



New Extension Agent

Self-Study Guide

Guidebook can be retrieved online at:
<http://extensionlearning.tamu.edu/NewEmployees.htm>

New Extension Agent Self Study Guide

Updated by Organizational Development, August 2009

Welcome to the Extension Family. You have joined a group of dedicated professionals who enjoy helping people through educational programs in the areas of agriculture and natural resources, family consumer sciences, 4-H and youth development and community resource and economic development. This self study guide is designed to help the county Extension agent as a newly employed faculty member of Texas AgriLife Extension Service. It is an organized plan of observation and participation under the guidance of District Extension Administrator, County Extension Director, Regional Program Director, Mentor and/or Co-worker.

You will be expected to complete this assignment within six months of the time you are employed. As you complete an activity, fill in the guide. It is not necessary for you to follow the guide according to page order.

Experience has proven the value of this training activity. Other agents will work with you concerning reference material as well as other assistance you may need as you complete this assignment. When you have completed this self study guide, please submit it to your District Extension Administrator/County Extension Director for review and evaluation. Best wishes to you as you complete this self study guide and begin your career as a county Extension agent.

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Name _____

Title _____ County _____

Address _____

Date received _____ Date completed _____

County Background Information

It is necessary for you as a county Extension agent to have knowledge of the population, geography and economic situation in the county(ies) in which you serve. This is commonly referred to as background information. Information on available communication media is also needed. Complete this section by filling in the information for your county.

Suggested references

- Current U.S. agricultural and population census reports
<http://www.census.gov/>
http://www.agcensus.usda.gov/Publications/2002/County_Profiles/index.asp
- Office file on background information
- County TCFE Results and Regional Data Summit Planning Documents (2004-2008) at <http://futuresforum.tamu.edu>
- Agency Strategic Plan (2007-2012) at <http://agrilifeemployees-ext.tamu.edu>
- Texas Almanac
- County Agent Annual Program Plan at <http://texas.tamu.edu>

People who can help you

- Other Extension personnel
- Farm Services office manager
- School superintendents
- Manager of local Chamber of Commerce
- Officers and members of the Leadership Advisory Board, its program area committees and youth board
- Key leaders

A. Population information

| | |
|--|-------|
| Number of towns | _____ |
| Number < 99,999 population | _____ |
| Number > 100,000 population | _____ |
| Number of farms and ranches | _____ |
| Number of farm or ranch owners | _____ |
| Number of farm or ranch tenants | _____ |
| Number of farmers working away from home | _____ |
| Average size of farm or ranch | _____ |
| Total population | _____ |
| Farm population | _____ |
| Number of farm or ranch families | _____ |
| Rural non-farm population | _____ |
| Percent of population over 65 years of age | _____ |
| Percent of population under 18 years of age | _____ |
| Number of school age boys and girls in grades 3 - 12 | _____ |

B. Geographic information *(To be completed by agents with primary responsibility for Agriculture and Natural Resources)*

Land area of county (square miles) _____

Acres in: _____

Forests _____

Pasture or improved range, native grassland _____

Cultivation _____

Topography _____

Types of soil _____

Elevation _____

Average annual rainfall _____

Last frost date (spring) _____

First frost date (fall) _____

Length of growing season _____

C. Economic information

Annual total gross income in county from all sources \$ _____

| | | |
|--|----------|---------|
| Amount and percent of county annual income from: | Amount | Percent |
| Oil and gas | \$ _____ | _____ |
| Business | _____ | _____ |
| Industry | _____ | _____ |
| Recreation/tourism | _____ | _____ |
| Government (except military) | _____ | _____ |
| Military | _____ | _____ |

Agriculture (List major enterprises in the county)

| Name of enterprise | Amount | Percent |
|--------------------|--------|---------|
| | \$ | |
| | | |
| | | |
| | | |

Total agricultural enterprises in county _____

Others (List)

D. General information

| | |
|--|-------|
| Number of households | _____ |
| Trend (increase or decrease) | _____ |
| Persons per household | _____ |
| Trend (increase or decrease) | _____ |
| Educational level (median school years completed) | _____ |
| Median family income level | _____ |
| Number of women employed outside the home | _____ |
| Number of married women | _____ |
| Infant mortality rate | _____ |
| Number of families with children under 6 years of age | _____ |
| Number of families with children under 18 years of age | _____ |
| School dropout rate | _____ |
| Unemployment rate | _____ |
| 4-H clubs | |
| 1. Community | _____ |
| 2. Project | _____ |
| 3. School | _____ |
| 4. Community Partnerships | _____ |
| Special interest projects | _____ |
| Curriculum enrichment | _____ |
| Total number of 4-H clubs | _____ |
| Total number of 4-H members | _____ |
| Number of 4-H adult leaders | _____ |
| Number of Texas Extension Education Association (TEEA) members | _____ |
| Number of Extension study groups | _____ |
| Number of master volunteers | _____ |

