

SAE Instructions for completing pages 4-5

Pages 4-5 are the pages the students will keep track of the hours they work in their SAE programs.

Use the examples at the top of page 4 to help show how to correctly fill this page out.

Try to help the students fit their SAE program into one of the proficiency areas.

List the proficiency area such as: Home and Community Development and then write what they did; landscaped the front walk-20 hours.

Listing the SAE activities under a proficiency area will be helpful when completing the State and American Degree application, as this is how they like page 2 completed.

Pages 4-5 should coincide with the time of year the student is in your class. Students' hours should show up in those months that they are in class. A student with a strong SAE program and intending to complete a proficiency will want to keep track of their records all year.