



A-V 4  
The State of Wisconsin

STATE BOARD  
OF  
VOCATIONAL AND ADULT EDUCATION  
14 NORTH CARROLL STREET  
MADISON 3

Filed  
Dec 18 - 1958  
9:00 a.m.  
C. L. GREIBER  
DIRECTOR

December 16, 1958

Mr. James J. Burke  
Revisor of Statutes  
State Capitol  
Madison 2, Wisconsin

Dear Mr. Burke:

I, Clarence L. Greiber, State Director and Executive Officer of Vocational and Adult Education, do hereby certify that the annexed copy of rules adopted on December 8, 1958 by the Board of Vocational and Adult Education, has been compared by me with the original order in my warranty and on file in the office of the Board of Vocational and Adult Education, and the same is a true copy thereof and the whole of the original of such order and that said order was duly passed and ordered.

The adoption of the above rules by the State Board of Vocational and Adult Education in effect repeal A-V 4.01 through A-V 4.07 and recreate A-V 4.01 through A-V 4.06.

Sincerely yours,

State Director  
Vocational and Adult Education

C.L.Greiber  
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WISCONSIN STATE BOARD OF VOCATIONAL AND ADULT EDUCATION  
Madison 3, Wisconsin  
C. L. Greibor, Director

RURAL DIVISION

STANDARDS FOR THE MAINTENANCE  
OF  
DEPARTMENTS OF VOCATIONAL AGRICULTURE

4.01

A-V

I. Qualifications of Instructors in Vocational Agriculture

- (1) A. Men employed as regular instructors in vocational agriculture shall be thoroly acquainted with the practices and problems of farming thru actual farm experience. (Men may be approved if they have had at least two years of farm experience after the age of 15.)
- (2) B. Instructors employed to organize new departments of vocational agriculture shall have at least two years of successful experience as vocational agricultural instructors.
- (3) C. Instructors shall have completed at least a four-year college course in agriculture with a Bachelor of Science or Bachelor of Education Degree in an institution approved for the training of vocational agricultural instructors. The college instruction shall include courses in Education and Agricultural Education such as to give training and experience in the principles and methods of vocational agricultural instruction.
- (4) D. Men approved in another state will be approved in Wisconsin if they meet the above standards and other legal requirements for teaching.
- (5) E. Substitutes will be approved for summer employment if they meet the farm experience and legal requirements for teaching.
- (6) F. The summer conference is recognized as one of the most effective means of professional improvement and shall be regularly attended by all instructors unless they are in summer school or on military leave.

4.02

II. Enrollment, Organization, and Facilities for Instruction

- (1) A. Enrollment in classes in vocational agriculture shall be limited to those who are definitely interested in the study of farming and can make satisfactory arrangements for a farming program which will provide adequate experience in farming.

- (1) B. The high school agricultural curriculum shall usually consist of a four-year course including instruction in the production and marketing of farm products and the operational, managerial, and mechanical skills of farming. No less than a three-year program will be approved.
- (2) C. Since much of the class instruction in agriculture must be given in laboratories either in school or on farms, schedules shall be arranged to provide extended time for instruction. The needs for such time include field trips on all phases of instruction, and school laboratory work such as soil testing, seed treating and testing, milk testing, farm machinery repair, building and appliance construction and work of a similar nature.
- (3) D. Class periods with 50 or more minutes of actual class instruction five days a week or 70 or more minutes of actual class instruction four days a week will be approved. Longer periods of instruction are desirable for the most effective functioning of the program. Conference periods should also be provided so that the instructor may meet with groups of his students for such things as FFA or Junior Dairymen's Association meetings, the preparation of demonstrations or similar activities. FFA chapter meetings should preferably be included in the school program either in activity periods or by a combination of classes.
- (4) E. Satisfactory farming programs are developed through consultation with each pupil and his parents. It is important, therefore, that the daily schedule of the instructor permit him to make such farm visits as necessary to provide on-the-farm instruction and insure effective farming programs.
- (5) F. Sufficient equipment and reference material shall be provided to make possible the maintenance of a high grade of vocational agricultural instruction. The equipment shall include running water in the testing room and shop, tables and chairs for the laboratory classroom, proper filing space for records and reference material, and adequate storage space for equipment and supplies. (A telephone is a desirable item of department equipment.) References shall include up-to-date reference books, bulletins of the College of Agriculture, the Experiment Station, and the United States Department of Agriculture, and visual instruction materials. (Suggested lists of references and equipment are available from the Chief of Agricultural Education of the State Board of Vocational and Adult Education.)
- (6) G. Farm Shop and Mechanics - All schools shall provide programs of farm mechanics. New departments will not be approved in schools which do not provide satisfactory facilities for farm mechanics instruction.