E. Write a paragraph about the history and development of the county.

F. Press, radio and television facilities

1. Primary daily paper(s) circulated in the county

| Name of paper | Name of reporter | Location | Have you met editor and reporters? |
|---------------|------------------|----------|------------------------------------|
| | | | |
| | | | |
| | | | |

2. Primary weekly paper(s) circulated in the county

| Name of paper | Name of reporter | Location | Have you met editor and reporters? |
|---------------|------------------|----------|------------------------------------|
| | | | |
| | | | |
| | | | |

3. Primary radio station(s) in the county

| Station | Program director | Location | Have you met director? |
|---------|------------------|----------|------------------------|
| | | | |
| | | | |
| | | | |

4. Primary television station(s) serving the county

| Station | Program director | Location | Have you met director? |
|---------|------------------|----------|------------------------|
| | | | |
| | | | |
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| | |
|---|--|
| Organization and Personnel | An Extension agent needs to understand how Texas AgriLife Extension Service is organized at the state, county, and district levels and the responsibilities of his or her particular job. It is important to be acquainted with organizations in the county that assist with carrying out the county programs. |
|---|--|

Suggested references

- Organizational chart
http://agriflifeemployees-ext.tamu.edu/pdfs/organizationalchart.pdf
- Local Extension agents (See your county web page)
- Job description
- Records on file
- Learn About Extension
http://agriflifeextension.tamu.edu/about
- Extension Personnel Directory
http://agriflifeemployees-ext.tamu.edu
http://perdir.tamu.edu/Docs/ExtensionDirectory.pdf

A. General information about Texas AgriLife Extension Service

1. Name the individuals who hold the following Texas AgriLife Extension Service administrative positions:

| <i>Position</i> | <i>Name</i> |
|--|-------------|
| Director | _____ |
| Executive Associate Director | _____ |
| Associate Director-Agriculture, Natural Resources and Community Resource Economic Development | _____ |
| Associate Director - County Programs | _____ |
| Associate Director for 4-H and Youth Development and Human Sciences | _____ |
| 4-H and Youth Development Program Director | _____ |
| Urban Program Director | _____ |
| Information Technology Director | _____ |
| AgriLife Communications and Marketing Director | _____ |

2. Complete the following:

- a. The state headquarters for the Texas AgriLife Extension Service is located in _____
- b. For organizational management purposes Texas is divided into _____ Extension Regions.
- c. The headquarters for your district is located in _____
- d. The name of your District Extension Administrator _____ or County Extension Director _____
- e. The names of your RPDs (FCS, AG & 4-H) are: _____

- f. The names and titles of Extension specialists located at your district headquarters are:

| Name | Title |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

B. General information about your job

Become acquainted with the following:

| 1. History, development, objectives and characteristics of Texas AgriLife Extension Service | Date completed | Questions/remarks |
|--|----------------|-------------------|
| <p>References</p> <p><i>Land-Grant Universities and Extension into the 21st Century</i>, George R. McDowell (Check with your District Office or local library)</p> <p><i>Taking the University to the People</i>, Wayne D. Rasmussen, Chapters 1 - 3 (Check with your District Office or local library)</p> <p>http://texasvolunteer.tamu.edu/TX_History-for-volunteers.pdf</p> | _____ | _____ |
| <p>2. History, development, objectives and characteristics of the 1890 programs and the Cooperative Extension Program of Prairie View A&M University</p> <p>Reference: http://pvcep.pvamu.edu/</p> | _____ | _____ |

