

SAMPLE ANNUAL REPORT  
FOR AN AGRICULTURAL EDUCATION PROGRAM

The SAMPLE Report supplies a framework for the agriculture teacher(s) to report data gathered from various reports in a logical format. Headings and explanations for each section have been provided.

The teacher(s) may wish to add additional information or data. This could include comparisons from state program/school data, comments from students on the follow-up study, advisory committee recommendations and other pertinent facts or figures to indicate/improve the progress of the Agricultural Education program.

Copies of the completed Report should be submitted to local school administration including the Superintendent, Principal, Vocational Director, and Guidance Counselor. Additional copies should be provided to members of the program Advisory Committee and any other interested individuals, such as your District Supervisor.

The Report can be an invaluable public relations tool as well as meeting the requirements of a local program evaluation.

ANNUAL REPORT  
 \_\_\_\_\_ AGRICULTURAL EDUCATION DEPARTMENT  
 \_\_\_\_\_ HIGH SCHOOL  
 1999 – 2000

**Introduction**

Agricultural Education represents a food, fiber and natural resource system that employs over 500,000 Missourians and provides for the well-being of our state and nation. The mission of the program is to prepare students of all ages for successful careers and a lifetime of informed choices in the global food, fiber, and natural resource system.

**Scope of Agricultural Education**

A year round, four-year program of agriculture is offered in the \_\_\_\_\_ School District. The instructional program consists of \_\_\_\_\_ courses offered on a two year rotation. The Agriculture Program begins with an agricultural literacy course providing an opportunity for all middle school students to learn about food, fiber and natural resources. The first and second high school courses build basic skills and knowledge in careers, plants, animals, mechanics, supervised agricultural experience (SAE) and leadership. The advanced courses build on the prerequisite courses. They include SAE and leadership while focusing on mechanics, economics, horticulture, natural resources, and plants and animal science. The adult education offerings last year involved \_\_\_\_\_ people. Courses offered included \_\_\_\_\_.

**Enrollment by Courses**

| <b>Course</b>                              | <b>Number of Students</b> |
|--|---------------------------|
| Exploring Agriculture                      | ##                        |
| Agricultural Science I                     | ##                        |
| Agricultural Science II                    | ##                        |
| Agricultural Management and Economics      | ##                        |
| Animal Science                             | ##                        |
| Crop Science                               | ##                        |
| Agribusiness Sales and Marketing           | ##                        |
| Agricultural Power I                       | ##                        |
| Agricultural Power II                      | ##                        |
| Agricultural Machinery                     | ##                        |
| Agricultural Structures                    | ##                        |
| Agricultural Construction                  | ##                        |
| Soil and Water Management                  | ##                        |
| Floriculture                               | ##                        |
| Greenhouse Operation and Management        | ##                        |
| Nursery Operation and Management           | ##                        |
| Turf Management                            | ##                        |
| Fruit and Vegetable Production             | ##                        |
| Landscaping                                | ##                        |
| Conservation of Natural Resources          | ##                        |
| Forest Management                          | ##                        |
| Processing and Marketing Forestry Products | ##                        |
| Supervised Agricultural Experience--Co-op  | ##                        |
| Food Science and Technology                | ##                        |
| Agricultural Other                         | ##                        |
| <b>Total Enrollment</b>                    | <b>####</b>               |

## Descriptions of Courses Offered

**Exploring Agriculture** - A general literacy course for all students designed to introduce and apply life skills related to one of America's basic industries - agriculture. Units of instruction will be selected from Agriculture in America, Environment and Resource Conservation, Animals in Society, Pet Care, Outdoor Recreation, Plants in Our Environment, Food and Fiber from Agriculture, Lawn Care and Equipment, Home Facilities Management, and Products from Agriculture. (CD 01 6700 - CIP 01.0000 - VIMS 01.0000)

*Course Rationale* - Agriculture is one of America's basic industries, employing over 20% of the nation's workforce. Agriculture encompasses the food, fiber, conservation, and natural resource systems. Making students aware of the diversity of the possible careers within this broad field of agriculture helps them to become an informed productive citizen in our society.

