Agriculture, Food, and Natural Resources (AFNR) Cluster-Wide Frameworks: All AFNR Pathways

Work-Based Learning and Supervised Agricultural Experiences

Supervised Agricultural Experience (SAE) is a student-led, instructor-supervised, Work-Based Learning (WBL) experience that results in measurable outcomes within a predefined, agreed upon set of AFNR Technical Standards and Career Ready Practices aligned to a Career Plan of study. SAE teaches technical skills and knowledge within the psychomotor domain of learning. SAE includes both experiential learning (i.e., pre-WBL) and WBL (federally defined as sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments, at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction; Sec. 3 [20 U.S.C. 2302] 55). WBL/SAE is a required component of an AFNR program, first established in the Smith-Hughes Act (1917) and reinforced in each of the federal Perkins CTE Acts (1984 – I; 1990 – II; 1998 – III; 2006 – IV; 2018 – V, Public Law No. 115-224). Minnesota also requires WBL (i.e., SAE) as a component of CTE Program Approval (Rule 3505).

[**Supervised Agricultural Experience (SAE): Technical Skills and Work-Based Learning**](#sae)—encompasses fundamental psychomotor skills and technical practices that all students should acquire to apply cognitive content and social-emotional skills in an industry setting, such as: work-place safety, recordkeeping, and employability skills. Schools must implement work-based learning standards into all AFNR pathways.

Minnesota AFNR Cluster-Wide Standards

Supervised Agricultural Experience (SAE) Standards: Technical Skills and Work-Based Learning

| [MN.SAE.01. Explore career interests while focusing on career planning.](#sae1) |
| --- |
| MN.SAE.01.01. Develop a sense of self as it relates to career planning. |
| MN.SAE.01.02. Research and identify career opportunities that align with personal interests and aptitudes. |
| MN.SAE.01.03. Explore entrepreneurial opportunities in a career field of interest. |
| MN.SAE.01.04. Develop plan for meeting education and career goals. |

| [MN.SAE.02. Seek and successfully secure employment.](#sae2) |
| --- |
| MN.SAE.02.01. Identify sources for finding employment opportunities. |
| MN.SAE.02.02. Prepare relevant employment documents. |
| MN.SAE.02.03. Identify and practice effective interview skills for employment. |
| MN.SAE.02.04. Accept a job and for leave a job in a professional manner. |

| [MN.SAE.03. Understand and internalize the importance of health, safety, and human resource regulations in the workplace.](#sae3) |
| --- |
| MN.SAE.03.01. Examine and practice federal, state, and local workplace safety laws. |
| MN.SAE.03.02. Examine federal, state, and local employment laws. |
| MN.SAE.03.03. Compare and contrast employer and employee rights. |

| [MN.SAE.04. Understand the employability skills needed to maintain employment.](#sae4) |
| --- |
| MN.SAE.04.01. Identify personal qualities needed to maintain employment. |
| MN.SAE.04.02. Identify workplace norms and professionalism standards for career of interest. |
| MN.SAE.04.03. Discuss and practice leadership and teamwork in a workplace setting. |
| MN.SAE.04.04. Discuss self-advocacy skills in a workplace setting. |

| [MN.SAE.05. Practice effective communication in the workplace.](#sae5) |
| --- |
| MN.SAE.05.01. Identify and practice effective written communication in the work setting. |
| MN.SAE.05.02. Identify and practice effective verbal communication in the work setting. |
| MN.SAE.05.03. Demonstrate effective listening skills. |

| [MN.SAE.06. Demonstrate financial literacy as it relates to the workplace.](#sae6) |
| --- |
| MN.SAE.06.01. Understand payroll and personal banking terminology. |
| MN.SAE.06.02. Summarize the requirements for local state, and federal taxes. |
| MN.SAE.06.03. Review insurance benefits and identify appropriate coverage. |

Minnesota AFNR Cluster-Wide Standards

SAE Standards: Technical Skills and Work-Based Learning Continued

| [MN.SAE.07. Complete an experiential learning or work-based learning experience in a career field of interest.](#sae7) |
| --- |
| MN.SAE.07.01. Establish a training agreement and training plan for the duration of the work experience with the employer, and in consultation with the work-based learning coordinator. |
| MN.SAE.07.02. Apply skills learned in technical courses to the work experience. |
| MN.SAE.07.03. Perform daily work tasks consistent with the responsibilities and work culture of the workplace. |