| | Date completed | Questions/remarks |
|--|----------------|-------------------|
| 3. Job description. Study your job description to learn your responsibilities | _____ | _____ |
| References | | |
| <i>County Extension Agents Current Job Description</i> | _____ | _____ |
| <i>County Job Responsibilities</i> | _____ | _____ |
| 4. Career ladder. Study the promotion system for county Extension agents | _____ | _____ |
| Reference | | |
| Guidelines on Professional Career Ladder System for County Extension Agents http://extensionlearning.tamu.edu/Recognition.htm | _____ | _____ |
| 5. Organizational Development Unit | | |
| a. Read and become familiar with the following materials. | | |
| References | | |
| http://extensionlearning.tamu.edu/Agents.htm | | |
| Texas AgriLife Extension Service <i>Opportunities to Pursue Graduate Study</i> fact sheet http://extensionlearning.tamu.edu/PDFs/GuidelinesforTakingCourses2008.pdf | _____ | _____ |
| <i>Study and Training Request Form</i> http://yespds.tamu.edu/forms/strequest.cfm | _____ | _____ |
| <i>Extension Professional Improvement Leave Application Form at LeaveTraq</i> https://sso.tamu.edu/ | _____ | _____ |
| Professional journals such as the <i>Journal of Extension</i> http://www.joe.org/index.html | _____ | _____ |
| b. Become familiar with various professional associations relevant to your work. http://extensionlearning.tamu.edu/Associations&Publications.htm | _____ | _____ |
| c. Work with your supervisor to complete an Individual Development Plan texas.tamu.edu | _____ | _____ |

| | Date completed | Questions/remarks |
|---|----------------|-------------------|
| 6. Civil rights. Gain knowledge of civil rights (Equal employment opportunity/affirmative action) policies, and regulations | _____ | _____ |
| References | | |
| Definitions of Civil Rights Laws and Terms Relative to Program Activities http://agrilifeemployees-ext.tamu.edu/pdfs/cr_definitions.pdf | _____ | _____ |
| Recruiting and Selection Guide for Hiring Managers and Supervisors http://aghr.tamu.edu/recruitment/recruiting-guide.pdf | _____ | _____ |
| Affirmative Action Plan for Texas AgriLife Extension Service http://aghr.tamu.edu/AAP/TCE-AAP.pdf – See “Statement of Purpose” | _____ | _____ |

C. Information on county organizations and key leaders

Use the following outline to obtain information about organizations and individuals in the county. Write “does not apply” in blanks where condition does not exist.

1. Extension Agents

| Name | Title | Major job responsibility |
|------|-------|--------------------------|
| | | |
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| | | |

2. Extension Secretaries

| Name | Major job responsibility |
|------|--------------------------|
| | |
| | |
| | |

3. County Leadership Advisory Board (LAB)

Number of members on LAB _____

| Name of LAB Member | Address | Position Held |
|--------------------|---------|---------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

4. Program committees/task forces /youth board

| Committee/task force/youth board | Chair | Number of members |
|----------------------------------|-------|-------------------|
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5. Commissioners Court

County Judge _____Support Staff _____

| Commisioners Name & email address | Support Staff & Contact information |
|-----------------------------------|-------------------------------------|
| | |
| | |
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| | |

6. State Legislators

| Name | Title | Address |
|-------------|--------------|----------------|
| | | |
| | | |
| | | |
| | | |

7. U.S. Congressional Representatives and Senators

| Name | Title | Address |
|-------------|--------------|----------------|
| | | |
| | | |
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| | | |

8. County 4-H Leaders' Association

| Name | Position Held | Address |
|-------------|----------------------|----------------|
| | | |
| | | |
| | | |
| | | |

9. County 4-H Council

| Name | Position Held | Address |
|-------------|----------------------|----------------|
| | | |
| | | |
| | | |
| | | |

10. County Texas Extension Education Association (TEEA)

| Name | Position Held | Address |
|-------------|----------------------|----------------|
| | | |
| | | |
| | | |
| | | |

11. **Farm Services Agency/County Executive Director**

| Name | Location of office |
|------|--------------------|
| | |

12. **Farm Services Agency/Rural Development**

| Name | Address |
|------|---------|
| | |
| | |
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| | |

13. **Capital Farm Ag Credit manager (serving the county)**

| Name | Location of office |
|------|--------------------|
| | |

14. **Natural Resources Conservation Service (NRCS) employees**

| Name | Title | Location of Office |
|------|-------|--------------------|
| | | |
| | | |
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15. **Public/Private schools**

| School | Superintendent | Principal |
|--------|----------------|-----------|
| | | |
| | | |
| | | |
| | | |
| | | |

18. **School superintendents**

| Name | Location of office |
|------|--------------------|
| | |
| | |
| | |
| | |

