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## Summer Program

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The initial emphasis on year round programs was found in the Smith-Hughes act of 1917 which provided for student experiences through “directed and supervised practice.” The *Missouri Handbook for Vocational Education* says **“Instructors of Agriculture will be employed for a twelve month period.”** Though traditional in concept, the continued use of year-round programs was positively emphasized by the Missouri Recommendations for excellence in 1986 and the National Vocational Agriculture Association in 1980. The Missouri State Board of Education (1990) in *Missourians Prepared – Success for Every Student*, recommended that we provide “more time for learning” and states, “We must provide more time for teaching and learning. This may be achieved through summer enrichment programs, lengthening the school day, extending the school year for students and providing extended contracts for some teachers.” (P. 5).

Many research studies support the concept that timing of tasks is highly correlated with learning. Agricultural Education should be cited as an example in maximizing learning through the use of year-round teaching that included planned summer educational activities. The best way to insure a year-round contract is to use the following steps.

### **Recommended Summer Activity Areas**

**Communications with the Administration prior to the summer is important to keep the Administration informed of what your summer will involve. The following activity areas should be included when planning your summer:**

1. Supervise the agricultural experience programs of the secondary students.
2. Follow-up and carry-out individualized instruction to young farmers and adults.
3. Plan and develop a program of instruction for the coming year.
4. Participate in FFA activities.
5. Maintain and further develop public relations.
6. Improve the physical facilities of the department.
7. Participate in timely and appropriate community activities.
8. Obtain needed supplies, teaching aids, and replace old or outdated ones.
9. Contact and survey prospective students.
10. Increase teaching competence through participation in a professional improvement program.
11. Develop an up-to-date library of books, bulletins, and other reference material.
12. Plan and take a vacation.

**Communications at the end of the summer is just as important as communications prior to the summer. A complete listing of accomplishments should be submitted to the Administration showing days and time spent completing each of the activities completed throughout the summer.**

## Summer Scheduling

The success of a department is often judged by what is done during the summer months. The summer activities should follow guidelines that the state department suggests as well as those expected by the local administrators. These guidelines should be followed by the instructor and the instructor should set objectives with them in mind. The objectives will set the direction that the program will take during the summer. A review of these 12 areas shows that the activities cover a broad range. The objectives and the amount of work in each area will vary.

Concerning the time spent during the summer, it is recommended that **50 percent be spent on SAEP visitation** and/or adult visitation; **120 visits is the normal summer goal per instructor**. The knowledge and skills learned in class, whether secondary or adult, can be readily observed during these visits to see if they have been incorporated into the operations. Although other aspects of the program should not be ignored, the major focus of the summer should be supervisory visits.

The summer schedule should be planned well in advance. The schedule of events should be printed and copies given to all people who should have knowledge of the instructor's summer plans. The administration should have a copy as well as the instructor. All individuals who are to be visited should have a copy of the visitation schedule. With half the time during summer being spent away from school, the whereabouts of the instructor should be known. Changes in the schedule should be reported as soon as possible. A summary sheet for time spent should be filled out from the summer months on the VA-5 form. **With increasing pressure for justification of year-round programs and funding of programs, documentation of time spent and activities performed will aid in meeting the demands coming from state and local education officials.**

### Summer Reports and Due Dates - Checklist

- May 1 – Submit Summer Calendar to the Administration (Supt. Principal, Voc. Director), School Secretary, State District Supervisors, Parents, & Students
- May 15 – Application for Reimbursement for Equipment and Teaching Aids (FV-2)
- July 1 – Annual Report of Agricultural Education Department (VA-5)
- July 1 – Application for Authorization to Purchase Instructional Equipment or Teaching Aids for Vocational Programs (FV-4)
- July 1 – Budget for Salaries and Travel for Vocational Program (FV-1)
- July 1 through December 15 – Young Farmers Reports and Dues
- July 15 – Application for Reimbursement for Salary and Travel (final date) (FV-2)
- Sept. 1 – Submit to the Administration (Supt. Principal &/or Vocational Director) summary of the summer activities.

## **Suggestions for the Summer Work Activities for the Teacher of Agriculture**

### **1. Supervised Agricultural Experience Programs**

- a. Make regularly planned instructional supervisory visits.
- b. Make special visitations during critical periods.
- c. Check students' record books.
- d. Evaluate the Supervised Agricultural Experience programs of students.
- e. Conduct tour(s) of agricultural experience programs.
- f. Prepare a spot map showing locations of all young farmers, and/or adult farmers.
- g. Organize and supervise pre-vocational agricultural experience programs of prospective students.
- h. Follow-up former students.
- i. Assist students in securing placement in related jobs.
- j. Take pictures of SAE programs.

### **2. Conduct and/or follow-up on out-of school educational activities.**

- a. Hold regular summer meetings.
- b. Make supervisory visits to all current and prospective students.
- c. Conduct tours and/or excursions.
- d. Plan and conduct recreational activities.
- e. Attend neighboring department, district, or state meetings of out-of-school groups.

