

 **Activity 1.1.1 Agriscience Notebook****Purpose**

Staying organized is a desirable attribute you will find important throughout your life, whether in college or in a career. Being organized is not hard to achieve if you develop systems to efficiently record and store information. If you begin a project, with a system in place to keep things organized as you go, you will spend more time on the activities you want to do rather than looking for missing items. Do you think you could use a system to organize this course?

Organization is especially important for agriculture in general because careful record keeping allows agricultural producers to make management decisions to improve their business. Specifically, in this course you will have several lessons and activities that will build upon skills and knowledge learned during previous lessons. Therefore, careful and complete notes will be important. Equally important will be the storage of these materials in an organized system to find the information easily and quickly.

Your *Agriscience Notebook*, a continuation of the *Agriscience Notebook* developed last year for *Introduction to Agriculture, Food, and Natural Resources (AFNR)*, will be the tool to help you stay organized in this course. Besides notes and class activities, your notebook will contain a record of FFA and SAE activities you participate in throughout the school year. Your teacher will make periodic checks of your *Agriscience Notebook* to ensure you have adequately completed necessary coursework, are learning to be and will stay organized.

**Materials****Per student:**

- 3" three ring binder
- 13 tab dividers
- 13 tab label inserts
- *Agriscience Notebook Cover Page Template*
- *Agriscience Notebook Spine Label Template*
- *Presentation Notes page*
- *Agriscience Notebook Table of Contents*
- *FFA Activity Log*
- *SAE Hours Log*
- *SAE Income and Expense Sheet*
- Computer with spreadsheet and word processing (optional)
- Pencil

**Procedure**

Acquire a three-inch (3") three-ring binder from your teacher. Customize the cover page and spine label by adding color and pictures to the template provided. Write your name clearly on both the cover page and the spine label. Slide your cover page and spine label into the appropriate positions.

Make labels for the tab dividers. Use the following list for section titles:

- Goals
- FFA
- SAE
- 1. Planet
- 2. Hist
- 3. Safety
- 4. Cells
- 5. Feed
- 6. Repro
- 7. Gene
- 8. Health
- 9. Prod
- Guide

Insert the *Agriscience Notebook Table of Contents* in the front of the binder. The next step is to fill your notebook with *Presentation Notes* and activity sheets as you progress through the course. Your teacher will discuss the proper procedures for completing your *Presentation Notes* pages. These pages will be important for you to reference during the course.

The *FFA Activity Log*, *SAE Hours Log*, and *SAE Income and Expense Sheet* are provided for you to use for record keeping related to your FFA and SAE experiences. Keep these pages updated as you progress through the course. Your teacher will provide you additional pages to use if your local and state FFA programs have specific requirements.

## Conclusion

1. How do organizational skills assist you as a student? How might organizational skills assist an adult working in animal agriculture?
  
2. How do you think keeping an *Agriscience Notebook* will help you in this course?
  
3. How else can you use organizational skills learned in this course?