**Agriculture Science I** - A course designed for instruction in animal science, agricultural mechanics, careers, leadership, and supervised agricultural experience. Units may include agribusiness, fish and wildlife management, and food science. (CD 01 6710 - CIP 02.0101 - VIMS 01.9998)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. An understanding of careers, leadership, and basic principles in the animal industry provides a sound background for the agricultural industry.

**Agricultural Science II** - A course designed for instruction in plant and crop science, soils, entomology, horticulture, and/or forestry, and additional instruction in agricultural mechanics, careers, leadership, and supervised agricultural experience. (CD 01 6760 - CIP 02.0101 - VIMS 01.9999)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. An understanding of the careers, leadership, and basic principles in the agricultural plant and food industry provides a sound background to pursue an agricultural career.

**Agricultural Management and Economics** - This course combines farm management, agribusiness management, and content based on agricultural economic principles. Computer applications are included to enhance student understanding and utilization of current technology. Units include human relations, verbal and written communication, microcomputers in agriculture, economic principles, farm planning, agribusiness functions, and business management. (CD 01 6730 - CIP 01.0101 - VIMS 01.0101)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource, system employing over 20% of the nation's workforce. Application of economic principles and business management to the agriculture industry provides the basis for financial success of an agricultural business.

**Animal Science** - Advanced study in animal production, management, marketing, nutrition, breeding, production records, selection, animal health, waste management, and biotechnology may be included in this course. (CD 01 6711 - CIP 01.0301 - VIMS 01.0302)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Scientific principles in animal nutrition, breeding, selection, marketing, and waste management are essential for students with an interest in animals or animal related careers.

**Crop Science** - Units in this course may include growing systems, plant selection, production practices, harvesting and storing, marketing, fertilization, soils, conservation, chemicals, integrated pest management, water quality, and biotechnology. (CD 01 6761 - CIP 01.0301 - VIMS 01.0304)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Scientific principles in plant nutrition, breeding, selection, harvesting, soil management, and water quality are essential for students with an interest in agronomy and natural resource related careers.

**Agribusiness Sales and Marketing** - Human relations, personal inventory, careers in selling, and other experiences necessary for employment in agribusiness engaged in marketing, purchasing and storing, grading, and transporting supplies and products. (CD 01 6741 - CIP 01.0501 - VIMS 01.0503)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Application of economics, sales, marketing, and human relation skills are essential for entry level employment in agribusiness.

**Agricultural Power I** - This course develops skills in the maintenance, repair, adjustment, and overhaul of small engines. (CD 01 6751 - CIP 01.0201 - VIMS 01.0299)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Small engines provide development of mechanical skills and principles needed to pursue a career in agricultural mechanics.

**Agricultural Power II** - This is a study of the basic principles of power transmissions, hydraulic systems, and tractor engines. Tractor operation, safety practices, and maintenance will receive major emphasis. Tractor overhaul will be included where feasible. (CD 01 6752 - CIP 01.0201 - VIMS 01.0242)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system employing over 20% of the nation's workforce. Advanced principles and operations of transmissions, hydraulic systems, and tractor engines provide entry level skills in agricultural mechanics.

**Agricultural Machinery** - This course includes selection, operation, adjustment, maintenance and repair of machinery commonly used on the farm. (CD 01 6753 - CIP 01.0201 - VIMS 01.0204)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. The safe operation, adjustment and maintenance of agricultural equipment is essential for students pursuing a career in agricultural mechanics.

**Agricultural Structures** - This course includes electrical wiring, electrical motors, concrete masonry, plumbing and sewage disposal, farm fences, product handling and processing equipment, and farm buildings. (CD 01 6720 - CIP 01.0201 - VIMS 01.0205)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Basic construction skills and knowledge in electricity, plumbing, concrete, and masonry are necessary for the building of agricultural structures.

**Agricultural Construction** - This course utilizes welding in the development and construction of major metal and wood shop projects. (CD 01 6770 - CIP 01.0201 - VIMS 01.0203)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Advanced skills in welding, woodworking, and project construction provides students with entry level agricultural construction skills.

