

INSTITUTIONAL DIRECTIVE 8-12

January 22, 2007

Title: Instructional Service Projects

I. Purpose

It is the purpose of this directive to set forth policies and procedures governing instructional service projects.

II. Definition

An Instructional Service Project (ISP) is a learning activity in which students construct, repair, maintain, or otherwise improve machinery, equipment, structures or other physical objects which are not the property of Piedmont Technical College.

III. Policy

It is the policy of Piedmont Technical to use Instructional Service Projects when such projects enhance student learning.

IV. Authorized Recipients and Charges

Instructional Service Projects will be performed only for PTC students, PTC employees to include members of the Area Commission and Piedmont Tech Foundation Board, units of state and local governments, and non-profit organizations. Charges to recipients will be only those direct costs incurred to perform the project, plus five percent to cover loss or breakage. There will be no charges for personal services rendered.

V. Responsibilities

- A. Department Heads are authorized to approve internal Instructional Service Projects that meet the guidelines of this directive.
- B. Department Heads and Division Deans must jointly approve all external projects that require students to leave the campus.
- C. The Associate Vice President for Special Programs/Dean of Engineering and Industrial Technology must also approve all external projects exceeding ten hours in length.
- D. The Executive Vice President and the President must approve all external projects exceeding twenty hours in length.

Office of Responsibility: Vice President/Chief Educational Officer

IV. Procedures

- A. A person desiring an Instructional Service Project should contact the Department Head in which the project will be performed.
- B. The Department Head will complete an Instructional Service Approval Form (Attachment A) specifying the services to be performed.
 - 1. One copy will be given to person requesting project (after approvals).
 - 2. One copy will be given to the Division Dean (after approvals).
 - 3. One copy will be kept on file in the department (after approvals).
- C. Specific departmental procedures are recorded in Attachment 1.
- D. For projects, internal to Piedmont Technical College, (e.g., internal construction, renovations, projects that modify or change facilities must be reviewed and approved by the Plant Superintendent, and the President.) The latter will forward major projects to the President for approval also.

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Approved for Publication **Date**

Project Procedures For Industrial Technology Departments

**(Automotive, Building Construction, Heating, Ventilation
and Air Conditioning, Horticulture, Industrial Electronics,
Machine Tool, and Welding)**

1. Work will not be accepted unless it falls within the academic program competencies and is owned by a student, non-profit organization, state institution, or Tech employee. Exceptions may be made by joint approval of both Department Head and Dean if work is needed for specific training. Students will do all work.
2. Piedmont Tech assumes no responsibility for work performed and there is no guarantee associated with this work.
3. No firm time of completion will be given to customers. The educational program will always have priority over completion dates.
4. A work order will be written before any work is accepted. This order should reflect all cost for the project. (Attachment B).
5. All parts and materials will be bought and paid for by the customers. The parts and materials should be delivered to the department head before work is started.
6. Tips are prohibited and will not be accepted by instructional personnel or the students.
7. An Instructional Service Approval Form will be completed and approved before any work begins. (Attachment A).
8. All projects will be completed in the order received.
9. A disclaimer form will be signed by the customer before the work begins. (Attachment C).

Piedmont Technical College Disclaimer and Liability Release Form

NAME: _____

ADDRESS: _____

PHONE: _____

ITEM/ TASK DESCRIPTION: _____

DATE: _____

By signing this release form, I hereby freely declare that neither Piedmont Tech, nor anyone associated with Piedmont Tech, can or should be held liable in any manner for the quality, use, ownership, or any adverse effects relative in any way to the above described item/task.

SIGNATURE: _____

DATE: _____