calendar should be completed before your application is signed.

On the application you signed an assurance that the Summer Agriculture Program that you organized and implemented would be a minimum of 360 hours in length.

The days you designate as “Summer Ag” will not be counted. Rather the calendar will be reviewed to determine if you have actually done the planning process and if it appears that you have enough days designated on your calendar to work the required 360 hours. This is the requirement.

At the end of the summer if the report indicates that you did not work 360 hours, you will receive a prorated allocation based on the number of hours you actually worked.

Multiple teacher departments should use the same Chapter Calendar. Teachers will often be working the same day. If you are working a day that your partner is not working, add it to the calendar. Actual students visited and hours worked will show up on separate reports for each teacher.

To complete the **Calendar of Activities**; please follow these steps:

1. Open AET – The Agricultural Experience Tracker at <http://theaet.com/>.
2. Sign into your Chapter’s record as a Teacher.
3. Click on the “Tracker” tab.
4. Select “1. Chapter Tracker Calendar Program of Activities”.
5. On the calendar select one day that you will be working during the summer. When you click on the date; this screen will open up.

The screenshot displays the AET web application interface. At the top, there is a header with the AET logo and the text "The Agricultural Experience Tracker". Below the header are navigation tabs for "Profile", "Accounts", "Tracker", and "Reports". The main content area is a form for adding a new activity. The form fields are as follows:

- Activity Type: SAE Visit (dropdown menu)
- Background Color: (checkbox)
- Name of Activity: Summer Ag (text input)
- Beginning Date: 3/4/2013 (calendar icon)
- Schedule Type: All Day Event (radio button), Time Event (radio button)
- Duration (Days): 1 (text input)
- Committee Delegation: (None) (dropdown menu)

At the bottom of the form are "Save" and "Cancel" buttons. The page footer indicates the date is Friday, March 22, 2013.

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6. Select the “Activity Type”; FFA Activity, SAE Visit, Educational Field Trip, etc.
7. The “Name of the Activity” should be “Summer Ag Program”.
8. Save the entry; it is now on your Chapter Calendar.

When you turn in your Summer Agriculture Program Application the AgEd State Specialist will open your AET Calendar and review the dates that you have identified for the Summer Agriculture Program. You should also share this information with your Principal and CTE Director.

This is the minimum amount of information required for your calendar to be approved. If you would like to provide additional information that is up to you.