*Note*: The standards within this section are from the MN Work-Based Learning (WBL) CTE Frameworks, which have been mapped and organized to align with National AFNR Standards and MN AFNR Frameworks for AFNR SAE and AFNR WBL. Due to the reorganization and mapping, they may not follow a consistent numbering sequence when citing individual benchmarks.

| Minnesota Framework: MN.SAE.01. Explore career interests while focusing on career planning. |
| --- |
| Performance Indicator: MN.SAE.01.01. Develop a sense of self as it relates to career planning. |

| MN.SAE.01.01. Intro. Course Benchmarks  | MN.SAE.01.01. Interm. Course Benchmarks  |  |
| --- | --- | --- |
| SAE.01.01.01.a. Identify personal interests, aptitudes, abilities, strengths, talents, and areas for growth (CSI 1.01, JEC 1). | SAE.01.01.01.b. Identify personal interests, aptitudes, abilities, strengths, talents, and areas for growth (CSII 1.01, JEC 1). | None |
| SAE.01.01.02.a. Complete an interest assessment (CSI 1.02, JEC 1). | SAE.01.01.02.b. Analyze personal interests, aptitudes, abilities, strengths, talents to determine how well they match with careers of interest (CSII 1.01, JEC 1). | None |
| SAE.01.01.03.a. Complete a personality assessment (CSI 1.01, JEC 1). | SAE.01.01.03.b. Complete a personality assessment (CSII 1.01, JEC 1). | None |

| Performance Indicator: MN.SAE.01.02. Research and identify career opportunities that align with personal interests and aptitudes. |
| --- |

| MN.SAE.01.02. Intro. Course Benchmarks  | MN.SAE.01.02. Interm. Course Benchmarks  | MN.SAE.01.02. Adv. Course Benchmarks  |
| --- | --- | --- |
| SAE.01.02.01.a. Identify skills and educational requirements for career opportunities of interest (CSI 1.02, PEC 2.4, JEC 2.3). | SAE.01.02.01.b. Compare and contrast education/training requirements for employment in careers of interest (CSII 1.02, PEC 2.4). | SAE.01.02.01.c. Identify required education, skills, and experience for a desired role (JEC 2.3, JEC 2.4, PEC 2.4, WE 1.03). |
| SAE.01.02.02.a. Compare and contrast the wide variety of postsecondary education options available for career interests, including technical, community and 4-year college options, apprenticeship, short-term options, military, etc. (CSI 1.02, PEC 2.1). | SAE.01.02.02.b. Compare and contrast the wide variety of postsecondary education options available for career interests, including technical, community and 4-year college options, apprenticeship, short-term options, military, etc. (CSII 1.02, PEC 2.1). | None |
| SAE.01.02.03.a. Review job outlook for career opportunities of interest (CSI 1.02, JEC 2.5). | SAE.01.02.03.b. Review job outlook for career opportunities of interest (CSII 1.02, JEC 2.5). | None |
| None | SAE.01.02.04.b. Assess the relative income and benefits of a possible career goal with respect to personal goals and lifestyle (CSII 1.02, JEC 2.7). | None |
| None | SAE.01.02.05.b. Investigate opportunities for career advancements (CSII 1.02, JEC 2.8). | SAE.01.02.05.c. Understand the roles of different positions within career paths of interest (JEC 2.1, WE 1.03). |

| Minnesota Framework: MN.SAE.01. Explore career interests while focusing on career planning. |
| --- |
| Performance Indicator: MN.SAE.01.03. Explore entrepreneurial opportunities in a career field of interest. |

|   | MN.SAE.01.03. Interm. Course Benchmarks  |   |
| --- | --- | --- |
| None | SAE.01.03.01.b. Describe the opportunities for entrepreneurship in a given industry (CSII 1.03, JEC 3.1). | None |
| None | SAE.01.03.02.b. Understands the knowledge and skills required of an entrepreneur (CSII 1.03, JEC 3.2). | None |
| None | SAE.01.03.03.b. Understands the opportunities, benefits, and risks of entrepreneurship versus employment in a career (CSII 1.03, JEC 3.3). | None |

| Performance Indicator: MN.SAE.01.04. Develop plan for meeting education and career goals. |
| --- |