19. **Agricultural Science Teachers**

| Location | Teacher |
|----------|---------|
| | |
| | |
| | |
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| | |

20. **Young Farmers Association**

President _____

21. **Family, Career & Community Leaders of America (FCCLA) Teachers**

| Location | Teacher |
|----------|---------|
| | |
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| | |

23. **Major farmer cooperatives in the county**

| Name of cooperative | Manager |
|---------------------|---------|
| | |
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24. **Farm Services Agency Manager**

| Name | Location |
|------|----------|
| | |
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25. **Key leaders of organized livestock or crop associations in the county**

| Organization | Name | Address |
|--------------|------|---------|
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26. Key leaders of major farm organizations in the county

| Organization | Name | Address |
|--------------|------|---------|
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27. Executives or key leaders of major organizations and agencies in the county working with families

| Organization | Name | Address |
|--------------|------|---------|
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28. Executives of major organizations in the county working with youth

| Organization | Name | Address |
|--------------|------|---------|
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29. Executives of Chambers of Commerce in the county

| Organization | Name | Address |
|---------------------|-------------|----------------|
| | | |
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| | | |

30. Mayors, city managers and members of city councils

| Name | Title | City |
|-------------|--------------|-------------|
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31. Officers or other key leaders in major civic organizations in the county

| Organization | Name | Address |
|---------------------|-------------|----------------|
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32. Officers or key leaders in other professional organizations or special interest groups in the county.

| Organization | Name | Address |
|---------------------|-------------|----------------|
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|------------------------------------|--|
| Reports and Records | Schedule definite times to examine all types of reports and records for which Extension agents are responsible. You will participate in making reports, keeping records, and how to order materials and forms. |
|------------------------------------|--|

| A. Reports | Date observed | Questions/remarks |
|--|-----------------------|--------------------------|
| Meet with supervisor to discuss the computerized monthly reporting system <i>http://texas.tamu.edu</i> | _____ | _____ |
| <i>Monthly Certificate of Service</i> (Online in LeaveTraq) <i>http://sso.tamu.edu/</i> | _____ | _____ |
| <i>Extension Activity Report to County Commissioners Court</i> (D-843) | _____ | _____ |
| <i>Report of County Office Conferences</i> (D-738) | _____ | _____ |
| <i>Weekly Crop and Weather Report (Online)</i> <i>Texas Ag Statistics Service</i> <i>http://cpcswb.nass.usda.gov</i> | _____ | _____ |
| B. Forms <i>http://texasextension.tamu.edu/</i> <i>http://agriflifeemployees-ext.tamu.edu/</i> | | |
| Leave Request Online LeaveTraq <i>http://sso.tamu.edu/</i> | _____ | _____ |
| Travel Request Form (Out of County/State) (AG-802) <i>http://agservices.tamu.edu/forms/fiscal_forms.htm#travel</i> | _____ | _____ |
| Online Study and Training Request Form (D-1023) <i>http://yespds.tamu.edu/forms/strequest.cfm</i> | _____ | _____ |
| Professional Improvement Leave Application Form (D-833) <i>http://extensionlearning.tamu.edu/PDFs/RequestforProfessionalImprovement.pdf</i> | _____ | _____ |
| Request for Extension Service Publications - Online AgriLife Bookstore <i>http://agriflifebookstore.org/</i> | _____ | _____ |
| C. Current records of membership | Date Completed | Questions/remarks |
| 4-H members, officers and leaders | _____ | _____ |
| 4-H Council members and officers | _____ | _____ |
| 4-H Adult Leader Association members and officers | _____ | _____ |
| Texas Extension Education Association (TEEA) | _____ | _____ |
| List of individuals conducting result demonstrations/applied research project | _____ | _____ |

Using Texas AgriLife Extension Service Program Development Process

This section deals with the program development process - the involvement of local citizens in planning, implementing and evaluating the Extension program. Texas AgriLife Extension Service program development model should be used by all agents in carrying out their job responsibilities.

You will be expected to observe and participate in certain program development activities. Following these experiences, you will write a brief report on what you observed and learned and what you think could be done to improve the program development process in your county.