**Soil and Water Management** - This course emphasizes groundwater and surface water protection and safety. Study and practice are provided in selecting and laying out soil and water saving structures. Ponds, drainage, irrigation, lagoons, land forming, soil saving practices, and legal aspects of water management will be included. (CD 01 6754 - CIP 01.0201 - VIMS 01.0206)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Management and conservation of the soil and water, basic natural resources, provides society with safe food and water.

**Floriculture** - This course includes the production, arrangement, and retailing of flowers. Included should be fresh, silk, or dried flowers from which corsages, wedding bouquets, table flower arrangements, and seasonal holiday decorations will be made. (CD 01 6765 - CIP 01.0601 - VIMS 01.0603)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Basic skills in production, arrangement, and retailing of flowers are necessary for students having a career interest in horticulture.

**Greenhouse Operation and Management** - This course develops a basic understanding of greenhouse techniques. The production of greenhouse crops will be used to demonstrate procedures such as plants started from cuttings, seeds, grafts, and layering. Students will manage their own crop as a greenhouse project. (CD 01 6765 - CIP 01.0601 - VIMS 01.0604)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Cutting, seedling grafting, layering, and management of a greenhouse provide entry level and entrepreneurial opportunities for students with an interest in horticulture.

**Nursery Operation and Management** - This course includes the production of plants, shrubs, and trees for the purpose of transplanting or propagation. Approved practices in wholesaling and retailing of nursery crops will be applied. (CD 01 6766 - CIP 01.0601 - VIMS 01.0606)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. The propagation of plants, shrubs, and trees for transplanting prepares students for production, management, wholesaling, and retailing of nursery crops.

**Turf Management** - This course includes a study of soils and fertilizers for sod production. Also included are the study of skills needed for the establishment and maintenance of turf. (CD 01 6767 - CIP 01.0601 - VIMS 01.0607)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. The establishment and maintenance of turf grasses is a growing agricultural business sector.

**Fruit and Vegetable Production** - This course will include: (1) planning, preparing, starting, and caring for the garden; (2) weed and insect control methods; (3) marketing techniques; and (4) specific information on vegetable and fruit production. (CD 01 6768 - CIP 01.0601 - VIMS 01.0341)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Care, marketing, production, insect, and weed control of garden crops provide life skills and entrepreneurial opportunities for students.

**Landscaping** - This course includes the basic techniques of landscape design, landscape construction, installation, and maintenance. (CD 01 6764 - CIP 01.0601 - VIMS 01.0605)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Design, construction, installation, and maintenance are essential skills for a landscaping business.

**Conservation of Natural Resources** - A course that prepares students for activities in the conservation and/or improvement of natural resources such as oil, water, air, forests, fish and wildlife for economic and recreational purposes. (CD 01 6759 - CIP 03.0101 - VIMS 03.0101)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Management of our natural resources, wildlife, and ecological systems are essential components in sustaining our environment.

**Forest Management** - This course includes the following aspects of forestry: economic and environmental importance; small harvesting equipment; safety; and the marketing of standing timber. (CD 01 6762 - CIP 03.0401 - VIMS 03.0401)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Harvesting and marketing of timber has an economic and environmental impact on this renewable natural resource.

**Processing and Marketing Forestry Products** - This second course in forestry includes the business management of timber procurement; surveying and land measurement, scaling and grading; safety; timber harvesting methods; equipment of the wood products industry; and marketing Missouri wood products. (CD 01 6769 - CIP 03.0401 - VIMS 03.0499)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Management, surveying, harvesting, grading, and marketing of timber and timber products provides entry level skills in this agricultural industry.

**Supervised Agricultural Experience--Co-op** - This course provides for the enrollment of students that are released on school time to complete a cooperative occupational experience in an approved training station in agriculture. A signed training agreement and training plan must be completed for each student. (CD 01 6780 - CIP 01.999 - VIMS 01.9900)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Providing on-the-job training experiences helps students to be more productive citizens in our society.