| MN.SAE.01.04. Intro. Course Benchmarks  | MN.SAE.01.04. Interm. Course Benchmarks  | MN.SAE.01.04. Adv. Course Benchmarks  |
| --- | --- | --- |
| SAE.01.04.01.a. Create an academic plan based on careers of interest (CSI 1.03, WRT 1.1). | SAE.01.04.01.b. Create an academic plan based on careers of interest and identify employment trends and unknown factors that affect career plans (CSII 1.04, WRT 1.1). | SAE.01.04.01.c. List action steps toward achieving that goal (WE 1.03, WRT 1.1). |
| SAE.01.04.02.a. Participate in experiential learning such as job shadows, informational interviews, or industry tours related to careers of interest(CSI 1.03WBLE 1). | SAE.01.04.02.b. Participate in experiential learning such as job shadows or informational interviews related to careers of interest (CSII 1.04, WBLE 1). | None |
| None | SAE.01.04.03.b. Identify and grow a personal network (CSII 1.04, WBLE 5). | None |

| Minnesota Framework: MN.SAE.02. Seek and successfully secure employment. |
| --- |
| Performance Indicator: MN.SAE.02.01. Identify sources for finding employment opportunities. |

| MN.SAE.02.01. Intro. Course Benchmarks  | MN.SAE.02.01. Interm. Course Benchmarks  |   |
| --- | --- | --- |
| SAE.02.01.01.a. Use multiple resources to locate job opportunities (CSI 2.01, WRT 2.5.1). | SAE.02.01.01.b. Identify online resources for locating job opportunities (CSII 2.01, WRT 2.5.3). | None |
| SAE.02.01.02.a. Compare personal strengths and weaknesses to job requirements (CSI 2.01, WRT 2.5.2). | SAE.02.01.02.b. Identify personal and professional networks that can assist in locating job opportunities (CSII 2.01, WRT 2.5.4). | None |

| Performance Indicator: MN.SAE.02.02. Prepare relevant employment documents. |
| --- |

| MN.SAE.02.02. Intro. Course Benchmarks  | MN.SAE.02.02. Interm. Course Benchmarks  | MN.SAE.02.02. Adv. Course Benchmarks  |
| --- | --- | --- |
| SAE.02.02.01.a. Develop a resume, cover letter, and reference list (CSI 2.02, WRT 1.3.1, WRT 1.3.2). | SAE.02.02.01.b. Develop a resume, cover letter, and reference list (CSII 2.02, WRT 1.3.1, WRT 1.3.2). | SAE.02.02.01.c. Update cover letter and resume or LinkedIn Profile (WE 1.04, WRT 1.3.1, WRT 1.3.2, WRT 2.6). |
| SAE.02.02.02.a. Understand how to complete paper and online applications (CSI 2.02, WRT 2.2, WRT 1.3.3). | SAE.02.02.02.b. Understand how to complete paper and online applications (CSII 2.02, WRT 2.2, WRT 1.3.3). | SAE.02.02.02.c. Search for and apply for a job of interest (WBLE 7.1, WE 1.04). |
| SAE.02.02.03.a. Develop a career portfolio that demonstrates the mastery of career-related skills and knowledge and holds employment-related documents (CSI 2.02, WRT 1). | SAE.02.02.03.b. Uses professional digital media to create a personal brand and market self effectively to potential employers (e.g., LinkedIn Profile) (CSII 2.02, WRT 2.6). | None |

| Performance Indicator: MN.SAE.02.03. Identify and practice effective interview skills for employment. |
| --- |

| MN.SAE.02.03. Intro. Course Benchmarks  | MN.SAE.02.03. Interm. Course Benchmarks  | MN.SAE.02.03. Adv. Course Benchmarks  |
| --- | --- | --- |
| SAE.02.03.01.a. Identify and prepare relevant questions for the employer (CSI 2.03, WRT 2.1.2). | SAE.02.03.01.b. Identify and prepare relevant questions for the employer (CSII 2.03, WRT 2.1.2). | None |
| SAE.02.03.02.a. Practice multiple interview methods (CSI 2.03, WRT 2.1.1). | SAE.02.03.02.b. Practice multiple interview methods (CSII 2.03, WRT 2.1.1). | SAE.02.03.02.c. Demonstrate successful interviewing skills (WBLE 7.2, WE 1.02). |
| SAE.02.03.03.a. Prepare practice thank you notes and follow- up emails (CSI 2.03, WRT 2.1.3). | SAE.02.03.03.b. Prepare practice thank you notes and follow-up emails (CSII 2.03, WRT 2.1.3). | SAE.02.03.03.c. Send a thank you note and follow-up emails (WRT 2.1.3, WE 1.02). |