### **3. Planning the program for next year**

- a. Hold regular meeting of advisory committee.
- b. Conduct a community survey or study.
- c. Develop a community program for agriculture education.
- d. Develop or revise the local program plan.
- e. Prepare teaching plans for lessons to be taught in:
  - (1) Classroom
  - (2) Agricultural mechanics /greenhouse laboratories
  - (3) Supervised agricultural experience
  - (4) FFA
  - (5) Out-of-school groups
- f. Plan field trips and laboratory activities for the next school year.

### **4. Conducting FFA activities**

- a. Hold summer chapter meetings.
- b. Participate in state and national FFA activities.
  - (1) Washington Leadership Conference
  - (2) FFA Camp Rising Sun

- c. Prepare for and/or participate in:
  - (1) Junior fairs and local fairs
  - (2) District shows or fairs
  - (3) State fair as exhibitor or superintendent
  - (4) Organized recreational activities
  - (5) Hold summer tour or camp out to develop tentative program of work for next year
  - (6) Take pictures of FFA activities
- d. Order needed paraphernalia, supplies, or equipment.
- e. Attend district or state advisory meetings.

**5. Professional Development Activities**

- a. Participate in Area Planning Meeting for upcoming year
- b. Attend MoACTE/MVATA Summer Conference
- c. Participate in Summer Technical Institutes
- d. Enroll in Summer School Courses at Universities
- e. Participate in local school district in-service training meetings

The following is a break down of activities to plan and complete for the months of June, July and August. These activities pertain to summer activities and are very important to the public relations part of a sound agricultural education program.

### **June:**

- Turn in a summer calendar to superintendent, principal, State District Supervisor and school board.
- Mail newsletters to all members of FFA and assign SAE visit times.
- Start working on fair schedules and note all deadlines.
- SAE – individual work – schedule and complete.
- Summer school/ workshops/field days – attend as many as time will permit.
- Complete plans for attending MVATA meeting – check on rooms.
- FFA officers meet to work on the following school year calendar.
- FFA meeting

### **July:**

- Turn a calendar of your daily activities for the month in to your principal, superintendent and copy them for the school board.
- Send out a newsletter to all students and list dates and times you plan an SAE review (be sure a copy goes to the superintendent, principal, & board of education)
- FFA meeting – fun activities – ball game – swimming party.
- Attend a local service club to update them on summer activities of your students and what activities you will have at local and community fairs.
- Have an article listing activities for the local paper.
- Attend a few summer ball games (T-ball, little league, etc.)
- Attend a church ice cream social.
- Give the paper and the local radio station a press release on the MVATA meeting in Springfield, making sure it points out you are attending, and a personal note of activities you are taking part in.
- Attend and help with local and area fairs. Involve students as much as possible.
- Attend field days (seed, chemical companies, etc.)
- Take pictures of SAE reviews for the banquet and news releases.

### **August:**

- Present next year's event calendar to superintendent, principal and school board
- Mail newsletter to students on SAE reviews and list school starting activities, etc.
- FFA Officers – planning meeting
- Work with the district and state fairs as it permits to your department
- If students are not showing at state fair, plan to take a group to the fair for a field trip.
- Press release for paper and radio about student activities with fair.
- Turn in your teaching calendar for the year.
- Attend a service club. Give a review on the summer activities of the FFA, Young Farmers, and adult activities.
- Have a major house cleaning of shop and classroom.
- Plan to attend teacher workshops and take an active part.

## COOPERATIVE VOCATIONAL EDUCATION SUMMER SCHOOL REQUIREMENTS AGRICULTURAL EDUCATION

The purpose of offering cooperative vocational education during summer school is to provide students with supervision and support during the summer months for their work experiences. Summer school co-op should serve as a bridge between enrollment and training station placement in the spring and the start of classes in the fall. Students may earn ½ unit of credit for cooperative vocational education during the summer.

### Requirements:

- Summer school co-op can only be offered as part of an approved vocational education program.
- The district's summer school program (for all courses, not specifically agriculture) must be approved by DESE.
- A properly certificated agriculture teacher must be employed to supervise the program.
- Students must be entering the 11<sup>th</sup> grade or above.
- Students must have completed an approved agricultural education course prior to enrollment.
- Students must complete at least 148 clock hours of supervised employment.
- Students must complete at least 12 hours of related classroom instruction.
- Training agreements and training plans or Instructional Management Plans must be used for each student participating in the program.

### Reference:

- Vocational Policy Letter 4, RE: Policies for Credit and Supervised Employment for Approved High School Cooperative Vocational Education Programs

### Reporting:

- Report 60 hours in HRS column on Screen 24 Core Data.
- Report the course code/name as 016780 / SAE CO-OP.

--SAMPLE--

Dear \_\_\_\_\_,

I hope that you are enjoying your summer activities. Please take time to review the summer schedule of visits and FFA activities that I have enclosed. If you have a preference as to the time of day or you cannot be there on the date indicated, please call the office or my home and we will work out a time suited for both of our schedules. The school number is \_\_\_\_\_ and my home number is \_\_\_\_\_. I will be attending summer school June 11<sup>th</sup> through July 6<sup>th</sup> and will be making SAE visits during evenings and weekends.

