

Chapter A-V 4

CRITERIA FOR THE MAINTENANCE OF DEPARTMENTS OF VOCATIONAL AGRICULTURE

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A-V 4.01 Qualifications of instructors. (1) REGULAR INSTRUCTORS.

(a) Men employed as regular instructors in vocational agriculture in high schools or vocational schools should have a background of lifetime experience on a farm including at least summers during their college period. Men should not be employed who are not thoroughly acquainted with the practices and problems of farming through actual farm operation.

(b) Instructors employed to organize departments of vocational agriculture should have 2 years or more of successful experience as vocational agricultural instructors.

(c) Instructors should preferably not be employed in their home school or community.

(d) Instructors in vocational agriculture shall have completed at least a 4 year college course in agriculture with a bachelor of science or bachelor of education degree in an institution recognized to be well qualified to give such training. The college instruction should include courses in Education and Agricultural Education such as to give training and experience in the principles and methods of vocational agricultural instruction.

(e) Veteran trainers employed to conduct high school classes in agriculture must have the same qualifications as required of all regular instructors in vocational agriculture and shall be employed for 12 months.

(f) Instructors in agriculture should be given constant opportunity for professional improvement.

1. The summer conference is recognized as probably one of the most effective means of such improvement and should be regularly attended by all instructors.

2. Four-weeks summer sessions are being conducted on a graduate basis by the college of agriculture and attendance at such sessions should be encouraged.

3. Longer summer sessions so definitely interfere with the work of instructors in agriculture that such sessions should be attended only under most unusual conditions.

4. Instructors planning graduate work should work out a long-time program of such work.

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(2) **SPECIAL INSTRUCTORS.** Instructors for short unit young and adult farmer classes should have the same qualifications as the regular instructors. However, men may be employed on the basis of special abilities in farming or mechanical skills. The regular instructor should then provide help and guidance in instruction.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.

A-V 4.02 General department criteria. (1) **HIGH SCHOOL DEPARTMENTS.** (a) *Responsibilities of the instructor.* 1. The first responsibility of the instructor should be to conduct a strong program for his high school pupils. In view, however, of the large percentage of farm boys in Wisconsin who do not go to high school or who drop out before they have graduated, strong emphasis should also be placed on young farmer and adult classes.

2. The instructor in agriculture should give his full time to the various phases of the program including high school classes, student conferences, supervision of farming programs, organization, preparation and conduct of young farmer and adult classes, follow-up of former students, aiding students in establishment in farming and organizing and advising the chapter of Future Farmers of America.

3. 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 insure effective farming programs.

4. The organization and conduct of a local chapter of Future Farmers of America should be recognized as a definite part of the program of agricultural instruction for high school boys.

5. Unit courses should be conducted each year for young farmers and adults. These courses may be held at the high school or at an outlying center. Adult classes are usually most satisfactorily held in rural schools or centers.

(b) *Enrollment.* 1. Enrollment in high school classes in vocational agriculture should be limited to those who are definitely interested in the study and practice of farming and can make satisfactory arrangements for supervised farming programs.

2. Students interested in a general knowledge of agriculture should be enrolled in a separate class recognized as a non-vocational class. In larger schools instructors might be secured especially for general agricultural instruction.

3. An enrollment of about forty in a high school vocational agricultural department with perhaps twenty to thirty young farmers and adults in short unit courses should require the full time of an instructor if proper attention is given to the development of supervised farming programs and proper use of the farms of the community for instruction.

4. In departments with seventy or more high school pupils enrolled together with young and adult farmers, two instructors should be employed with one instructor assuming principal responsibility for the organization of the work.

5. Schools in which the high school enrollment in vocational agriculture is 90 or more will receive only a token reimbursement of \$100 unless two or more instructors are employed.

6. In small schools with less than 30 students desiring agricultural instruction, combination departments might be arranged between 2 nearby schools.

(2) VOCATIONAL SCHOOL DEPARTMENTS. (a) The first responsibility of the instructor in the agricultural department of a vocational school is to provide instruction for young farmers and adults.

(b) Classes for young farmers should usually be conducted at the vocational school.

(c) Classes for adult farmers may be conducted either at the vocational school or at some rural school or other local center. Classes of not to exceed 20 persons have usually appeared to be most effective.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.

A-V 4.03 Organization of instruction. (1) METHODS OF AND FACILITIES FOR INSTRUCTION. (a) Teaching in vocational agriculture should be organized on a unit or cross section basis with the instruction based on farm jobs or farm problems and correlated as nearly as possible with the time such jobs or problems arise on the farm. The subject matter in each course should be determined by the needs of those enrolled.