| Minnesota Framework: MN.SAE.02. Seek and successfully secure employment. |
| --- |
| Performance Indicator: MN.SAE.02.04. Accept a job and for leave a job in a professional manner. |

| MN.SAE.02.04. Intro. Course Benchmarks  | MN.SAE.02.04. Interm. Course Benchmarks  | MN.SAE.02.04. Adv. Course Benchmarks  |
| --- | --- | --- |
| SAE.02.04.01.a. Complete new hire paperwork, including a practice I-9 Form (CSI 2.04, WRT 3.1). | SAE.02.04.01.b. Complete new hire paperwork, including a I-9 Form (CSII 2.04, WRT 3.1). | SAE.02.04.01.c. Successfully accept a job offer (WBLE 7.3). |
| SAE.02.04.02.a. Write a resignation letter(CSI 2.04, WRT 3.2). | SAE.02.04.02.b. Write a resignation letter(CSII 2.04, WRT 3.2). | SAE.02.04.02.c. Successfully quit a job while maintaining professional relationships (WE 1.02, WBLE 7.3). |
| SAE.02.04.03.a. Request references (CSI 2.04, WRT 3.3). | SAE.02.04.03.b. Request references (CSII 2.04, WRT 3.3). | SAE.02.04.03.c. Request letters of recommendation (WE 1.04, WBLE 6). |
| SAE.02.04.04.a. Exhibit skills gained through an experiential learning experience through a product, portfolio, or demonstration (WBLE 9). | SAE.02.04.04.b. Exhibit skills gained through an experiential learning experience through a product, portfolio, or demonstration (WBLE 9). | SAE.02.04.04.c. Exhibit skills gained through work experience through a product, portfolio, or demonstration (WE 1.04, WBLE 9). |

| Minnesota Framework: MN.SAE.03. Understand and internalize the importance of health, safety, and human resource regulations in the workplace. |
| --- |
| Performance Indicator: MN.SAE.03.01. Examine and practice federal, state, and local workplace safety laws. |

| MN.SAE.03.01. Intro. Course Benchmarks  | MN.SAE.03.01. Interm. Course Benchmarks  | MN.SAE.03.01. Adv. Course Benchmarks  |
| --- | --- | --- |
| SAE.03.01.01.a. Review OSHA standards and PPE requirements for careers of interest (CSI 3.01, WRT 4.1). | SAE.03.01.01.b. Review OSHA standards and PPE requirements for careers of interest(CSII 3.01, WRT 4.1). | SAE.03.01.01.c. Identify related OSHA standards and other government regulations related to the workplace (WBLE 12.2, WE 3.01). |
| SAE.03.01.02.a. Identify common safety concerns within chosen careers of interest (CSI 3.01, WRT 4.2). | SAE.03.01.02.b. Identify common safety concerns within chosen careers of interest(CSII 3.01, WRT 4.2). | SAE.03.01.02.c. Identify safety hazards common to the workplace (WBLE 12.3, WE 3.01). |
| None | None | SAE.03.01.03.c. Review employer’s safety policies (WBLE 12.1, WE 3.01). |
| None | None | SAE.03.01.04.c. Wear appropriate personal protective equipment (PPE) when needed (WBLE 13.1, WE 3.02). |
| None | None | SAE.03.01.05.c. Seek assistance proactively from supervisor when questions related to safety arise (WBLE 13.2, WE 3.02). |

| Performance Indicator: MN.SAE.03.02. Examine federal, state, and local employment laws. |
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| MN.SAE.03.02. Intro. Course Benchmarks  | MN.SAE.03.02. Interm. Course Benchmarks  |   |
| --- | --- | --- |
| SAE.03.02.01.a. Review the Fair Labor Standards Act and Minnesota child labor laws (CSI 3.02, ISA 2.1.1). | SAE.03.02.01.a. Review the Fair Labor Standards Act and Minnesota child labor laws (CSII 3.02, ISA 2.1.1). | None |
| SAE.03.02.02.a. Discuss the Americans with Disabilities Act (ADA), disability disclosure, and job accommodations (CSI 3.02, ISA 2.1.2). | SAE.03.02.02.b. Discuss the Americans with Disabilities Act (ADA), disability disclosure, and job accommodations (CSII 3.02, ISA 2.1.2). | None |