Suggested references

• Program development & annual planning references

E-345, AgriLife Program Development Model: Keys to Education that Works
<http://extensioneducation.tamu.edu/PDmodel-E-345.pdf>

D-1446, Outcome-Directed Programs

Additional resources for these areas can be found at
<http://extensioneducation.tamu.edu>

• Volunteer management references

D-1451, Volunteer Administration in the 21st Century: Roles Volunteers Plan in Extension

D-1452, Volunteer Administration in the 21st Century: Leadership Advisory Boards

D-1453, Volunteer Administration in the 21st Century: Program Area Committees and Youth Boards

D-1454, Volunteer Administration in the 21st Century: Volunteer Associations and Groups

D-1455, Volunteer Administration in the 21st Century: Understanding and Managing Direct and Episodic Volunteers

D-1456, Volunteer Administration in the 21st Century: Managing the Risk Associated with Volunteer Services

<http://texasvolunteer.tamu.edu/vol-curriculum.htm>

Additional resources for Volunteer Management are found at
<http://texasvolunteer.tamu.edu>
<http://extensioneducation.tamu.edu>

• Program evaluation

E-227, Questionnaire Design: Asking Questions with a Purpose
<http://extensioneducation.tamu.edu/eval-publications.htm>

Additional resources on evaluation can be found at
<http://extensioneducation.tamu.edu/evaluation.htm>

A. Program development documents

| | Date completed | Questions/remarks |
|---|-----------------------|--------------------------|
| Study County Texas County Futures Forum (TCFF) Results & Regional Data Summit Planning Documents (2004-2008) at http://futuresforum.tamu.edu | _____ | _____ |
| Review Extension Agent Annual Program Plan http://texas.tamu.edu | _____ | _____ |

Briefly describe the relationship of these documents.

B. Extension Leadership Boards and Committees

Use the space below to diagram a Leadership Advisory Board, Program Area Committees and Youth Board. Include tasks forces and coalitions, if any.

| | Date completed | Questions/remarks |
|--|-----------------------|--------------------------|
| Observe a meeting of the Leadership Advisory Board | _____ | _____ |
| Attend/participate in one or more area program committee or youth board meetings to accomplish the following activities: | | |
| 1. Implement a scheduled educational activity. | _____ | _____ |
| 2. Develop annual plans for the year. | _____ | _____ |
| 3. Evaluate an educational program. | _____ | _____ |

As you take part in meetings, observe the following procedures:

| | | |
|--|-------|-------|
| 1. Steps in setting up and preparing for the meeting | _____ | _____ |
| 2. How the meeting agenda is developed | _____ | _____ |

3. How members are contacted/involved in meetings _____
4. How resource people (Extension and non-Extension) are identified and involved in committee meetings/educational activities _____

C. Annual planning

Work with county staff in writing a program plan based on priorities met by one or more program committees or task forces _____

Observe how the plan and Extension program are used in planning, implementing, evaluating and interpreting educational programs. _____

D. Brief Report on Program Development Process

Based on your study of the program development process (outlined in E-345) and your observations and experiences of this process in the county, use the space below to describe how all five phases of the process are being carried out in this county. Point out both strengths and weaknesses. Also, tell what you would change to improve the way the process is being carried out in this county (use extra paper if necessary).

E. Procedure for requesting assistance from Extension specialist

Explain how to request assistance from an Extension specialist. If the request requires scheduling the specialist for a trip to the county, explain the procedure to use.

Getting the Job Done

This section deals with things an employee must know and understand to accomplish the day-to-day job of being a county Extension agent. Observe, record date when completed and indicate questions/remarks if any.

A. Office management

- | | Date completed | Questions/remarks |
|---|----------------|-------------------|
| 1. Observe office equipment and arrangement. | _____ | _____ |
| 2. Study organization of files and uniform filing guide. | _____ | _____ |
| 3. Observe techniques used in answering and relaying telephone calls. | _____ | _____ |
| 4. Observe co-worker's (Mentor's) techniques in talking to an office visitor. Participate in an office visit. | _____ | _____ |
| 5. Develop a personal calendar for a year in advance. | _____ | _____ |

B. Office conference

- | | | |
|---|-------|-------|
| 1. Participate in regular office conferences of county personnel. | _____ | _____ |
| 2. Observe the use of a county calendar in office conference. | _____ | _____ |

C. Farm and home visits or other personal contacts

- | | | |
|---|-------|-------|
| 1. Make several farm and home visits or other personal contacts with the co-worker (mentor) and observe procedures and techniques used. Be sure to visit result demonstrations. | _____ | _____ |
| 2. Make some visits or contacts on your own. | _____ | _____ |
| 3. Write a paragraph or outline the procedure for making effective farm and home visits or other personal contacts. | | _____ |
| | | _____ |
| | | _____ |
| | | _____ |
| | | _____ |

