

# **SAE Steps**

## **Animal Science**

- Step 1: Fill out the abstract form and submit to Ms. Abdella via the drop box outside room 205 in the Science Building labeled “SAE Abstract Submissions.”
- Step 2: In 4-6 days, check the box labeled “Approved Abstracts” outside room 205. If your abstract has been approved, it will be in that box with the correct SAE booklet attached for you to begin work.
- Step 3: Complete the SAE booklet. Make sure to get the appropriate signatures as you go.
- Step 4: Hand in your completed SAE booklet and any reports to Ms. Abdella via the drop box outside room 205 labeled “SAE Booklet Submissions.”
- Step 5: In 10-12 days, check the box labeled “Approved SAE booklets” outside room 205. If your booklet has been approved, it will be in that box with Ms. Abdella’s signature.
- Step 6: Bring your final approved SAE booklet to Ms. Lelievre in the guidance office. She will track your total hours and keep your booklet on file for you.

*Extra copies of this outline, abstract forms, and booklets will be available in the boxes outside room 205 as well. See Ms. Abdella or your Animal Science teacher with questions.*