(b) The high school agricultural curriculum should consist of a 4 year course including instruction in the production and marketing of farm products and the mechanical skills of farming. Where less than 4 years is given in the high school, a program of young farmer and adult classes should be set up definitely to provide continuation instruction.

(c) Inasmuch as much of the instruction in agriculture must be given in laboratories either in school or on farms, in high school departments, schedules should 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. Conference periods should also be provided so that the instructor and his pupils may hold committee meetings or other meetings such as Junior D.H.I.A. meetings or F.F.A. committee meetings. F.F.A. chapter meetings should also preferably be included in the school program either in activity periods or by a combination of classes. There should be at least 60 minutes a day allowed for instruction for each student.

(d) The instructor in agriculture shall be hired on a 12-months' basis because of the year-round nature of the program. The usual practice is to allow 2 weeks vacation during the summer and the usual Christmas vacation. For the purpose of state supervision, the state supervisor of vocational agriculture should be previously notified of summer vacation dates.

(e) Insofar as possible school buses should be provided for field trips of agricultural pupils in high school departments.

(f) Room for agricultural department should ordinarily consist of a laboratory class room, a small room for milk testing, and a farm mechanics shop, suitably arranged for efficient instruction.

1. The laboratory should be provided for the exclusive use of the agricultural department so that the instructor may use it for preparation, or students may use it for conference study or laboratory work

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while classes are not in session. Location, size, and arrangement of this room should also facilitate its use for young farmer and adult classes.

2. The testing room should be so arranged and equipped as to provide adequate facilities for this part of the vocational agricultural program which needs constant emphasis in Wisconsin.

3. The shop should provide adequate space and facilities for farm mechanics instruction including the care, adjustment, and repair of farm machinery and farm motors, farm wiring, repair of farm utensils, the construction and repair of farm appliances, and tool care and sharpening. Experience indicates that a minimum of 1,600 square feet, and for most schools at least 2,000 square feet, is desirable for farm mechanics space.

(g) Sufficient equipment and reference material should be provided to make possible the maintenance of a high grade of vocational agricultural instruction. The equipment should include running water in the laboratory, testing room and shop, tables and chairs for the laboratory, proper filing space for records and reference material and adequate storage space for equipment and supplies. References should 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.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.

A-V 4.04 Salary and travel. (1) The salary of the instructor in agriculture is determined by the local board. It should be exclusive of travel.

(2) Additional salary should be paid high school instructors for conducting classes for young and adult farmers. It should be recognized that the conduct of these classes depends upon considerable individual contact and organization work and that supervision of farming programs is also an essential part of the program.

(3) Travel allowances should be sufficient to cover the cost of transportation. In high school departments it should be recognized that travel is necessary for contacting prospective pupils, supervision of farming programs, organizing and conducting young and adult farmer classes, conducting the activities of the F.F.A. chapter, and making individual contacts with farmers and others. It should be recognized that adequate insurance is one of the elements of travel cost.

(4) The instructor should make monthly and annual reports of his services and travel to the local authorities.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.

A-V 4.05 Federal aid. (1) **REIMBURSEMENT.** Federal aid for vocational agriculture is provided under the Smith-Hughes and George-Barden Acts for the purpose of promoting and further expanding the program. It is provided at a rate of not to exceed 50% of the salary of the all-day instructor exclusive of travel. Where instructors are hired to give full time or a definite part time to young farmer and adult classes and tuition is not charged, reimbursement is provided at a rate of not to exceed five-sixths of the salary of such instructors. Reimbursement can be provided only upon that part of the salary which is actually paid for vocational agricultural instruction and on the salaries of fully qualified instructors.

(2) **SAME.** Reimbursement will not be provided on the salaries of instructors in agriculture who coach or assist in coaching interscholastic athletics.

(3) **DEDUCTION.** In schools in which the instructor in agriculture conducts other classes, a deduction of at least 15% will be made for each such class. The instructor may be assigned one main room period without deduction if there is no interference with the work of the department.

(4) **INSTRUCTOR ALSO PRINCIPAL.** In schools in which the instructor in agriculture is also principal, it will be assumed that his duties as principal require 35% or more of his time. The principal should not assume responsibility for an agricultural department with over 30 students enrolled.

(5) **VETERAN TRAINER.** Reimbursement shall be made to a school employing a veteran trainer for high school classes only when such instructor is employed for at least one-half time for such purpose. (The training of 10 veterans is considered as a one-half time job for a veteran trainer.)

(6) **INSTRUCTION.** (a) *Class instruction.* 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. 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.