D. Letters

| | Date completed | Questions/remarks |
|---|----------------|-------------------|
| m. 1. Individual | | |
| a. Observe agent's incoming mail/e-mail for one day, assist agent in answering. | _____ | _____ |
| b. Study correct business letter form. | _____ | _____ |
| 2. Circular letter | | |
| a. Read and analyze some recent circular letters written by agents in your county. | _____ | _____ |
| b. Write a circular letter for the co-worker (Mentor) critique. | _____ | _____ |
| 3. Attach one copy of an individual and one copy of a circular letter written by you. | | |

E. Publications and visual aids

| | Date completed | Questions/remarks |
|---|----------------|-------------------|
| 1. Find out how state, USDA and commercial publications are obtained. | _____ | _____ |
| 2. Determine how publications are distributed in the county. | _____ | _____ |
| 3. Observe how current publications are displayed, kept current and how supply is maintained. | _____ | _____ |
| 4. Become familiar with audio visual resources that are available to support the county program. obtained. | _____ | _____ |
| 5. Outline the procedure for obtaining state, USDA and commercial publications. Include "for sale" bulletins. | | |
| | | _____ |
| | | _____ |
| | | _____ |
| | | _____ |
| | | _____ |

F. Newspaper articles

Date completed

Questions/remarks

1. Read current news articles concerning Extension work in county paper(s).

2. Get acquainted with newspaper editor, farm editor, and women's editor. Find out what makes a good news article.

3. Read agricultural resources, community development and/or Family Consumer Science articles in professional journals or magazines.

4. Attach three different news articles which you wrote or helped write.

5. List resources available from AgriLife Communications on news writing and visual aids.

References

Handouts provided by AgriLife Communications during New Employee Orientation.

Additional information can be found at:

<http://agcomm.tamu.edu/>

<http://texasextension.tamu.edu/agnews/latest.php>

G. Radio and television

Date completed

Questions/remarks

1. Observe one or more radio and television programs presented by agents.

2. Participate in a radio or television program if possible.

3. Plan a radio broadcast on a subject of interest in your county. Call your area communications specialist or Ag Communications, for suggestions or if you need help.

4. Get acquainted with the radio farm and home editors for the county and/or talk show hosts if available. Ask them what makes a good radio program.

5. Find out how agents obtain radio and television tapes which are prepared by the Department of Agricultural Communications.

H. Meetings

1. Observe the different kinds of meetings the agents in the county took part in during your training period. Participate if possible. _____
2. Observe the parliamentary procedure used in conducting meetings. _____
3. Write a brief statement setting forth the factors which made one of the meetings you attended successful or unsuccessful. _____

I. Educational Presentations

Date completed

Questions/remarks

1. Review the "4-H Presentation Guide."
4-H 3-5.012 Texas 4-H Public Presentation Guide--
Method Demonstrations and Illustrated Talks _____
2. Learn the definition for public presentation. _____
3. Observe educational presentation. Include 4-H family consumer sciences and agriculture. _____
4. Prepare and present an educational presentation before a group. _____

J. Result demonstrations

1. Learn the definition for result demonstration. _____
2. Visit result demonstrations. Include 4-H, agriculture, family and consumer sciences areas. _____
3. Study *Suggested Plans for Developing Result Demonstrations*.
Applied Research & Result Demonstrations
<http://goldmine.tamu.edu/> _____
4. Prepare a proposal to develop and conduct a result demonstration. _____
5. Observe how result demonstrations become a part of program area committee educational programs. _____

K. Other teaching methods

- 1. Read definitions and descriptions of educational programs, methods, techniques and devices in E-345. Teaching Effectiveness
See L-2424, "Preparing a Presentation for Educational Programs."

L. Write a paragraph or an outline giving an account of a educational presentation in which you participated or observed.

M. Write a paragraph or an outline giving an account of a result demonstration in which you participated or one that the agent is conducting.