| Performance Indicator: MN.SAE.03.03. Compare and contrast employer and employee rights. |
| --- |

| MN.SAE.03.03. Intro. Course Benchmarks  | MN.SAE.03.03. Interm. Course Benchmarks  |   |
| --- | --- | --- |
| SAE.03.03.01.a. Understand the requirements of the Equal Employment Opportunity Act (CSI 3.03, ISA 2.2.1). | SAE.03.03.01.b. Understand the requirements of the Equal Employment Opportunity Act(CSII 3.03, ISA 2.2.1). | None |
| SAE.03.03.02.a. Discuss labor unions and labor agreements (CSI 3.03, ISA 2.2.2). | SAE.03.03.02.b. Discuss labor unions and labor agreements (CSII 3.03, ISA 2.2.2). | None |

| Minnesota Framework: MN.SAE.04. Understand the employability skills needed to maintain employment. |
| --- |
| Performance Indicator: MN.SAE.04.01. Identify personal qualities needed to maintain employment. |

| MN.SAE.04.01. Intro. Course Benchmarks  | MN.SAE.04.01. Interm. Course Benchmarks  | MN.SAE.04.01. Adv. Course Benchmarks  |
| --- | --- | --- |
| SAE.04.01.01.a. Identify what punctuality, time management, reliability, responsibility, and leadership looks like in careers of interest(CSI 4.01, WRT 6.4, ISA 6). | SAE.04.01.01.b. Identify what punctuality, time management, reliability, responsibility, and leadership looks like in careers of interest(CSII 4.01, WRT 6.4, ISA 6). | SAE.04.01.01.c. Demonstrate self-discipline, flexibility, integrity, initiative, and a willingness to learn (WBLE 6.1, WE 1.01). |
| SAE.04.01.02.a. Describe the importance of punctuality, time management, reliability, responsibility, and leadership in the workplace (CSI 4.01, WRT 6.4, ISA 6). | SAE.04.01.02.b. Discuss the importance of taking initiative and self-direction within the workplace (CSII 4.01, WRT 6.14). | SAE.04.01.02.c. Demonstrate initiative and self-direction when solving problems (WBLE 16.1, WE 4.03). |

| Performance Indicator: MN.SAE.04.02. Identify workplace norms and professionalism standards for career of interest. |
| --- |

| MN.SAE.04.02. Intro. Course Benchmarks  | MN.SAE.04.02. Interm. Course Benchmarks  | MN.SAE.04.02. Adv. Course Benchmarks  |
| --- | --- | --- |
| SAE.04.02.01.a. Describe what ethical behavior looks like for careers of interest (e.g., logging hours, handling money; CSI 4.02, WRT 6.12). | SAE.04.02.01.b. Research the governing body or membership organization for career of interest and review the code of ethics for the organization (CSII 4.02). | SAE.04.02.01.c. Review and adhere to organizational policies, handbooks, and manuals (WBLE 14.3, WE 4.02). |
| SAE.04.02.02.a. Describe proper dress for the workplace for careers of interest (CSI 4.02, WRT 6.7). | SAE.04.02.02.b. Describe proper dress and workplace etiquette for careers of interest(CSII 4.02, WRT 6.7). | SAE.04.02.02.c. Select and wear proper dress in the workplace and demonstrate proper etiquette(WBLE 14.1, WBLE 14.2, WBLE 6.3, WE 4.02). |
| SAE.04.02.03.a. Demonstrate appropriate hygiene and personal grooming (WBLE 6.2). | SAE.04.02.03.b. Demonstrate appropriate hygiene and personal grooming (WBLE 6.2). | SAE.04.02.03.c. Demonstrate appropriate hygiene and personal grooming (WBLE 6.2, WE 1.01). |
| SAE.04.02.04.a. Identify the acceptable use of workplace technology in the workplace for careers of interest (CSI 4.02, WRT 6.11). | SAE.04.02.04.b. Summarize the acceptable use of workplace technology in the workplace(CSII 4.02, WRT 6.11). | None |
| None | SAE.04.02.05.b. Research the requirements for continuing education and professional development for careers of interest (CSII 4.02). | None |