**Food Science and Technology** - This course includes the areas of food chemistry and nutrition, food additives, food packaging and labeling, evaluation of foods, food microbiology, food processing, food fermentation, principles of sanitation and quality control. (CD 01 6790 - CIP 01.0401 - VIMS 01.0401)

*Course Rationale* - Agriculture encompasses the food, fiber, conservation, and natural resource system, employing over 20% of the nation's workforce. Food chemistry, microbiology, additives, sanitation, quality control, and processing are all essential in providing society with a safe plentiful food supply.

**Agricultural Other** - Courses in agricultural education not described above, but have been given prior approval by the Agricultural Education Section of the Department of Elementary and Secondary Education. (CD 01 6799 - CIP 01.9999 - VIMS)

**Student Career Interest**

All students enrolled in high school agriculture courses are asked to identify an agricultural interest in one of the eight areas of the food, fiber, and natural resource industry. The following survey reflects student choices.

| <b>Career Area</b>         | <b>Number of Students</b> |
|----------------------------|---------------------------|
| Agricultural Production    | ##                        |
| Agricultural Business      | ##                        |
| Agricultural Mechanization | ##                        |
| Agricultural Products      | ##                        |
| Horticulture               | ##                        |
| Agricultural Resources     | ##                        |
| Forestry                   | ##                        |
| Other Agriculture          | ##                        |

**Supervised Agricultural Experience Program**

Each student is counseled to select courses and Supervised Agricultural Experience Program (SAEP) activities that relate to their agricultural interest. A total of \_\_\_\_% of the students completed SAE programs this past year with \_\_\_\_% having ownership projects, \_\_\_\_% having placement projects (working for someone in an agribusiness or in production agriculture), and \_\_\_\_% having a combination of ownership and placement. The average SAE net income per student was \$\_\_\_\_\_. Over \$\_\_\_\_\_ was generated locally through students' SAE programs. These were the types of projects chosen by students last year:

| <b><u>Ownership Projects</u></b> |                           | <b><u>Placement Projects</u></b> |    |
|----------------------------------|---------------------------|----------------------------------|----|
| <b>Type</b>                      | <b>Number of Students</b> |                                  |    |
| Horses                           | ##                        | Agribusiness                     | ## |
| Dogs                             | ##                        | Production                       | ## |
| Rabbits                          | ##                        | Laboratory                       | ## |
| Goats                            | ##                        |                                  |    |
| Fish                             | ##                        |                                  |    |
| Bees                             | ##                        |                                  |    |
| Poultry                          | ##                        |                                  |    |
| Sheep                            | ##                        |                                  |    |
| Swine                            | ##                        |                                  |    |
| Dairy                            | ##                        |                                  |    |
| Beef                             | ##                        |                                  |    |
| Agribusiness                     | ##                        |                                  |    |
| Custom Work                      | ##                        |                                  |    |
| Vegetables                       | ##                        |                                  |    |
| Plants                           | ##                        |                                  |    |
| Berries/Grapes                   | ##                        |                                  |    |
| Trees/Wood lot                   | ##                        |                                  |    |
| Sunflowers                       | ##                        |                                  |    |
| Tobacco                          | ##                        |                                  |    |
| Forages/Hay                      | ##                        |                                  |    |
| Rice                             | ##                        |                                  |    |
| Cotton                           | ##                        |                                  |    |
| Soybeans                         | ##                        |                                  |    |
| Milo                             | ##                        |                                  |    |
| Corn                             | ##                        |                                  |    |
| Wheat                            | ##                        |                                  |    |

**SAE Supervision**

The teacher(s) made a total of \_\_\_\_\_ supervisory contacts (visits) with students throughout the year. An additional \_\_\_\_ contacts were made with prospective students. The purpose of the supervisory contacts (visits) are to consult students on a one-on-one basis. During visits, teachers give advice, meet parents, guardians and employers, review recordbooks, and make recommendations for improvements of the student's SAE. Visits were made during the supervisory period, after school and during the summer.



### **FFA Chapter and FFA Alumni Membership**

FFA activities are designed to teach leadership and promote personal skill development. Students can become involved at the area, district, state, and national levels in various ways. Each agriculture program in Missouri has a chartered FFA chapter that is integral to the local agricultural instruction. The membership in the local FFA chapter was xxx.

