

ENTERPRISE NAME \_\_\_\_\_ ENTERPRISE NUMBER \_\_\_\_\_

PRACTICUM SKILLS PROJECT AGREEMENT

This agreement is made on the \_\_\_\_\_ day of the month of \_\_\_\_\_, \_\_\_\_\_ (year), by and between \_\_\_\_\_ (student), and \_\_\_\_\_ (teacher), of \_\_\_\_\_ (School).

The teacher agrees to permit the student to conduct and complete the practicum skills project beginning the \_\_\_\_\_ day of the month of \_\_\_\_\_, \_\_\_\_\_ (year), and ending the \_\_\_\_\_ day of the month of \_\_\_\_\_, \_\_\_\_\_ (year).

The student agrees to conduct himself/herself in accordance with the instruction in agriculture and the program plan. The Student also agrees to record all entries accurately and truthfully, in the spaces provided in this book. The teacher of agriculture agrees to advise the student in the planning and operation of this practicum, and to supervise the student as needed.

Other special arrangements made between parties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agricultural Laboratory and Facilities

Give a brief description of the laboratory(s) and facilities in which practicum skills will be gained in terms of size, equipment available, number of students using the laboratory and type of work performed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The parties involved in this project, agree to the terms stated above

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

ENTERPRISE NAME \_\_\_\_\_ ENTERPRISE NUMBER \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

TASKS PERFORMED TO DEVELOP OCCUPATIONAL SKILLS

List individual task areas in the space below. These general task area names will be transferred to other pages of the record book, so they should fit in the spaces provided below. These task areas should not be confused with daily diary entries, which should be in sentence form and detailed. The number of task areas will vary by school, only use as many as you need.

Task Area example: Shop Safety

Diary - Tasks performed example: I demonstrated the safe use of the table saw and passed the written test.

1 _____	18 _____	35 _____
2 _____	19 _____	36 _____
3 _____	20 _____	37 _____
4 _____	21 _____	38 _____
5 _____	22 _____	39 _____
6 _____	23 _____	40 _____
7 _____	24 _____	41 _____
8 _____	25 _____	42 _____
9 _____	26 _____	43 _____
10 _____	27 _____	44 _____
11 _____	28 _____	45 _____
12 _____	29 _____	46 _____
13 _____	30 _____	47 _____
14 _____	31 _____	48 _____
15 _____	32 _____	49 _____
16 _____	33 _____	50 _____
17 _____	34 _____	

Enter on a daily basis, each task performed and the number of hours involved. When all tasks are performed within a job, the hours should be totaled and entered on the Job Summary Sheet, page 7&8. The student and the teacher will each evaluate the job. This will be done by using a 4-0 scale.

Example 4 - completed task without supervision; can supervise others in performing tasks

3 - completed task without supervision; however needs additional practice to improve efficiency,

2- completed tasks with minimum supervision; needs additional practice,

1 - completed task with much supervisory help,

0 - did not complete task

Use this scale to evaluate all tasks entered on pages 3-6. A student may repeat a job in order to become more proficient in achieving his occupational objective.









ENTERPRISE NAME \_\_\_\_\_

ENTERPRISE NUMBER \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

**TASKS EXPERIENCE SUMMARY SHEET**

Summary Code	Task Areas	Other Than Required	Required Lab Time	Student Evaluations	Teacher Evaluations
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
Total to be carried forward to page 8				(A)	

**NOTES:**

- 1) TIME SHOULD BE ENTERED IN HOURS ON PAGE 7-8. IF YOU USED MINUTES ON PAGE(S) 3-6 CONVERT TO HOURS. HOURS = TOTAL MINUTES/60
- 2) TASK AREAS SHOULD REFLECT THE TOTAL TIME SPENT WITHIN A GENERAL AREA

ENTERPRISE NAME \_\_\_\_\_

ENTERPRISE NUMBER \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

**TASKS EXPERIENCE SUMMARY SHEET**

Summary Code	Task Areas	Other Than Required	Required Lab Time	Student Evaluations	Teacher Evaluations
XXXXXXX	Total Carried Forward From Page 7			XXXXXXXXXX	XXXXXXXXXX
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
<b>Total Hours</b>				(A)	

**NOTES:**

- 1) TIME SHOULD BE ENTERED IN HOURS ON PAGE 7-8. IF YOU USED MINUTES ON PAGE(S) 3-6 CONVERT TO HOURS. HOURS = TOTAL MINUTES/60
- 2) TASK AREAS SHOULD REFLECT THE TOTAL TIME SPENT WITHIN A GENERAL AREA

## KEEPING A PHOTOGRAPHIC RECORD

Use photographs to show what you have done with your project. If your project is an animal or pet, show us photographically what this project looks like. If you are doing a practicum skills or employment project, have another student take pictures of you working or pictures of completed projects. For research projects, take pictures to illustrate what you have done and stages in your research. For conservation and improvement projects show before and after pictures.

Use your photographs to show that you have done an outstanding job with your project.

Use a maximum of 50 words to describe each picture. You may use as many photographs as you wish.

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
Illustrate your description by attaching a suitable photograph.

DESCRIPTION:

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**KEEPING A PHOTOGRAPHIC RECORD**

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
Illustrate your description by attaching a suitable photograph.

DESCRIPTION:

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