(7) **FARM SHOP POLICIES.** (a) A farm shop for instruction in vocational agriculture should have:

1. A double door with a sufficient width to admit entrance of farm machinery and other large equipment.
2. Open floor space for efficient application of woodworking and related activities and machinery and tractor instruction with work benches located along the walls.
3. Adequate working tools for various application jobs and provisions for the storage of same.
4. Adequate heating, lighting and ventilation.

(b) School establishing new departments of vocational agriculture must have satisfactory farm shops.

(c) *Separate farm shop.* This is a farm shop which is available for the exclusive use by students and classes in vocational agriculture. The instructor may teach a maximum of one class in general shop

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procedure for mixed groups of students when the department enrollment is less than 70. In such cases reimbursement on the salary for this instruction will be provided if the majority of the students are enrolled in vocational agriculture. It is recommended that shops in this classification have a minimum area of 1000 square feet of space. Normal reimbursement of federal aid may be paid to the local school under approved conditions. If the shop is inadequate, a reimbursement of 75% of the normal reimbursement may be paid.

(d) *Integrated shop program.* The farm shop will be shared with a maximum of 2 classes in industrial arts. It is recommended that such shops have a minimum of 1600 square feet. Schools which have shops which meet these minimum requirements may be eligible for the normal reimbursement for the program of vocational agriculture. Any variation not meeting the conditions listed may receive 75% of the normal reimbursement which would be paid if all minimum conditions were met.

(e) *Correlated vocational agriculture shop.* This includes the dual or shared use of a multiple purpose shop with designated areas for vocational agriculture and industrial arts. It is recommended that such shops have a minimum area of 2200 square feet. Schools with shops meeting these requirements may receive the normal reimbursement of aid in vocational agriculture. Any variations not meeting the conditions listed may receive 75% of the normal reimbursement which would be paid if all minimum conditions were met.

(f) When no farm shop is available in a school having an established program of vocational agriculture, a token reimbursement in the amount of \$100 will be paid.

(8) **REIMBURSEMENT BASIS.** Effective July 1, 1955, schools establishing vocational agricultural departments will be reimbursed on the same basis as schools that have been established for more than 3 years.

(9) **ENROLLMENT.** Schools in which the high school enrollment in vocational agriculture is 90 or more will receive only a token reimbursement of \$100 unless 2 or more instructors are employed.

(10) **CLASSES FOR YOUNG AND ADULT FARMERS ESSENTIAL.** The conduct of classes for young and adult farmers is considered to be an essential part of the vocational agricultural program. All departments are expected to conduct at least 2 such classes annually.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57; r. (6) and recr. (6) (a), Register, August, 1958, No. 31, eff. 9-1-58.

A-V 4.06 Young and adult farmer classes. (1) Adult farmer classes shall be conducted for at least 10 lessons.

(2) Young farmer classes shall be conducted for at least 15 lessons. A year-round program is preferable.

(3) Schools meeting time requirements under options 4 or 9 shall provide 50 hours of young and adult farmer classes.

(4) Classes will be counted as 2 hours; farm mechanics may be 3 hours and 5 hour classes may be held during Christmas recess. Field trips of classes may be counted for their full time.

(5) For reimbursement purposes, the period of class conducted in one day will be one session. Reimbursement can be given only on time on Saturday afternoons, evenings, or vacations.

(6) Schools reported in any one year should be conducted entirely during that year—between July 1 and June 30.

(7) Must be organized instruction on a unit basis, each unit to consist of 5 or more lessons.

Note: For example: meetings for milk testing, soil testing, etc. cannot be counted unless accompanied by organized instruction.

(8) If one school desires to arrange with another for providing the young and adult farmer instruction, our office should, before the instruction begins, be provided with a copy of the agreement between the schools for such training. As evidence that satisfactory training has been provided the area served by the host school, a final report will be submitted by the school sponsoring the course giving the names of the enrollees, the school area in which they reside, the attendance, the character and scope of farming programs developed with the enrollees.

(9) (a) Reimbursement for young and adult classes to schools conducting approved programs of vocational agriculture on a twelve month 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. When instructors are employed to give full or a definite part of their time to young and adult farmer classes, reimbursement of federal aid may be provided at a rate not to exceed 50% of the salary in addition to state aid.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57; r. (9) (a) and (b) and recreate (9) (a), Register, October, 1957, No. 22, eff. 11-1-57.

A-V 4.07 Assistance from state board. Our staff will be available to counsel with schools planning new or remodelling old facilities of the local agricultural department, and to discuss other problems relative to the agricultural program.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.

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