| Minnesota Framework: MN.SAE.04. Understand the employability skills needed to maintain employment. |
| --- |
| Performance Indicator: MN.SAE.04.03. Discuss and practice leadership and teamwork in a workplace setting. |

| MN.SAE.04.03. Intro. Course Benchmarks  | MN.SAE.04.03. Interm. Course Benchmarks  | MN.SAE.04.03. Adv. Course Benchmarks  |
| --- | --- | --- |
| SAE.04.03.01.a. Practice working as a team to complete a project (CSI 4.03, WRT 6.6.2). | SAE.04.03.01.b. Compare and contrast being an individual contributor compared to a team contributor (CSI 4.03, WRT 6.6.1). | SAE.04.03.01.c. Collaborate as a member of a team or work independently as appropriate (WBLE 19.1, WE 5.01). |
| None | None | SAE.04.03.02.c. Work as a member of a team and contribute fairly to the task (WBLE 19.2, WE 5.01). |
| SAE.04.03.03.a. Discuss how to demonstrate respect for peers and superiors in the workplace (CSI 4.03, WRT 6.5). | SAE.04.03.03.b. Discuss how to demonstrate respect for peers and superiors in the workplace (CSII 4.03, WRT 6.5). | SAE.04.03.03.c. Listen to and consider all team members' ideas (WBLE 19.3, WE 5.01). |
| SAE.04.03.04.a. Discuss different cultures and how to work with a variety of co-workers (CSI 4.03, WRT 6.13). | SAE.04.03.04.b. Discuss different cultures and how to work with a variety of co-workers(CSII 4.03, WRT 6.13). | SAE.04.03.04.c. Work effectively with people from diverse social and cultural backgrounds(WBLE 20.1, WE 5.02). |
| SAE.04.03.05.a. Practice conflict resolution techniques (CSI 4.03, WRT 6.9). | SAE.04.03.05.b. Practice conflict resolution techniques (CSII 4.03, WRT 6.9). | SAE.04.03.05.c. Research and assess multiple strategies for resolving problems and resolve conflicts and work-place issues respectfully(WBLE 20.3, WBLE 16.2, WE 4.03). |

| Performance Indicator: MN.SAE.04.04. Discuss self-advocacy skills in a workplace setting. |
| --- |

| MN.SAE.04.04. Intro. Course Benchmarks  | MN.SAE.04.04. Interm. Course Benchmarks  | MN.SAE.04.04. Adv. Course Benchmarks  |
| --- | --- | --- |
| SAE.04.04.01.a. Practice communicating requests for time off or schedule changes (CSI 4.04, WRT 6.2.4). | SAE.04.04.01.b. Practice communicating requests for time off or schedule changes(CSII 4.04, WRT 6.2.4). | SAE.04.04.01.c. Communicate requests for time off or schedule changes following company policies (WE 4.04). |
| SAE.04.04.02.a. Explore possible accommodations, services, supports, and assistive technology the workplace (CSI 4.04, ISA 3). | SAE.04.04.02.b. Explore possible accommodations, services, supports, and assistive technology for the workplace (CSI 4.04, ISA 3). | SAE.04.04.02.c. Communicate proactively about work product and work schedules with colleagues and employer (WBLE 17.2, WBLE 20.2, WE 5.02). |
| None | None | SAE.04.04.03.c. Identify who to contact if work issues arise (WBLE 17.1, WE 4.04). |
| None | None | SAE.04.04.04.c. Log hours worked correctly(WBLE 18.1, WE 4.05). |
| None | None | SAE.04.04.05.c. Ensure proper handling of tools, material, data, and money (WBLE 18.2, WE 4.05). |

| Minnesota Framework: MN.SAE.05. Practice effective communication in the workplace. |
| --- |
| Performance Indicator: MN.SAE.05.01. Identify and practice effective written communication in the work setting. |