Reference
D-639, *Extension Agent's Guide for Result Demonstrations* found at
<http://countyprograms.tamu.edu/CPOADMIN/Docs/ResDemRptFmt.pdf>

<http://goldmine.tamu.edu/>

N. 4-H organization (*All agents are to complete this section*)

Review the Texas 4-H Management Website “The 4-H Road to Success” found at <http://texas4-h.tamu.edu/mgtguide/>

| | Date completed | Questions/remarks |
|---|----------------|-------------------|
| 1. Study the <i>Management Section</i> “ <i>Equipping for the Journey</i> ”. | _____ | _____ |
| 2. Study the <i>Membership Units Section</i> “ <i>Putting it in Drive</i> ” | _____ | _____ |
| 3. Study the <i>Volunteer Development Section</i> “ <i>Driver’s Education for Volunteers</i> ” | _____ | _____ |
| 4. Study the section on Risk Management “ <i>Dips, Speed Bumps, and Detours</i> ” | _____ | _____ |
| 5. Study the section on Resource Development. “ <i>Taking the Toll Road</i> ” | _____ | _____ |
| 6. Review the section on Diversity “ <i>The Scenic Route</i> ” | _____ | _____ |
| 7. Review the section on Collaboration “ <i>Taking the H.O.V. Lane</i> ” | _____ | _____ |
| 8. Review the section on Program Development “ <i>Plotting the Course</i> ” | _____ | _____ |
| 9. Participate in a 4-H council meeting. | _____ | _____ |
| 10. Attend a 4-H meeting | _____ | _____ |

O. Volunteer 4-H leader recruitment and training (*All agents are to complete this section*)

Reference

<http://texasvolunteer.tamu.edu/>

INVEST - Invest In Volunteers - Extension’s Superior Team

| | Date completed | Questions/remarks |
|--|----------------|-------------------|
| 1. Learn the responsibilities of County Extension Agents in volunteer 4-H leader recruitment and training. | _____ | _____ |
| 2. Assist in a club managers leadership training meeting conducted by a County Extension Agent. | _____ | _____ |
| 3. Assist in a project leaders training meeting. | _____ | _____ |
| 4. Observe material the agent presents and his or her methods of presentation. | _____ | _____ |

- | | | |
|---|--|--|
| 5. Learn the responsibilities of volunteer leaders in carrying out a specific program, such as agriculture or home economics. | | |
| 6. Observe how adult, junior and teen leaders work with 4-H members. | | |
| 7. Study 4-H volunteer leader teaching guides | | |
| 8. Learn how recognition should be given to volunteer leaders. | | |
| 9. Study and observe the adult 4-H leader association. | | |
| 10. State in your own words why you think it is important for Extension agents to recruit and train volunteer 4-H leaders. | | |
| | | |
| | | |
| | | |

P. 4-H projects *(All agents are to complete this section)*

Reference

4-H Publications Catalog (State 4-H office)
<http://texas4-h.tamu.edu/publications/index.html>

| | Date completed | Questions/remarks |
|--|----------------|-------------------|
| 1. Learn the various projects available for 4-H members. | | |
| 2. Study and observe how volunteer leaders help select projects. | | |
| 3. Learn how to deliver programs to short-term groups through curriculum enrichment and special interest projects. | | |
| 4. Review the National 4-H Cooperative Curriculum System - Member Project Books linked on the publication page of the Texas 4-H website at http://texas4-h.tamu.edu | | |

Q. 4-H award programs (*All agents are to complete this section*)

1. Become acquainted with the different 4-H award programs that are available and the requirements for participating in them. _____
2. Assist with county and district 4-H award programs. _____
3. Review the 4-H Management Section: Recognition: "Using the High Beams" <http://texas4-h.tamu.edu/mgtguide/Recog/REC%20All.pdf> _____

References

4-H 3-3, Texas 4-H Clover (Opportunities Handbook)
http://texas4-h.tamu.edu/publications/membership/4H_Clover.pdf

4-H 3-5.012, 4-H Presentation Guide
<http://texas4-h.tamu.edu/publications/presentation/4H35012.pdf>

R. 4-H Youth Development (*All agents are to complete this section*)

What 4-H Youth Development opportunities currently exist in the county?

Write or attach any other information which you think would reflect the extent of training received. Include what further training you feel you need.

Educational programs conducted by Texas AgriLife Extension Service to serve people of all ages regardless of socioeconomic level, race, color, sex, religion, disability or national origin.

Issued in furtherance of Cooperative Extension Work in Agriculture and Home Economics, Acts of Congress of May 8, 1914, as amended, and June 30, 1914, in cooperation with the United States Department of Agriculture. Edward G. Smith, Director, Texas AgriLife Extension Service, The Texas A&M University System.