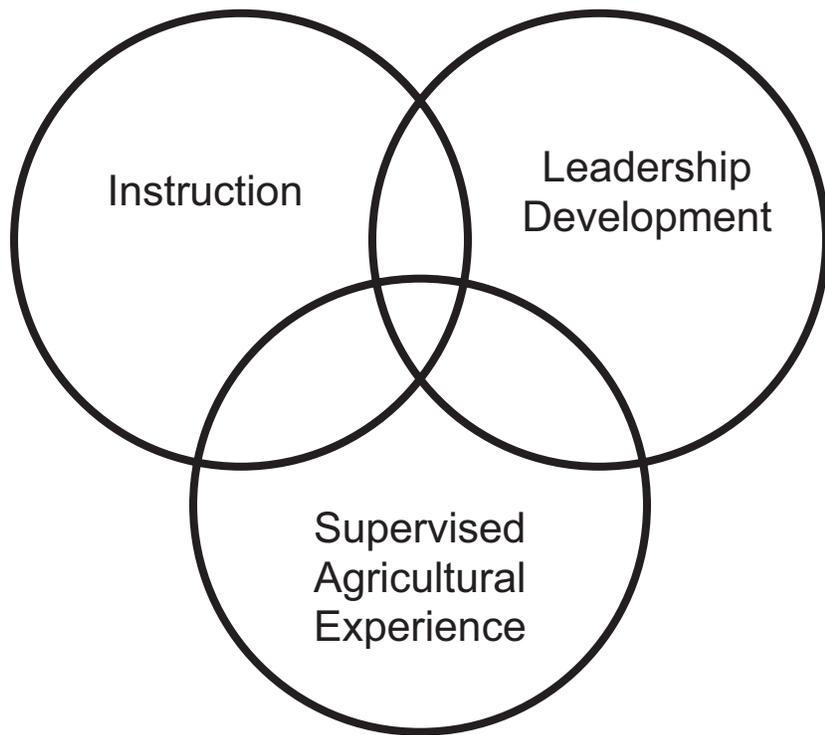


# Agricultural Education

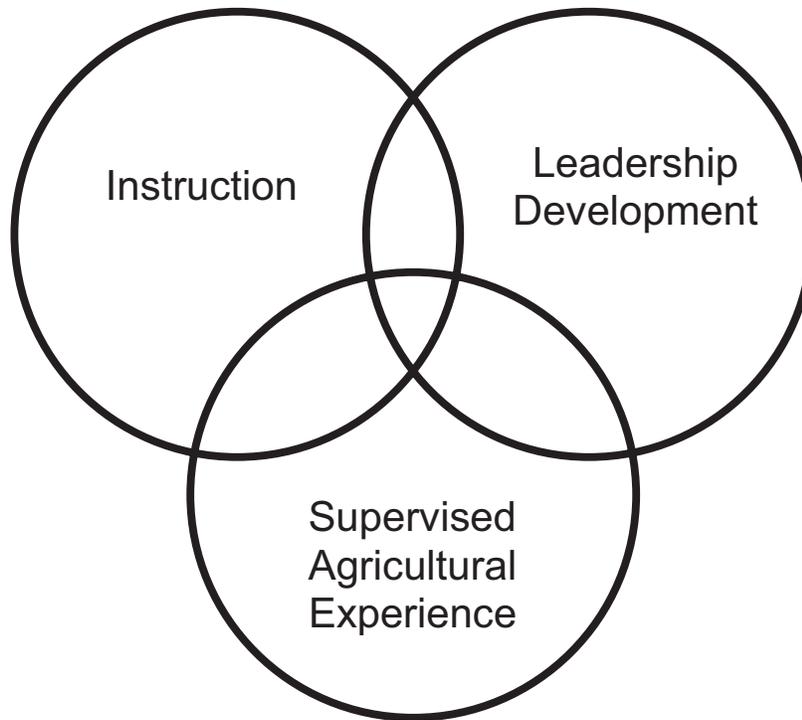
## Program Planning Handbook For Missouri Schools



Joint Staff in  
Agricultural Education  
2003

# Agricultural Education Program Planning Handbook for Missouri Schools

Fifth Edition



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This publication was made possible by the Joint Staff in Agricultural Education  
and is available on the World Wide Web at: [aged.missouri.edu](http://aged.missouri.edu)

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## Acknowledgment

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The *Agricultural Education Program Planning Handbook for Missouri Schools* was developed and written to provide guidance and assistance to agricultural educators in planning, conducting and evaluating programs of agriculture in Missouri's public schools. Since the last edition (1997) of the *Handbook*, several changes have taken place in how programs of agricultural education are planned, delivered, and evaluated. Therefore, the Joint Staff in Agricultural Education recommend that the *Handbook* be revised and re-distributed to Missouri's teachers of agriculture.

Numerous teachers of agriculture, teacher educators, and state supervisors provided suggestions, examples, and sample documents in the revised edition of the *Agricultural Education Program Planning Handbook for Missouri Schools*. Appreciation is extended to all the individuals who collectively made the 5<sup>th</sup> edition of the *Handbook* possible. A special thank you is given to Debbie Wassmann for her efforts in formatting the *Handbook* and making it available electronically on the World Wide Web at [aged.missouri.edu](http://aged.missouri.edu).

# **Agricultural Education Program Planning Handbook for Missouri Schools**

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# Introduction

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The local agricultural education program can be a great asset to a community. To accomplish this, the program needs the support of the entire community. This support is developed by hard work and planning. It is said that those who “fail to plan, plan to fail.” Success begins with goal setting and planning. *The Agricultural Education Program Planning Handbook for Missouri Schools* was developed so local agriculture instructors could plan to succeed.

Additionally, the local agriculture program must operate within the policy framework of the local board of education. A written annual and long-range plan of goals and activities is needed by each agriculture department to formally identify how the program operates within the policy. Guidelines for the evaluation and planning of the agricultural programs may be found in the Standard and Quality Indicators for Agriculture Program Improvement.

## Why Have a Plan?

Lloyd Phipps best explained why each agriculture department needs its own annual and long-range plan in the following quote:

*“The primary function of a teacher of agriculture is to provide a program which will best meet the agricultural education needs of all the people living in a school district. A teacher needs to allot time so that it will be used most effectively in developing their program. The teacher may be called upon to assist with community activities, all of which are desirable, but it may be too time consuming to help with all of them. A written plan prepared with the guidance of others in the community will help protect a teacher from inroads on the time available for teaching and conducting a comprehensive agricultural education program.”*

Be sure to include students from school age through adults in the program. Good preplanning is a benefit to any program and greatly aids evaluations by The Missouri School Improvement Program, accreditation groups, peers, the school administration, and most of all, the community.

## Who Should be Involved?

All who will be affected by the actions in the plan should be involved in its development. This is where the local agriculture advisory committee is invaluable. It involves people from all parts of the community that deal in agricultural-related activities. Involving the local administration in the planning will also help avoid problems throughout the school year.