



Department of Agricultural and Extension Education

**CREDIT ASSIGNMENT FOR STATE OR NATIONAL LEVEL 4-H, FFA OR OTHER  
CAREER AND TECHNICAL STUDENT ORGANIZATION LEADERS**

Description:

Youth leaders who serve at least one year in a state or national 4-H, FFA or other Career and Technical Student Organization leadership position can receive credit for AXED 100 (Introduction to Agricultural, Extension, and Technology Education- 3 credits) and AXED 230 (Early Field-Based Experience- 1 credit). To receive credit, they must be fully admitted to the main campus and have completed their leadership year. During their year in the position they must develop a portfolio containing the following tabbed sections and items to qualify for their credits:

1. **JOURNAL:** Leaders will keep a daily journal of their leadership experiences. The purpose of the journal is to reinforce learning while in the leadership position. In the journal, leaders will reflect critically on their experiences. They will provide insights, descriptions and evaluation of leadership approaches used and other pertinent information. (20 points)
2. **ACTIVITY PLANS:** Leaders will keep plans for all leadership development activities (e.g., workshops) that were planned, implemented and evaluated by the leaders and their leadership teams. (10 points)
3. **SPEECH SCRIPTS:** Scripts or notecards from all speeches given during the year will be filed in this section. (20 points)
4. **LEADERSHIP PAPER:** Leaders will write a five-page paper (word-processed, Times 12 font, 1 inch margins, double-spaced) discussing what they have learned about leadership during the year. (20 points)
5. **CORRESPONDENCE:** Leaders will keep all correspondence composed and receive during the year. (10 points)
6. **SCRAPBOOK:** Students will keep a scrapbook of programs, brochures, photographs, and other records of their leadership year. (10 points)
7. **SUPERVISOR EVALUATION:** Adult supervisors of youth leaders will be asked to complete an evaluation on each leader. Leaders will turn in their completed portfolio first to their adult supervisor. After the supervisor completes the evaluation the leader can turn

the portfolio into the Agricultural and Extension Education Department. Supervisors can also provide feedback on the scoring of the other sections of the portfolio. (10 points)

The notebook will be submitted for credit during the first semester when both AXED 100 and AXED 230 are offered following completion of the leadership year. A letter grade will be assigned to AXED 100 based on the points received in the portfolio assignment.

The scale used for assigning grades to the portfolio and leadership experience is:

92.5-100	A
90.0-92.49	A-
87.5-89.99	B+
82.5-87.49	B
80.0-82.49	B-
77.5-79.99	C+
72.5-77.49	C
70.0-72.49	C-/S
60.0-69.99	D/U
Below 60.0	F

Over 70.0 for the portfolio will earn an S (satisfactory) grade for AXED 230 (graded S/U).

If you have any questions, please contact the Department of Agricultural and Extension at (505) 646-4511.