Please note on the calendar the days that I will be working at the school. If you have projects to complete we can make arrangements for you to work in the laboratory at that time.

A listing on fair dates, FFA meeting, and other activities that are scheduled are also included. If you plan to show at the fairs, we need to work on entries and SAE visits.

I will be checking your record books during the SAE visits. At that time we can review your SAE records and make plans for the future. I am looking forward to seeing you and hope you have an enjoyable summer.

Sincerely,

Jane Doe  
Agricultural Instructor

# June Ag Education Calendar

**2013**

(Name of School, FFA Advisor's Name. Contact Phone No.)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	8:00 Chrisiti Hart Glen Waters  1:00 Joanne Locke Heidi Herpel	3 8:00 Jamie Triplett Bill George  1:00 Kyle Kruse Nancy  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">FFA Public Speaking Academy - UCM, Warrensburg</div>	4 OFFICE – Prepare for Officer Retreat / Curriculum	5 OFFICE - Shop Repairs  1:00 Angie Gripka Jarvis Reed	6  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Chapter Officer Retreat</div>	8
9	8:00 Rick Scheer Tim Slayton  1:00 Debbie Powell John Martin	10 OFFICE – Workshop on Curriculum Development	11 8:00 Christi Norton Dana Alum  1:00 Diane Kruse Arron Nevils	12 8:00 Seth Everhart Amanda Rich 1:00 Mark Jones Samantha Smith	13 OFFICE - SUBMIT 2013-14 FFA ACTIVITIES FOR SCHOOL CALENDAR	14 DEADLINE FOR SUBMITTING SHEEP &/or MEAT GOAT NOSE PRINTS
16	OFFICE - Inventory  1:00 Michelle Kate Shane Geib	17 8:00 Midy Spoons Alicie Hoehn  7:00 FFA Meeting	18 8:00 Scott Cowger Joe Wilmes  1:00 Larry Wiss Jennifer Lichte	19 8:00 Shannon Croy Bill Hayes  Technology Workshop	20 Technology Workshop   Area Officer Institute Camp Rising Sun	21 8:00 Cattle Grooming Clinic   Area Officer Institute Camp Rising Sun
23	24	25	26	27	28	29
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Attend State FFA Camp</div>					
					HYMAX Academy Camp Rising Sun	HYMAX Academy Camp Rising Sun
30						
	HYMAX Academy Camp Rising Sun					

# July Ag Education Calendar

**2013**

(Name of School, FFA Advisor's Name. Contact Phone No.)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	OFFICE – 8 a.m. State Fair Entries are due in Sedelia. FV-4 Equipment Request in due in Jefferson City	VACATION	VACATION	HOLIDAY	VACATION	
7	VACATION	VACATION	VACATION	VACATION	VACATION	
14	OFFICE Prepare for County Fair FFA Officers Mtg – 7 p.m. Chapter Mtg. – 8 p.m.-9 p.m.	16 Enter Ag Mech / Fruits & Vegetables, Exhibits – 8 a.m. – 12 noon	17 Beef Cattle Show – 3 p.m.	18 Swine Show – 8 a.m. Dog Show 12 noon Ham Show 5 p.m.	19 Sheep Show – 6 p.m.	20 County Fair Clean-Up Day
County Fair						
21	22	23	24	25	DISTRICT FAIR	DISTRICT FAIR
MO ACTE/MVATA Summer Conference - Springfield						
27	8 a.m. – Sam Penn Alex Rogers 1 p.m. Amanda Pierce Mary Colins	28 8 a.m. – Marvin Jones Mike Smithton 1 p.m. Kessy Ross Julianna Ross	29 8 a.m. – Make up SAE Visits 1 p.m. Make-up SAE Visits	30 8 a.m. – Make-up Visits 1 p.m. Make-up Visits	31	

# August Ag Education Calendar

2013

(Name of School, FFA Advisor's Name. Contact Phone No.)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 The Leadership Adventure 1-Day Conference Columbia	2 OFFICE – 8 a.m. Finalize School Supplies Order	3 9:00 Hog Fitting Clinic
4	School Shop – Work with students preparing Ag Mech projects for State Fair	5 Deliver State Fair Ag Mech, Hams, Hort. Vegetables to Sedalia	6	7	8 FFA Market Lamb Show	9 FFA Swine Show
Missouri State Fair - Sedalia						
11	12	13 FFA Steer Show	14 OFFICE – Work on Shop & Lab	15 OFFICE – Finalize Classroom Curriculum Calendar	16	17
Missouri State Fair - Sedalia						
18 Pick up Ag Mech. Exhibits at Missouri State Fair	19 TEACHER WORKSHOP DAY	20 FIRST DAY OF CLASSES  FFA Officers Mtg – 7 p.m.	21	22 FRESHMAN PARENT'S NIGHT – 7 P.M.	23	24
25	26	27	28	29	30 PRE-GAME BBQ	31