President: name  
Vice President: name  
Secretary: name  
Treasurer: name  
Reporter: name  
Sentinel: name

### **FFA Alumni: Total Membership and Officers**

Active Membership: ###  
President: Name  
Vice President Name  
Sec.-Treas.: Name

### **Summary of Activities and Achievements:**

July first activity and/or achievement  
second activity and/or achievement  
third activity and/or achievement

August list activities and/or achievements

September list activities and/or achievements

October list activities and/or achievements

November list activities and/or achievements

December list activities and/or achievements

January list activities and/or achievements

February list activities and/or achievements

March list activities and/or achievements

April list activities and/or achievements

May list activities and/or achievements

June list activities and/or achievements

**Summer Program:**

Agricultural education is a year-round program that maximizes learning opportunities for students. Agriculture teachers use the summer months to make SAE supervisory contacts with students, provide extended educational opportunities, partner with community organizations and activities, and improve facilities, curriculum, and professional and technical skills.

Summary of summer program:

- ### secondary SAE supervisory contacts (visits)
- ### adult supervisory contacts (visits)
- ### prospective student contacts (visits)
- ### FFA and/or Young Farmer meetings
- ### advisory committee meetings
- ### days of summer vocational conference attended
- ### days of additional professional development activities
- ### days of community activities, including fairs

Educational opportunities provided to students:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Improvements made to facilities and curriculum:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Follow-Up Data of Graduates**

Last year there were ## high school agricultural education graduates. Of this number:

- ## % **are employed**
  - ## % in agriculture
  - ## % in other areas
- ## % **are continuing their education**
  - ## % in agriculture
  - ## % in other areas
- ## % **are in the military**
  - ## % in agriculture related fields
  - ## % in non-agriculture related fields
- ## % **are not employed**
- ## % **are not available for employment**
- ## % **could not be found (status unknown)**

Of the total, ## % are pursuing agriculture as a career

**Adult Agriculture**

Several types of adult education have been offered through the years in our school.

"Topics" classes that highlight one-session meetings have long been, and still are, a viable part of adult education in agriculture. These classes tend to address current problems and issues, up-date enrollees with new technologies, and explore subjects of general interest to a fairly diverse audience. Currently, they are the most common type of adult class offered. "Topics" classes offered last year were:

The Farm Business Management Analysis (FBMA) program involves class work, on-site visitations and record analysis, all designed to improve the management of the farm business and to help farmers achieve their personal, financial and farm business goals.

The Missouri Young Farmers and Young Farm Wives organizations involve adults in educational and leadership activities at the local, district, state and national levels. Membership in the organizations is open to persons of any age.

These facts and figures describe the status of adult agricultural education in our school district:

## adults enrolled in DESE reimbursed agriculture classes.  
There were ## active Young Farmers and ## active Young Farm Wives.  
## farm families enrolled in the FBMA program.

### **Professional Development of Instructor(s)**

The local instructor(s) are professional members of the following recognized organizations:

Missouri Vocational Agriculture Teachers Association (MVATA)  
National Association of Agricultural Educators (NAAE)  
Missouri Association for Career and Technical Educators (MACTE)  
Association for Career and Technical Educators (ACTE)

Professional workshops and classes attended were:

Missouri Vocational Conference  
Area Professional Workshops in October  
January District Agricultural Education meeting  
State Inservice sessions on xx/xx/xx, xx/xx/xx .

### **Program Funding**

\$ 3,600 State funding for secondary salary  
\$ ##,### Incentive index funding for salary  
\$ ##,### Matching state funds for equipment  
Equipment purchased: first \_\_\_\_\_, second \_\_\_\_\_  
\$ ##,### Enhancement grant  
\$ ##,### Total non-district funds secured

**Agriculture Advisory Committee**

An active committee exists for the purpose of assisting in the continuous development of the agriculture program. Members of the advisory committee include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Meeting Date(s): xx/xx/xx xx/xx/xx

Items discussed included curriculum, facilities, equipment, enrollments, and future department needs. Minutes with recommendations are attached.

**Summary**

The Agricultural Education program is serving the needs of our students and community. The community, school board, and administration are very supportive of the agriculture program.

Submitted by:

Jane Henry  
Agricultural Education Instructor