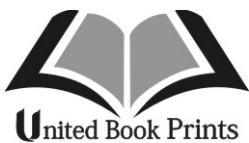


Agricultural Teacher's Manual

A guide to local program success for preservice, new and experienced agriculture instructors

National FFA Organization



1st Reprint in India, 2016

*A guide to local program success for preservice, new and experienced
agriculture instructors*

Published by:

United Book Prints
4806/24, Ansari Road,
Daryaganj,
New Delhi - 110 002
Tel.: 011-41511055

ISBN: 978-93-83692-21-7

eISBN: 978-93-87307-57-5

Print: 2016

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Printed in India

Agriculture Teacher's Manual

A guide for preservice, new and experienced agriculture instructors/FFA advisors

HOW TO USE THIS MANUAL

This Manual has been developed to provide information and guidance for agriculture instructors as they begin their teaching careers. Use it before and after you land your first position as an agriculture instructor. Continue to use it your first years of teaching as a summary and review of the most basic information you need for local program success.

The guide is divided into 26 sections, each focusing on a specific area that will influence the success of your agricultural education program, your students and your career. Each section opens with an overview page that suggests steps to success and lists the section's contents. Inserts in each section include tips for success, checklists to guide your actions and forms you may wish to reproduce.

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THE AGRICULTURAL EDUCATION MISSION

The mission of agricultural education is to prepare and support individuals for careers, build awareness and develop leadership for the food, fiber and natural resources systems.

THE FFA MISSION

FFA makes a positive difference in the lives of students by developing their potential for **premier leadership, personal growth and career success** through agricultural education

Sponsored by Monsanto Crop Protection as a special project of the National FFA Foundation, Inc.

Prepared and published by the National FFA Organization in cooperation with the U.S. Department of Education as a service to state and local agricultural education agencies.

The National FFA Organization affirms its belief in the value of all human beings and seeks diversity in its membership, leadership and staff as an equal opportunity employer.

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LOCAL PROGRAM SUCCESS

Local Program Success is a national initiative launched by the National Council for Agricultural Education and U.S. Department of Education in cooperation with the National FFA Organization and the National Vocational Agricultural Teachers' Association to build quality local programs, put school-to-career in action, attract local partners and increase value to students and teachers. A national task force identified six keys to success in agricultural education.

To help teachers become more successful in each of those areas, work groups of agriculture and education leaders—including 30 teachers from 18 states—developed steps to success and researched proven best practices used in the nation's top programs to help teachers improve their programs.

This Agriculture Teacher's Manual addresses each of these elements within sections that provide the most basic, "start-up" information beginning instructors need as they start their careers.

ACKNOWLEDGEMENTS

The National FFA Organization extends appreciation to Monsanto Crop Protection, sponsor of this manual, and the following individuals who compiled, developed and wrote various sections.

Dana Wood, Author, Agriscience Instructor, Hastings, Michigan

Greg Egan, Teacher Services Specialist, National FFA Organization

Jack Pitzer, Communications Specialist, National FFA Organization

Deb Olcott Taylor, Consultant, Taylor ♦
McGaughey Publishing, Inc.

The following task force members provided important guidance and helped make this resource a reality.

Bill Bartow, Agriscience Instructor, Alpena, Michigan

Bill Camp, Professor, Agricultural Education, Virginia Polytechnic Institute and State University

Marion Fletcher, State Supervisor, Agricultural Education, Arkansas

Jeff Moss, Associate Professor, Agricultural Education, University of Illinois-Urbana

Paul Vaughn, Professor and Chair, Department of Agricultural Education and Communications, Texas Tech University

Special thanks to **Betty Heath-Camp and William G. Camp** for sharing their work, Professional Development for Beginning Vocational Teachers (1992). Their work provided great insight and was helpful in completing this project. Materials from their work can be found throughout this manual. Sources that were originally cited in their book are noted with an asterisk (*).

The following additional individuals also shared reference material and contributed segments for this manual.

Tammy Belavek, Agriscience Instructor, Lapeer County Vo-Tech Center, Michigan

Sue Cavanaugh, Agriscience Instructor, North Adams-Jerome High School, Michigan

John Mundt, University of Idaho

Randy Showerman, Michigan State University.

KEY TO LOCAL PROGRAM SUCCESS

The Agriculture Teacher's Manual was created as an out-growth of discussions during Local Program Success. Corresponding pages/sections of the Agriculture Teacher's Manual are listed below with reference to where each fits within the Local Program Success elements: Instruction, SAE, FFA, Partnerships, Marketing and Professional Growth.