| MN.SAE.05.01. Intro. Course Benchmarks  | MN.SAE.05.01. Interm. Course Benchmarks  | MN.SAE.05.01. Adv. Course Benchmarks  |
| --- | --- | --- |
| SAE.05.01.01.a. Draft e-mails using proper etiquette and correct grammar (CSI 5.01, WRT 6.1.1). | SAE.05.01.01.b. Draft e-mails using proper etiquette and correct grammar (CSII 5.01, WRT 6.1.1). | SAE.05.01.01.c. Use correct grammar, spelling, punctuation, and capitalization when preparing written communications (WBLE 21.1, WE 6.01). |
| None | SAE.05.01.02.b. Compose written documents such as meeting agendas, meeting notes, or topic briefs. (CSII 5.01, WRT 6.1.4). | SAE.05.01.02.c. Organize, compose, and edit written communication, including email (WBLE 21.2, WE 6.01). |
| SAE.05.01.03.a. Identify when a professional writing style should be used in written communication (CSI 5.01, WRT 6.1.3). | SAE.05.01.03.b. Identify when a professional writing style should be used in written communication (CSII 5.01, WRT 6.1.3). | None |

| Performance Indicator: MN.SAE.05.02. Identify and practice effective verbal communication in the work setting. |
| --- |

| MN.SAE.05.02. Intro. Course Benchmarks  | MN.SAE.05.02. Interm. Course Benchmarks  | MN.SAE.05.02. Adv. Course Benchmarks  |
| --- | --- | --- |
| SAE.05.02.01.a. Practice telephone etiquette (e.g., answering the phone, leaving voice mail messages, and recording voice mail greetings in a professional manner; CSI 5.02, WRT 6.2.1). | SAE.05.02.01.b. Practice telephone etiquette (e.g., answering the phone, leaving voice mail messages, and recording voice mail greetings in a professional manner; CII 5.02, WRT 6.2.1). | None |
| SAE.05.02.02.a. Role play speaking to customers in a professional manner (CSI 5.02, WRT 6.2.2). | SAE.05.02.02.b. Role play speaking to customers in a professional manner (CSII 5.02, WRT 6.2.2). | SAE.05.02.02.c. Adapt language for audience, purpose, situation (WBLE 22.1, WE 6.02). |
| None | SAE.05.02.03.b. Deliver an oral presentation on a workplace topic (CSII 5.02, WRT 6.2.3). | SAE.05.02.03.c. Develop and deliver messages in oral presentations (WBLE 22.2, WE 6.02). |

| Performance Indicator: MN.SAE.05.03. Demonstrate effective listening skills. |
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| MN.SAE.05.03. Intro. Course Benchmarks  | MN.SAE.05.03. Interm. Course Benchmarks  | MN.SAE.05.03. Adv. Course Benchmarks  |
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| SAE.05.03.01.a. Demonstrate active listening and paraphrasing what has been heard (WRT 6.3.1). | SAE.05.03.01.b. Accurately paraphrase what has been heard (CSII 5.03, WRT 6.3.1). | SAE.05.03.01.c. Accurately paraphrasing what has been heard (WBLE 23.1, WE 6.03). |
| SAE.05.03.02.a. Observe and reproduce notetaking, questioning, and responding during a conversation (WRT 6.3.2). | SAE.05.03.02.b. Engage in notetaking, questioning, and responding during a conversation (CSII 5.03, WRT 6.3.2). | SAE.05.03.02.c. Engage in notetaking, questioning, and responding during a conversation (WBLE 23.2, WE 6.03). |

| Minnesota Framework: MN.SAE.06. Demonstrate financial literacy as it relates to the workplace. |
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| Performance Indicator: MN.SAE.06.01. Understand payroll and personal banking terminology. |

| MN.SAE.06.01. Intro. Course Benchmarks  | MN.SAE.06.01. Interm. Course Benchmarks  |   |
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| SAE.06.01.01.a. Understand terms listed on paycheck (CSI 6.01, WRT 7.6.1). | SAE.06.01.01.b. Understand terms listed on paycheck (CSII 6.01, WRT 7.6.1). | None |
| SAE.06.01.02.a. Understand banking fees, service charges, and interest rates (CSI 6.01, WRT 7.6.2). | SAE.06.01.02.b. Understand banking fees, service charges, and interest rates (CSII 6.01, WRT 7.6.2). | None |
| None | SAE.06.01.03.b. Describe the impact of credit rating on certain careers (CSII 6.01, WRT 7.6.3). | None |

| Performance Indicator: MN.SAE.06.02. Summarize the requirements for local state, and federal taxes. |
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| MN.SAE.06.02. Intro. Course Benchmarks  | MN.SAE.06.02. Interm. Course Benchmarks  |   |
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| SAE.06.02.01.a. Review state and local tax forms and the timeline for filing taxes (CSI 6.02, WRT 7.7.1). | SAE.06.02.01.b. Review state and local tax forms and the timeline for filing taxes (CSII 6.02, WRT 7.7.1). | None |
| SAE.06.02.02.a. Identify how taxes are listed on a paycheck (CSI 6.02, WRT 7.7.2). | SAE.06.02.02.b. Identify how taxes are listed on a paycheck (CSII 6.02, WRT 7.7.2). | None |

