Agriculture, Food & Natural Resources

Adv. Internship – 18049

Rating Scale: **3** Mastery of subject matter
2 Limited mastery of subject matter
1 Non mastery of subject matter
0 No exposure to subject matter

Competencies: (M) Math Competency
(C) English Competency-Communications
(S) Science Competency
(W) Career Development Skills

Directions: Evaluate the student by checking the appropriate number to indicate the degree of competency reached. Rate each task to reflect employability readiness.

Enrollment	Completion	Hours
Date___/___/___	Date___/___/___	Completed_____

I certify that the student received training in the areas indicated.

Student Signature_____ Date___/___/___

Instructor Signature_____ Date___/___/___

Administrator Signature_____ Date___/___/___

034.. FFA AND LEADERSHIP

3 2 1 0 1. Assist in the planning of the Program of Activities. (W)
3 2 1 0 2. Maintain a record of Leadership Activities in the FFA Record Book. (W)
3 2 1 0 3. Participate in chapter meetings. (W, C)
3 2 1 0 4. Plan, organize, and oversee chapter fund raising activities. (W, M)
3 2 1 0 5. Organize and submit a chapter proficiency award. (W, C)
3 2 1 0 6. Assist in filling out chapter award application. (W, C)
3 2 1 0 7. Participate in an FFA Career Development Event. (W)
3 2 1 0 8. Assist in developing FFA programs for the chapter. (W)
3 2 1 0 9. Develop human relation competencies. (W, C)
3 2 1 0 10. Develop communication competencies (W, C)

035. SAE

3 2 1 0 1. Record and evaluate FFA Record Book. (M, W)
3 2 1 0 2. Examine goals and future SAEP plans. (W, C)
3 2 1 0 3. Identify and evaluate career opportunities and possibilities. (W, C)
3 2 1 0 4. Make arrangements for a SAE visitation by the instructor. (W, C)

. CAREER DEVELOPMENT SKILLS

036. Listening Skills

3 2 1 0 1. Listen and interpret oral instruction (W, C)
3 2 1 0 2. Analyze speaker's point of view (W, C)
3 2 1 0 3. Draw conclusion or make generalization from communication (W, C)
3 2 1 0 4. Reduce interferences that would impede effective listening (W, C)

037. Oral Communications

3 2 1 0 1. Organize notes and ideas for formal and informal presentations (C, W) L3A
3 2 1 0 2. Prepare and deliver a presentation appropriate to subject matter, purpose and audience (C, W) L3B
3 2 1 0 3. Give oral directions (C, W) L3A
3 2 1 0 4. Demonstrate job interview skills (C, W) L4D

038. Mathematics

3 2 1 0 1. Estimate, apply, and solve problems involving fractions, decimals, percentages, and real numbers (M, W)
3 2 1 0 2. Decide whether a problem situation is best solved using a computer, calculator, paper and pencil or mental arithmetic/estimation techniques (M, W)
3 2 1 0 3. Convert common units of measurements (M, W)
3 2 1 0 4. Construct and interpret tables, charts, maps, and/or graphs (M, W)
3 2 1 0 5. Apply measurement concepts of distance, direction, rate, time, and acceleration (M, W)
3 2 1 0 6. Interpret measure of mean, median, mode and variance (M, W)

039. Writing

3 2 1 0 1. Use language, organization, and format appropriate to the subject matter, purpose, and audience (C, W)L3A
3 2 1 0 2. Check, edit, and revise for correct information, appropriate emphasis, grammar, spelling, and punctuation (C, W)
3 2 1 0 3. Compile and maintain records, logs, lab notebooks, and other documents (C, W)
3 2 1 0 4. Use software to prepare documentation and reference lists (C, W)

040. Computer Literacy

3 2 1 0 1. Define, understand, and use computer technology (W)
3 2 1 0 2. Use presentation and multimedia software to design/create a variety of presentation (C, W)
3 2 1 0 3. Select and use subject-specific and industry-specific software (W)
3 2 1 0 4. Send and receive E-mail messages, voice messages, and faxes (W)

041. Human Relation Skills

3 2 1 0 1. Perform self assessments (personal goals, standards and values, needs/wants, strengths/weaknesses, and interests/ talents) (C, W)
3 2 1 0 2. Demonstrate characteristics of positive self concept (C, W)
3 2 1 0 3. Demonstrate interpersonal (C, W)

042. Decision Making/Problem Solving

3 2 1 0 1. Describe the factors that impact decision making (needs/wants, values, goals, and standards) (W)
3 2 1 0 2. Distinguish between types of decisions (economical, technical, and social) (W)
3 2 1 0 3. Utilizing problem solving skills:
a. Identify the problem
b. Define critical issue
c. Analyze causes of problem
d. Utilize research and assessment skills
e. Examine results of a problem
f. Offer solutions to a problem
g. Select a solution to a problem
h. Implement an action plan