THREE COMPONENTS OF AGRICULTURAL EDUCATION

INSTRUCTION

- 3-6 Classroom Policies/Procedures Checklist
- 4-4 Ten Classroom Basics for the Instructor
- 5-3 Things to have on-Hand the First Day
- 5-3 First Day "To-Do's"
- 5-4 Things to Do the First Three Weeks of Class
- 7-1 Curriculum Development
- 8-2 Developing and Using Questioning Skills
- 8-5 Daily Teaching Diary Form
- 12-2 Maintaining Classroom Discipline
- 12-5 Group Roles
- 12-7 Classroom Rules and Procedures Form
- 12-8 Grading
- 12-9 Testing, Grading and Record Keeping Plan
- 13-2 Characteristics of Middle Grade Learners
- 13-3 Useful Reminders About Secondary Students
- 13-4 50 Ways to Motivate Students
- 13-6 Student Information Form

- 16-5 Substitute Teacher Packet Checklist
- 16-6 Sample Substitute Teacher Plans

SAE

- 10-2 SAE Overview
- 10-5 SAE Partnership Success
- 10-7 Step-by-Step SAE Program Development Checklist
- 10-10 SAE Quality Indicators Rubric
- 10-12 Student-Parent(s)/Guardian(s)-Instructor Conference Record
- 10-13 SAE Program Supervision Record

FFA

- 9-2 FFA Chapter Overview
- 9-4 FFA Chapter Success
- 9-7 Step-by-Step FFA Chapter Development Checklist
- 9-8 Sample FFA Meeting Agenda
- 9-9 Chapter Meetings
- 9-10 FFA Chapter Officers Form

THREE STRATEGIES FOR AGRICULTURAL EDUCATION

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- 2-2 Explore the School Community
- 2-3 Local School Information Form
- 2-4 School Tour Guide
- 2-5 Administrative Contacts Form
- 2-7 Community Contacts Form
- 2-8 School Staff Contacts Form
- 2-14 School Clubs and Organizations Form
- 3-2 School Policies/Procedures Checklist
- 9-13 Vocational Student Organization Partnerships

- 14-2 Engage Administrators as Allies
- 14-4 Communicating with Administrators
- 14-5 Accountability
- 14-6 Working with Counselors
- 14-7 Working with the School Board
- 15-2 Ten Ways to Involve Parents/Guardians
- 15-4 Sample Introductory Letter to Parents/Guardians
- 15-5 Pointers for Parent/Guardian–Teacher Conferences
- 15-6 Parent/Guardian–Teacher Contact Worksheet and Record
- 16-2 Ten Pointers for Effective Relationships with Colleagues
- 16-3 Partner with Special Needs Teachers
- 17-2 Explore Your Business Community
- 17-4 Business Contact Record
- 17-5 Involve the Business Community
- 17-6 Ten Tips for Staying in Touch with Your Agriculture Community
- 18-2 Advisory Committee Functions
- 18-4 Step-by-Step Advisory Committee Implementation
- 18-6 Pointers for Success with Your Advisory Committee
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- 19-2 FFA Alumni Overview
- 19-4 Sample Local FFA Alumni Activities
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MARKETING

- 3-16 Schedules, Calendars and Due Dates
- 3-18 Sample Comprehensive Calendar of Events

- 3-24 Comprehensive Calendar of Events Form
- 6-2 The Power of Mission
- 6-4 Sample Instructor Mission Statement
- 6-5 Sample Program Mission Statement
- 6-7 Ten Steps for Setting Program Goals
- 6-9 Program Goals Form
- 6-10 Program Goal Attainment Plan
- 11-2 Planning the Extended Program
- 11-4 Suggested Summer Work Activities
- 11-6 Sample Extended Program Proposal
- 11-10 Extended Program Weekly Report Form
- 11-11 Sample Extended Program Evaluation Form
- 11-12 Sample Summer Schedule Letter to Students
- 20-2 Program Marketing Success
- 20-4 Student Recruitment Success
- 20-6 Agriscience Interest Survey Form
- 20-9 Sample Course Description Flyer
- 22-2 Total Quality Management
- 22-6 Annual Report Outline
- 22-8 Ways to Strengthen Agricultural Education

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- 1-2 Creating Your Portfolio
- 1-4 Starting Your Search
- 1-6 Strategies for Interview Success
- 1-10 Accepting the Position
- 2-16 Creating a Favorable First Impression
- 3-11 Professional Policies/Procedures Checklist
- 3-27 Make the Most of Faculty Meetings and Staff Development
- 4-2 Task Management Hints
- 4-6 Things Learned by First-Year Agriculture Instructors
- 4-8 Things to Do Today Form
- 8-6 Reflective Self-Examination Checklist

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