

# Ag-OJT

(Agriculture – On the Job Training)

## Holton Agriculture Education Department

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Instructor: Jason M. Larison School Year: \_\_\_\_\_

Verification Signatures \_\_\_\_\_ Hours Completed \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

**Key to Integrated Competencies**

(B) - Academic {AC – Communications/English, AM-Math, AS-Science}  
 (CD) – Career Development (E) – Experience-Based (L) – Leadership

Circle to indicate level of competency achieved:

3 Skilled-Works Independently      2 Limited skill-Needs assistance      1 Skill undeveloped-but received instruction      0 No exposure

**SENIORS ONLY**

(Students must be enrolled in another agriculture course at the same time as well as have taken 3 years of ag ed)

**Agriculture Placement Site – (E)**

**Placement Experience Planning**

- |   |   |   |
|---|---|---|
| <p>3 2 1 0 1. Select an agricultural placement site. The SAE can be production or agribusness in nature</p> <p>3 2 1 0 2. Develop goals and a plan for achievement. (L)</p> <p>3 2 1 0 3. Complete a working agreement with their supervisor. (CD)</p> <p>3 2 1 0 4. Develop a list of skills to achieve relative to the SAE. (CD)</p> <p>3 2 1 0 5. Identify and select materials, equipment, and resources necessary for the experience.</p> <p>3 2 1 0 6. Dress appropriately for the work conditions.</p> <p>3 2 1 0 7. Use sound ethical procedures.</p> <p>3 2 1 0 8. Practice safe operating procedures.</p> <p>3 2 1 0 9. Complete needed certifications necessary.</p> <p>3 2 1 0 10. Complete necessary forms and paperwork.</p> <p>3 2 1 0 11. Perform the duties and activities of the SAE.</p> | <p>3 2 1 0 7. Improve and/or increase the size, quality, effect, efficiency, value, and/or responsibility of the experience</p> <p>3 2 1 0 8. Photograph or video the placement experience, skills, progress, and results. (AC)</p> <p>3 2 1 0 9. Prepare a written presentation of project and results. (AC)</p> <p>3 2 1 0 10. Prepare a verbal presentation of project and results. (AC)</p> <p>3 2 1 0 11. Organize data into a visual display (poster, slides, power point, etc.) (AC)</p> <p>3 2 1 0 12. Prepare a resume. (CD, AC)</p> <p>3 2 1 0 13. Conduct an interview over the project. (AC)</p> <p>3 2 1 0 14. Write and submit a news release over the placement experience. (AC)</p> <p>3 2 1 0 15. Complete and submit a FFA Proficiency Award Application. (E)</p> <p>3 2 1 0 16. Participate in a FFA CDE related to the placement experience (required). (L, E)</p> <p>3 2 1 0 17. Participate as an active member on a POA committee. (L)</p> | <p>3 2 1 0 8. Use Microsoft Office (Word, Excel, Powerpoint, and Internet Explorer) to complete projects (CD)</p> <p><b>Work Ethics (CD)</b></p> <p>3 2 1 0 1. Apply employee rules, regulations, and policies including: (CD)</p> <p style="margin-left: 20px;">a. Punctuality and dependability</p> <p style="margin-left: 20px;">b. Responsibility for the position</p> <p style="margin-left: 20px;">c. Accuracy</p> <p style="margin-left: 20px;">d. Efficiency</p> <p>3 2 1 0 2. Understand and value effective work ethic attitudes and behaviors such as: (CD)</p> <p style="margin-left: 20px;">a. Acceptance of the job requirements</p> <p style="margin-left: 20px;">b. Willingness to take initiative with new challenges</p> <p style="margin-left: 20px;">c. Take responsibilities for decisions and actions</p> |
| <p><b>Communications/Leadership</b></p> <p>3 2 1 0 1. Consult regularly with instructor (FFA advisor) about the experience. (AC)</p> <p>3 2 1 0 2. Consult with supervisor for instructions and assistance. (AC)</p> <p>3 2 1 0 3. Consult with community professionals for ideas for SAE. (AC)</p> <p>3 2 1 0 4. Define terms used with the project. (AC)</p> <p>3 2 1 0 5. Collect information relative to the SAE. (E)</p> <p>3 2 1 0 6. Develop and practice skills needed. (E)</p>   | <p><b>Computer Literacy (CD)</b></p> <p>3 2 1 0 1. Define, understand, and use common computer technology terms (CD)</p> <p>3 2 1 0 2. Compose, organize, and edit information using a computer (CD)</p> <p>3 2 1 0 3. Use presentation software to design and create a presentation (CD)</p> <p>3 2 1 0 4. Use ag related software/websites (CD)</p> <p>3 2 1 0 5. Access, navigate, &amp; use on-line services (CD))</p> <p>3 2 1 0 6. Send and receive email messages with enclosures (CD)</p> <p>3 2 1 0 7. Use Quicken to manage personal finances (CD)</p>  | <p><b>Supervised Agriculture Experience &amp; Record Keeping</b></p> <p>3 2 1 0 1. Identify and maintain the SAE (CD)</p> <p>3 2 1 0 2. Construct a personal budget (AM)</p> <p>3 2 1 0 3. Utilize the Kansas FFA SAE Record book to monitor the SAE (CD)</p> <p>3 2 1 0 4. Complete a local and district proficiency award application (L)</p> <p>3 2 1 0 5. Complete chapter and/or State FFA Degree Applications (L)</p> <p>3 2 1 0 6. Use Quicken to track income and expense in cash, checking, and savings (CD)</p> <p>3 2 1 0 7. Track SAE skills developed, hours worked as well as FFA, School, and community activities using the Ag Ed record book. (CD)</p> <p>3 2 1 0 8. Set appropriate long and short term goals for the SAE program.</p>  |