043. Teamwork

3 2 1 0 1. Participate in team tasks and goals (C, W)
3 2 1 0 2. Reconcile disputes and disagreements (C, W)
3 2 1 0 3. Respond positively to ideas and suggestions (C, W)
3 2 1 0 4. Express agreements or neutrality (C, W)
3 2 1 0 5. Demonstrate conflict resolution skills (C, W)
3 2 1 0 6. Express disagreements diplomatically (C, W)

044. Resource Management

3 2 1 0 1. Locate information and select the materials, tools, equipment, or other resources to perform the activities needed to accomplish a specific task (C, W)
3 2 1 0 2. Determine cost, time, and resources needed to complete a task within an industry or occupation (W)
3 2 1 0 3. Explain the differences between setting goals and managing money (M, W)
3 2 1 0 4. Identify fixed and flexible expenses (M, W)

045. Time Management

3 2 1 0 1. Set priorities or the order in which several tasks will be accomplished (W)
3 2 1 0 2. Develop strategies to overcome procrastination and meet deadlines (W)
3 2 1 0 3. Create time plan for solving problems (W)
3 2 1 0 4. Demonstrate stress management skills (W)

046. Work Ethics

3 2 1 0 1. Interpret standards workplace policies related to: (C, W)L10A
a. Safety
b. Personal hygiene
c. Personal discipline
d. Substance abuse
e. Employee theft
f. Sexual harassment
g. Causes for termination/legal action
3 2 1 0 2. Apply employee rules, regulations, and polices (W) L8A
3 2 1 0 3. Understand and value effective work ethic, attitudes, and behavior (W)L8A

3 2 1 0 4. Compare and complete various examples of job applications (C, W)L10A
3 2 1 0 5. Maintain an openness to lifelong learning (W)L10C
3 2 1 0 6. Create a portfolio or other means that display academic and technical skills.L10C

047. Career Planning

3 2 1 0 1. Access and use information to develop educational and career option (W) L10B
3 2 1 0 2. Participate in career exploration activities (W)L10A
3 2 1 0 3. Apply self-assessment skills to the career decision-making process (W)L10B
3 2 1 0 4. Recognize potential impact of career choice on family and personal life (W)L10C

IV. CAREER PLACEMENT OPPORTUNITIES

048. Agri-Business Management/Marketing/Sales

3 2 1 0 1. Identify career opportunities (W)
3 2 1 0 2. Identify and develop a training plan (C, W)
3 2 1 0 3. Identify and evaluate wages, taxes, and fringe benefits (W)
3 2 1 0 4. Understand and distinguish differences between economic systems (C, W)
3 2 1 0 5. Recognize and develop a business organization plan (W)
3 2 1 0 6. Develop person organizational plan (W)
3 2 1 0 7. Recognize and distinguish different sale procedures (W)
3 2 1 0 8. Identify and understand different marketing strategies (W)
3 2 1 0 9. Understand concepts of customer credit/loans (W)
3 2 1 0 10. Understand storage and movement of goods (W)
3 2 1 0 11. Understand and utilize different promotion and advertisement strategies (W)
3 2 1 0 12. Discuss marketing strategies. (W)
3 2 1 0 13. Participate in positive customer relationships. (W)
3 2 1 0 14. Explore various advertising methods. (W)
3 2 1 0 15. Participate in Agribusiness Management and or Job Interview CDE (C, W)

049. Livestock Industry/Marketing

3 2 1 0 1. Identify career opportunities (W)
3 2 1 0 2. Identify and utilize strategies to improve herd health and production (W)
3 2 1 0 3. Understand differences in marketing strategies (W)
3 2 1 0 4. Identify and distinguish livestock illnesses and deficiencies (W)
3 2 1 0 5. Identify and determine nutritional requirements for livestock (W)
3 2 1 0 6. Calculate feed rations for peak livestock production (M,W)
3 2 1 0 7. Utilize livestock equipment and facilities.(W)
3 2 1 0 8. Select appropriate reproduction livestock.(W)
3 2 1 0 9. Assist in estrus synchronization. (W)
3 2 1 0 10. Perform breeding soundness exam. (W)
3 2 1 0 11. Explain current livestock trends and issues. (W)
3 2 1 0 12. Participate in Livestock, Dairy Cattle, and/or Horse Judging CDE (C W)

C050. Veterinary Science

3 2 1 0 1. Identify career opportunities (W)
3 2 1 0 2. Distinguish special care differences between livestock and small animals (W)
3 2 1 0 3. Identify basic illness and deficiencies with livestock and/or small animals (W)
3 2 1 0 4. Practice sanitation and cleanliness in vet office (W)
3 2 1 0 5. Identify educational requirement in becoming a licensed vet (W)
3 2 1 0 6. Perform routine vaccinations on large and small animals,(W)
3 2 1 0 7. Assist in measuring and administration of drugs.(W)
3 2 1 0 8. Observe and assist with surgery. (W)
3 2 1 0 9. Update medical records and clientele files. (W)
3 2 1 0 10. Assist with medical testing.
3 2 1 0 11. Utilize most current technology and equipment necessary for medical practice. (W)

