Instructor: Candis Carraway  
Phone: (936) 433-2419 (cell)  
Email: carrawaycl@sfasu.edu  
Office Hours: Wednesdays 9-11 or 1-3 (or by scheduled appointment)  
Office: Ag Building, Room 112  
Department: Agriculture  
Class Time and Place: Wednesday from 3:00-5:30 in Agriculture Building (Room 117)

Course Description: This course is designed to teach the student about Supervised Experience (SAE) Programs as they relate to secondary agriculture programs. Topics will include types of SAEs, planning SAEs, record keeping, and supervising SAEs.

Text: There is no required text for this course. All reading materials will be provided on D2L or handouts.

Supplies:  
1. inch (or larger) 3 ring binder (just for this class)  
2. 8 Dividers

Program Learning Outcomes
1. The student will demonstrate competence of technical subject matter (technical)  
2. The student will exhibit problem solving skills. (Problem Solving)  
3. The student will demonstrate effective communication skills. (Communication)  
4. The student will exhibit leadership and other interpersonal skills needed for career placement and advancement. (Leadership)  
   #1, #2 and #3 are directly addressed in this class

Student Learning Outcomes  
Students will use the knowledge gained in this course to:  
1. Complete an SAE Record Book  
2. Develop an SAE Plan  
3. Create a Animal Welfare and Management Guide

Cheating/Plagiarism: This course will follow standards set forth by the university regarding cheating and plagiarism. In the case a student is found to have cheated or plagiarized they will fail the course.

Academic Integrity (A-9.I)
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

**Late Work:** Late work WILL NOT be excepted unless prior arrangements were made or an unpreventable emergency occurred. All late work will receive a reduction of 20% each week it is late. Even one day late will constitute a week so 1-7 days late is a reduction of 20%, 8-14 days late is a reduction of 40%, 15-21 days late is a reduction of 60%, etc…

**Grades for the course will be based on the following criteria:**

Each assignment, quiz, exam, and project will be assigned a point value. Grades are calculated on a percentage basis. Thus, at the end of the semester the points you earned divided by the total points available will give you your percentage.

- A = 90% to 100%
- B = 80% to 89%
- C+ = 70% to 79%
- D = 60% to 69%
- F = below 60%

**Attendance:**

Attendance is mandatory. Attendance will be taken and recorded by the instructor or TA. For absences to be considered excused, advanced notice is preferred, documentation upon return to class is required. Only excused absences will be allowed to make up missed work, including homework assignments, quizzes, exams, and projects. Absences which are considered excused are 1.) Approved University activities (require documentation from sponsor and advanced notice) 2.) Death or major illness of an immediate family member (requires documentation and notice as soon as possible), 3.) Major illness of yourself (requires a doctor’s note). If you miss class for any other reason and feel your absence should be excused you must provide me with a typed memo explaining why the absence should be excused and provide appropriate
documentation. This memo must be provided within one week of the absence. All other absences
are considered unexcused.

More than two unexcused absences will result in the loss of ten percentage points from your final
grade average for each additional absence. In other words you are allowed two unexcused
absences after two absences you will start losing points on your final grade average.

It is important that you arrive to class on time. If you are more than five minutes late you will be
considered absent. If you are tardy (within 5 minutes late) three times it will be considered an
unexcused absence.

Make-Up Assignments: There will be no make-ups for missed exams unless you notify me
before the exam and explain why you can’t be there with proper documentation for your absence
(teacher note, etc.). If you have an unforeseen circumstance, you must provide documentation
that excuses your absence (doctor’s note, death certificate, police report, etc.) In either case the
exam must be taken or arrangements made to take the exam no later than 2 days after the initial
exam was scheduled. Failure to follow this procedure will result in a 0 (zero) grade for any
missed exam. It is your responsibility to make arrangements to take a make-up exams.

Withheld Grades Semester Grades Policy (A-54)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic
chair/director, a grade of WH will be assigned only if the student cannot complete the course
work because of unavoidable circumstances. Students must complete the work within one
calendar year from the end of the semester in which they receive a WH, or the grade
automatically becomes an F. If students register for the same course in future terms the WH will
automatically become an F and will be counted as a repeated course for the purpose of
computing the grade point average.

Students with Disabilities

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students
with disabilities must contact the Office of Disability Services (ODS), Human Services Building,
and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified,
ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be
provided. Failure to request services in a timely manner may delay your accommodations. For
additional information, go to http://www.sfasu.edu/disabilityservices/.
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| Monday 5/13/19 4:00 | Final Exam                                                             | Lab 7 Reflection                         | 8:30 p.m.

**Exams:** (Exam 1 and Exam 2 are worth 100 points each and the Final Exam is worth 200 points) There will be a total of three exams in this course. The third will be a comprehensive final.

**In Class Assignments and Quizzes:** (25 points each) Each class meeting we will have an assignment or quiz that will be counted toward your grade. These will vary based on the subject being taught that day. Some days this may be a short written assignment that is done at the end of class or it could be a lab type activity that you will participate in during class.

**Outside of Class Assignments:**

**Career Development Event-** (50 points) You will be required to run registration and help with one of the Career Development Events on March 27th. More details will be provided at a later time.

**SAE Plan**- (100 points) You will complete an SAE plan which will include a timeline, budget and goals. More details will be provided.
**SAE Supervision Letter and Form:** (100 points) You will create a letter that will inform students and parents about your SAE supervision practices and explain the supervision form you will also create. More details will be provided.

**Record Book Assignment:** (200 Points) You will be given a scenario for some SAEs and you will complete a record book using the AET system. This will give you practice entering records just like your future students will. It will also teach you all the different parts of the system and allow you to teach your students the system. This will be a long term project. More details will be provided.

**Award Application:** (200 points) You will complete an FFA award application based on your SAE record book and the scenario you are given.

**Species Welfare and Management Guide:** (300 points) You will create a Welfare and Management Guide for a specified species. This guide should be designed for students who would like to raise this species of animal. More information will be provided.

**Lab Activity Reflections:** (25 points each) Some of our assigned class meetings will be spent off the main campus learning about different SAEs or related topics. Some of these may be at the Walter C. Todd Research facility (SFA Farm), at a fairground, or at a secondary school facility. Sometimes you will be taking part in a physical activity and other times you will be listening to a guest speaker. You will write a reflection after each of these lab activities. I will give you more detailed information before the first one is due. The reflections are due one week after the activity.