| Performance Indicator: MN.SAE.06.03. Review insurance benefits and identify appropriate coverage. |
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|   | MN.SAE.06.03. Interm. Course Benchmarks  |   |
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| None | SAE.06.03.01.b. Understand the different benefits offered by employers (CSII 6.03, WRT 7.8.1). | None |
| None | SAE.06.03.02.b. Identify personal priorities for insurance coverage (CSII 6.03, WRT 7.8.2). | None |
| None | SAE.06.03.03.b. Understand how insurance needs change throughout a career (CSII 6.03, WRT 7.8.3). | None |

| Minnesota Framework: MN.SAE.07. Complete an experiential learning or work-based learning experience in a career field of interest. |
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| Performance Indicator: MN.SAE.07.01. Establish a training agreement and training plan for the duration of the work experience with the employer, and in consultation with the work-based learning coordinator. |

| MN.SAE.07.01. Intro. Course Benchmarks  | MN.SAE.07.01. Interm. Course Benchmarks  | MN.SAE.07.01. Adv. Course Benchmarks  |
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| SAE.07.01.01.a. Summarize the conditions of the training agreement. | SAE.07.01.01.b. Summarize the conditions of the training agreement. | SAE.07.01.01.c. Summarize the conditions of the training agreement (WE 2.01). |
| SAE.07.01.02.a. Review and discuss the skills and evaluations identified in the training plan. | SAE.07.01.02.b. Review and discuss the skills and evaluations identified in the training plan. | SAE.07.01.02.c. Review and discuss the skills and evaluations identified in the training plan (WE 2.01). |

| Performance Indicator: MN.SAE.07.02. Apply skills learned in technical courses to the work experience. |
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| MN.SAE.07.02. Intro. Course Benchmarks  | MN.SAE.07.02. Interm. Course Benchmarks  | MN.SAE.07.02. Adv. Course Benchmarks  |
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| SAE.07.02.01.a. Seek feedback from teacher or supervisor on technical skills practice during the experience learning opportunity (WBLE 10.1). | SAE.07.02.01.b. Seek feedback from teacher or supervisor on technical skills practice during the experience learning opportunity (WBLE 10.1). | SAE.07.02.01.c. Seek feedback from employer on technical skills practice during the work experience (WBLE 10.1, WE 2.02). |
| SAE.07.02.02.a. Refine technical skills based on teacher or supervisor feedback (WBLE 10.2). | SAE.07.02.02.b. Refine technical skills based on teacher or supervisor feedback (WBLE 10.2). | SAE.07.02.02.c. Refine technical skills based on employer feedback (WBLE 10.2, WE 2.02). |

| Performance Indicator: MN.SAE.07.03. Perform daily work tasks consistent with the responsibilities and work culture of the workplace. |
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| MN.SAE.07.03. Intro. Course Benchmarks  | MN.SAE.07.03. Interm. Course Benchmarks  | MN.SAE.07.03. Adv. Course Benchmarks  |
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| SAE.07.03.01.a. Attend experiential learning opportunities as scheduled (WBLE 15.1). | SAE.07.03.01.b. Attend experiential learning opportunities as scheduled (WBLE 15.1). | SAE.07.03.01.c. Attend work or work-based learning opportunities as scheduled (WBLE 15.1, WE 4.02). |
| SAE.07.03.02.a. Complete planned learning objectives and tasks (WBLE 11.1). | SAE.07.03.02.b. Complete planned learning objectives and tasks (WBLE 11.1). | SAE.07.03.02.c. Complete tasks accurately and within in the agreed upon time frame (WBLE 11.1, WBLE 15.2, WE 2.03). |
| SAE.07.03.03.a. Demonstrate attention to detail and accuracy appropriate to the task (WBLE 11.2). | SAE.07.03.03.b. Demonstrate attention to detail and accuracy appropriate to the task(WBLE 11.2). | SAE.07.03.03.c. Demonstrate attention to detail and accuracy appropriate to the task (WBLE 11.2, WE 2.03). |