051. Agricultural Mechanics

3 2 1 0 1. Identify career opportunities (W)
3 2 1 0 2. Identify and follow safety practices (W)
3 2 1 0 3. Understand principles of 2 and 4 stroke engines (W)
3 2 1 0 4. Identify engine parts and functions (W)
3 2 1 0 5. Understand electrical, fuel, lubrication, and cooling systems in agricultural machinery (W)
3 2 1 0 6. Perform basic maintenance on agricultural machinery (W)
3 2 1 0 7. Read, interpret, and utilize operating and repair manuals (C, W)
3 2 1 0 8. Identify and distinguish tools needed to perform certain jobs (W)
3 2 1 0 9. Identify educational requirement (W)
3 2 1 0 10. Perform minor repairs on farm machinery and implements (W)
3 2 1 0 11. Diagnose engine problems. (W)
3 2 1 0 12. Assist in rebuilding and or repairing engines.(W)
3 2 1 0 11. Participate in Ag Mechanics CDE (M, W)

E053. Metal Fabrication

3 2 1 0 1. Identify career opportunities (W)
3 2 1 0 2. Identify and follow safety practices (W)
3 2 1 0 3. Perform welds with Arc, MIG, and TIG welders (W)
3 2 1 0 4. Perform cuts and welds with Oxy-acetylene units (W)
3 2 1 0 5. Perform cuts with plasma-arc machine (W)
3 2 1 0 6. Perform bends with metal break (W)
3 2 1 0 7. Perform cuts, punch holes, and shear metal with ironworker (W)
3 2 1 0 8. Properly set up equipment for certain tasks (W)
3 2 1 0 9. Identify and distinguish tools needed to perform certain jobs (W)
3 2 1 0 8. Read, interpret, and utilize blueprints (W)
3 2 1 0 9. Design and draw a set a blueprints (W)
3 2 1 0 10. Perform repairs on implements (W)

053. Meat Fabrication

3 2 1 0 1. Identify career opportunities
3 2 1 0 2. Recognize and cut wholesale, primal, and retails cuts from beef, pork, and/or lamb (W)
3 2 1 0 3. Determine yield and quality grades of beef (M, W)
3 2 1 0 4. Practice safety and sanitation practices (W)
3 2 1 0 5. Perform cuts with meat band-saw and cutter (W)
3 2 1 0 6. Operate meat grinder (W)
3 2 1 0 7. Package and market meat products (W)
3 2 1 0 8. Perform pre-mortem and post-mortem inspections (W)
3 2 1 0 9. Identify educational requirements (W)
3 2 1 0 10. Participate in Meats Judging CDE (M, W)

054. Agricultural Journalism

3 2 1 0 1. Identify career opportunities (W)
3 2 1 0 2. Perform proper communication techniques (grammar, editing, and writing) (C, W)
3 2 1 0 3. Demonstrate and perform proper interview techniques (C, W)
3 2 1 0 4. Develop and utilize inter-personal and communication skills (C, W)
3 2 1 0 5. Identify educational requirements (W)
3 2 1 0 6. Assist with the chapter newsletter. (C,W)
3 2 1 0 7. Prepare a FFA week layout for all local newspapers. (C,W)
3 2 1 0 8. Participate in Ag Issues CDE (W)

055. Floriculture/Nursery Landscape

3 2 1 0 1. Identify career opportunities (W)
3 2 1 0 2. Identify and understand soil/water nutrients and requirements (W)
3 2 1 0 3. Read, understand, and utilize landscaping blueprints (C, W)
3 2 1 0 4. Design a set of landscaping blueprints (C, W)
3 2 1 0 5. Perform transplanting (W)
3 2 1 0 6. Identify managing and marketing techniques/strategies with operating a greenhouse (W)
3 2 1 0 7. Operate landscaping equipment (W)
3 2 1 0 8. Identify educational requirements (W)
3 2 1 0 9. Participate in Floriculture and/or Nursery Landscape CDE (W)

056. Agronomy/Crops

3 2 1 0 1. Identify common Kansas crops and weeds.(W)
3 2 1 0 2. Perform conservation tillage.(W)
3 2 1 0 3. Calculate fertilizer applications(W)
3 2 1 0 4. Calculate seeding rates(W)
3 2 1 0 5. Harvest crops. (W)
3 2 1 0 6. Select and apply herbicides and pesticides. (W)
3 2 1 0 7. Perform soil tests. (W)
3 2 1 0 8. Identify crop growth problems and disease.
3 2 1 0 9. Utilize irrigation systems on row crops.(W)
3 2 1 0 10. Participate in Crops and/or Land CDE.