(a) A farm shop for instruction in vocational agriculture shall have:

1. A door with sufficient width to admit entrance of farm machinery and other large equipment. The door should be at least 14 feet in width in new construction.
2. Open floor space for efficient instruction in all phases of farm mechanics (at least 1,000 square feet of open floor space should be provided) with work benches located along the walls.
3. Adequate working tools for the various phases of instruction and provision for the proper storage of tools.
4. Adequate heating, lighting, safety and ventilation including the exhaust of welding fumes in agreement with the regulations of the Wisconsin Industrial Commission.

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### III. Young and Adult Farmer Classes

- (1) A. Young and adult farmer classes when conducted shall include at least 10 meetings for at least 20 hours each year. Instructors hired for full time for the conduct of young and adult farmer classes shall conduct at least four such classes annually. (A year-round program with at least 15 meetings is desirable.)
- (2) B. The period of class conducted in a 24-hour period either in or out of the classroom will be counted as one meeting.
- (3) C. The development and supervision of farming programs, including the conduct of individual on-the-farm instruction shall be recognized as an essential part of the program of instruction for young and adult farmer classes. (There should be at least six hours of such instruction annually for each student with at least one hour each quarter. In many cases, there will be one or two hours of such instruction per student per month.)
- (4) D. An application, in the case of high school departments, shall be filed with the Chief of Agricultural Education of the State Board of Vocational and Adult Education at the beginning of each class (not later than following the third meeting) giving information as required by the state office.
- (5) E. A preliminary report, in the case of full-time departments for young and adult farmer classes, shall be filed at the beginning of the year giving information as required by the State Office.
- (6) F. A final report shall be filed at the conclusion of each class, or, in the case of full-time departments for young and adult farmer classes, at the end of the year and not later than June 30 giving information as required by the State Office.

- (7) G. If one school desires to arrange with another for providing young and adult farmer classes, the State Office shall, before instruction begins, be provided with a copy of the agreement between the schools for the conduct of such classes.

4.04

#### IV. Contract, Salary and Travel

- (A) A. All instructors shall be employed on a twelve-months' contract. There shall not be more than a month of leave in any year except in the case of approved summer school attendance or military duties or with an approved substitute.
- (B) B. The salary of the instructor is determined by the local board. It must be exclusive of travel and based upon the importance of twelve-months' employment.

4.05

#### V. Reimbursement

- A. Reimbursement is provided under the Federal Vocational Education Acts for the purpose of promoting the program of vocational agriculture. It is provided at a rate of not to exceed 50% of the salary of the high school instructor, exclusive of travel.

Where instructors are hired to give full time or a definite part time to young and adult farmer classes, reimbursement is provided from state and federal funds at a rate of not to exceed five-sixths of the salary of such instructors for young and adult farmer instruction, exclusive of travel.

- B. Reimbursement for young and adult farmer classes to other schools conducting approved programs of vocational agriculture on a twelve-months' basis will be at the rate of \$10 per meeting for classes conducted in accordance with the requirements including the development and maintenance of farming programs.
- C. Reimbursement can be provided only upon that part of the salary which is actually paid for vocational agricultural instruction and upon the salaries of approved instructors.
- D. In any school in which the instructor conducts other classes, a deduction of at least 15% of the reimbursement will be made for each such class. He may be assigned one main room period per day without deduction unless such assignment prevents him from satisfactorily conducting the on-the-farm instruction or other phases of the program.
- E. A school having a farm shop meeting the requirements shall be entitled to normal reimbursement from federal funds if the other conditions for reimbursement are met. If there is a shop which is fairly adequate but does not fully meet the requirements, reimbursement of 75% of the normal reimbursement may be made.

- F. Such prorating of reimbursement will be made as is necessary to remain within the amounts of federal and state funds provided.
- G. Reimbursement will not be provided on the salaries of instructors who coach or assist in coaching interscholastic WIAA athletics.
- H. The school shall make such reports as required by the State Office.

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VI. Assistance from the State Board of Vocational and Adult Education

- A. Members of the state staff shall make periodic visits to departments of vocational agriculture to assist the local authorities in the continued development and evaluation of the program.
- B. In schools in which it is evident that policies discourage a reasonable tenure on the part of the instructor or the maintenance of a satisfactory program, a survey including a public hearing shall be made by the Chief of Agricultural Education of the State Board of Vocational and Adult Education and recommendations based on the findings regarding the continued approval of the program shall be made to the State Director.

12/8/58