



## Lesson MS.69

# RECORD KEEPING

**Unit.** SAE—An Integral Component of Agricultural Education

**Problem Area.** Understanding Supervised Agricultural Experiences

**Precepts.** M1: Demonstrate technical and business writing skills

**National Standards.** NL-ENG.K12.12 — Applying Language Skills — Students use spoken, written, and visual language to accomplish their own purposes.



**Student Learning Objectives.** As a result of this lesson, the student will ...

- 1 Explain the importance of record keeping.
- 2 Be able to document his or her SAE activities.



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**Time.** Instruction for this lesson: 50 minutes.



### Resources

Website of North Carolina State University SAE, [www.cals.ncsu.edu/agexed/sae/toolbox/](http://www.cals.ncsu.edu/agexed/sae/toolbox/)



### Tools, Equipment, and Supplies

- ✓ MS.69.Assess—one per student



**Key Term.** The following term is presented in this lesson and appears in bold italics:

### ► ***Record keeping***



### Interest Approach

*Giving students the opportunity to share success and progress is very important. It is also important for students to see the value in working with one another and receiving input from others to solve their problems. This lesson emphasizes those concepts and should be a model for consideration when teaching other topic areas.*



I hope everyone came to class today ready to learn. As we begin today, I want you to think about different things that you trust. Let's take a few minutes to brainstorm ideas of things you trust. As you sit at your desk, make a list of up to ten things in which you trust. Here are a couple of examples: I trust that when I go to the bank to cash a check, they will have money to give me. I trust that when I drink water from a water fountain, it is clean and suitable for drinking. Do you get the idea? Any questions? Start now!



Stop! Now that you have made your list, we are going to do a round robin and have each person share one item on his or her list. As others mention things you have on your list, mark that item off your list. We will continue to go around the class until all answers have been given.

*Make a list of their responses on the writing surface.*



Now, look at all the things we trust in. We are a very trusting people. One of the interesting things about this exercise is the reason why we trust in these things.

*Allow for some class discussion on this topic.*



In summary, we trust these things because there is evidence or proof that we can trust in them. Today we are going to talk about how to create the evidence to prove what you have learned through your SAE.



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## SUMMARY OF CONTENT AND TEACHING STRATEGIES

**Objective 1.** Explain the importance of record keeping.

I. What is record keeping?

A. **Record keeping**, simply put, is the process of keeping a journal or record of what you have done. In your SAE experience, you will need to make notes whenever you do or learn something new. You will need to document the time and money you spend in your experience. Learning the record keeping process will be a great tool for you in the future as you enter your career.



So how do you do it. Well, to get started in this process, I want you to begin with yesterday morning when you woke up. I want you to write a record of everything or everyone you saw and everywhere you went, from the moment you woke up. It might look something like this:

*Put an example like this on the writing surface:*

*6:30 a.m.: alarm sound; turned off alarm; went to bathroom, showered and brushed teeth; saw my father in the hall as I returned to my room to get dressed; got dressed; put on blue jeans, sweat shirt, and Nike shoes.*

*6:55 a.m.: went to kitchen and prepared a bowl of corn flakes; turned on the radio and listened to it while I ate; talked with my father during breakfast.*



On your mark, get set, begin!

*You will need to move around and monitor the students during this exercise. This exercise will reinforce the concept of recording events and being aware of what is going on around them. Give the students some time to finish this. It is suggested that you grade this assignment to reinforce the importance of record keeping.*

**Objective 2.** Be able to document his or her SAE activities.



Now that you have an understanding of record keeping, you need to think about how to apply this to SAE. Each of you selected an SAE in a previous lesson—SAE Lesson 68. Now it is time to begin the process of SAE record keeping. Each week, you are expected to submit your SAE record notebook for a grade. You will have some class time to work on this each week. You will also need to work on this at home. Your efforts on your notebook will be reflected in your grade.



As an opening exercise, open your SAE record notebook and write a list of three things you plan to do this week. Write the activity and expected completion date. Next week you will write a summary of what you accomplished and prepare a new list of things to do. Work quietly at your



desk for the next few minutes to prepare your list. Then, when I signal you, you will need to get a partner and share your list with the other person. Ask him or her to give you suggestions for clarifying your list. It should be easy for someone else to understand what you intend to do and when you expect to have it completed. You may begin.



As we close this lesson today, you are going to do a Karaoke Moment. You will work in groups of three to develop a rap or a song to illustrate the importance of record keeping. You have five minutes to complete this task, and then each group will share its creation with the class.



### Review/Summary

*Have the students answer the following questions in their notebooks.*

*Why is record keeping important?*

*How does record keeping relate to SAE?*



### Application

#### ►Extended Classroom Activity:

*Have students identify three reasons why record keeping would be important to someone involved in some aspect of agriculture. They should name the career area and proceed to answer the question.*

#### ►FFA Activity:

*Have each student go to the FFA Web site or to the FFA manual and find out why record keeping is important in FFA.*

#### ►SAE Activity:

*Not applicable.*



### Evaluation

*A written test is provided to measure the objectives of this lesson.*

### Answers to Assessment:

1. T
2. F
3. T
4. F



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MS.69.Assess Name: \_\_\_\_\_

## RECORD KEEPING

**Indicate T for true or F for false for the following statements:**

- \_\_\_\_\_ 1. Record keeping is the most important component of a successful SAE.
- \_\_\_\_\_ 2. Details are not important for good record keeping.
- \_\_\_\_\_ 3. Photographs are an important part of having good SAE records.
- \_\_\_\_\_ 4. SAE records should be updated on a monthly basis.



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