

## ***GUIDELINES FOR AWARDING SUPERVISED AGRICULTURAL EXPERIENCE PROGRAM (SAE) CREDIT (WVEIS Code 0134)***

- **CREDIT:** Students shall receive ½ credit per academic year based on completion of an approved supervised agricultural experience program and submission of required documentation to the local teacher (see below). Students must be enrolled in another agriculture course when the SAE is initiated to be eligible for this credit.
  - **WVEIS REGISTRATION:** It is recommended to postpone registering students for the SAE credit until the credit is ready to be awarded. In most schools, the best way to handle this is for the agriculture teacher to compile a list of students who complete the SAE requirements (see below) and supply the list to the school's guidance department. Students should then be registered for and receive the credit simultaneously.
  - **WHEN CREDIT IS AWARDED:** SAE records are kept on a calendar year basis. Credit shall be awarded based on the following schedule, after summation of student SAE calendar-year records.
    - The credit for the freshman year SAE shall be recorded in January of the sophomore year;
    - The credit for the sophomore year SAE shall be recorded in January of the junior year;
    - The credit for the junior year SAE shall be recorded in January of the senior year; and
    - The credit for the senior year SAE shall be recorded prior to high school graduation (typically in May).
- NOTE:** If a student is enrolled in an agriculture course in one academic year, is not enrolled in an agriculture class the following academic year but completes the SAE initiated in the previous academic year and submits the portfolio to the local teacher by January 15, the student is entitled to the SAE credit.
- **DOCUMENTATION:** At the completion of each calendar year (or in May of the senior year), the student shall submit a portfolio to the local teacher consisting of, but not limited to:
    - Financial and/or experience records
    - Goal profile
    - List of proficient skills attained through the SAE
    - Current resume
    - Photos and/or supporting documentation
  - **DESIRED SCOPE:** A desired SAE is one in which a student will have earned and productively invested at least \$1,000, or worked at least 300 hours in excess of scheduled class time, or a combination thereof, in a supervised agricultural experience program at the completion of four years. This should not be construed, however, to serve as a rubric for awarding grades or credit.
  - **WVDE REQUIREMENT:** Agriculture teachers must annually submit form AE-5, Summary of Agricultural Experience Program, to the WVDE by April 15 in order to offer SAE credit for concentration credit the following year.
  - **SAE CLASSIFICATION:** SAE shall fall into one of four categories:
    - **Exploratory**  
Learn about the 'big picture' of agriculture and its many related careers.
    - **Research/Experimentation and Analysis**  
Conduct research or analyze information to discover new knowledge.
    - **Ownership/Entrepreneurship**  
Plan and operate an agriculture-related business.
    - **Placement**  
Work for someone else either for pay or for the experience
  - **APPROVED SAEs:** An approved supervised agricultural experience program shall be one consisting of enterprises listed in documentation provided by the National FFA Organization and available at [http://www.ffa.org/documents/prof\\_saelisting.pdf](http://www.ffa.org/documents/prof_saelisting.pdf). SAEs are expected to relate to the concentration area in which the student seeks occupational completer status. Decisions whether a specific SAE is considered as related to an occupational concentration shall be the made by the agricultural education coordinators at the WVDE.
  - **SUPERVISION AND GRADING:** Agriculture teachers are responsible for supervision of students' SAE programs and awarding grades for the program.

**Questions regarding SAE credit should be directed to the Coordinators for Agriculture, Science and Natural Resources at the West Virginia Department of Education, phone 304-558-2347.**