
Summer Program

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 Obtain needed supplies, teaching aids, and replace old or outdated ones.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; **one supervisory visit per student, per summer**. 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 possible 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 District and Area Planning Meetings 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 breakdown 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.

May/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 11th 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 11th through July 6th 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

Tentative Summer Calendar

May

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 Last Day of School	22 Teacher Workday	23 Cleanup Shop	24 Cleanup Greenhouse	25
26	27 Holiday	28 LEAD Conference	29 8a - Christi Hart (agriscience) 10a - Glen Waters (placement) 1p - Joanne Locke (placement) 3p - Heidi Herpel (agriscience)	30 MVATA Meeting	31 Officer Retreat	

Tentative Summer Calendar

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 FFA Newsletter/Mailing	4 8a - Jamie Triplett (job shadowing) 10a - Bill George (placement) 1p - Kyle Kruse (placement) 3p - Paul Zillman (exploratory)	5 8a - Johnnie Day (agriscience) 10a - Al Veith (placement) 1p - Bert Doty (placement) 3p - Leslie Fry (agriscience)	6 Vacation 1	7 Vacation 2	8
9	10 8a - Carl Wengler (School SAE) 10a - Clair Cooley (School SAE) 1p - Ross Vardiman (agriscience) 3p - Norman Jones (swine)	11 8a - Scott Gossett (job shadowing) 10a - Harris Berkley (exploratory) 1p - Charles Terry (equine) 3p - Virgil Moore (poultry)	12 8a - Laverne Fischer (School SAE) 10a - Harry Barger (School SAE) 1p - Kelly Grant (placement) 3p - Rhonda Schulen (agriscience)	13 8a - Pam Proffitt (grain) 10a - Marc Drye (cattle) 1p - Susan Wheaton (swine) 3p - Phil Fox (sheep)	14 8a - Jana Baxter (exploratory) 10a - Judy Warren (rabbits) 1p - HYMAX	15 HYMAX
16 HYMAX	17 FFA Camp	18 FFA Camp	19 FFA Camp	20 FFA Camp	21 FFA Camp	22
23	24 Summer Institute	25 Summer Institute	26 8a - Karla Wheeler (exploratory) 10a - Sherry Watts (exploratory) 1p - Kelly Schudy (goats) 3p - Barry Watts (cattle)	27 June FFA Activity State Fair paperwork DUE	28 8a - Laura Riddle (vegetables) 10a - Mike Arnold (soybeans/corn) 1p - Kurt Voss (wheat/soybeans) 3p - Max Allger (vegetables)	29
30						

Tentative Summer Calendar

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 8a - Joi Morris (agriscience) 10a - Lance Riddle (grain) 1p - Laura Sandidge (vegetables) 3p - Gina Kleeman (placement)	2 8a - Leslie Fullerton (placement) 10a - Marcie Drye (agribusiness) 1p - Kevin Coffman (cattle) 3p - Jonna Coats (swine)	3 8a - Kurt Voss (grain/cattle) 10a - Jeff Sayre (hogs/goats) 1p - Nancy Crane (hay) 3p - Laura Harper (job shadowing)	4 Holiday	5 Vacation 3	6
7	8 Fair - Cleanup & Check-in	9 Fair - Rabbits/Chickens	10 Fair - Sheep/Swine & July FFA Activity	11 Fair - Cattle	12 Fair - Sale	13
14	15 Vacation 4	16 Vacation 5	17 Vacation 6	18 Vacation 7	19 Vacation 8	20
21	22 ACTE/MVATA Conference	23 ACTE/MVATA Conference	24 ACTE/MVATA Conference	25 ACTE/MVATA Conference	26 Vacation 9	27
28	29 8a - Jim Spencer (school greenhouse) 10a - Eddie Miller (agribusiness) 1p - Doug Roth (placement) 3p - Ron Dockery (placement)	30 8a - Shane Geib (placement) 10a - Johnna Ellis (sheep/cattle) 1p - Christy Norton (placement) 3p - Alan Weber (vegetables/fruits)	31 8a - Amanda Hulett (placement/cattle) 10a - Jessie Davis (job shadowing) 1p - Jamie Triplett (grain/hogs) 3p - Mindy Spoonster (sheep/grain)			

Tentative Summer Calendar

August

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

				1 8a - Jeff Dampier (poultry/rabbits) 10a - Daryl Walkup (sheep) 1p - Jonathan Robnett (agriscience) 3p - Alex Echert (grain/hay/cattle)	2 Vacation 10	3
4	5 MO State Fair	6 MO State Fair	7 MO State Fair	8 MO State Fair	9 MO State Fair	10 MO State Fair
11	12 Teacher Workdays	13 Teacher Workdays	14 Teacher Workdays	15 First Day of School	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31