



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

PROCEDURE NUMBER: 3-1-1012.1

PAGE: 1 of 2

TITLE: Live Work Projects

**RELATED POLICY
AND PROCEDURES:** 3-1-1012 Live Work Projects

**DIVISION OF
RESPONSIBILITY:** Academic Affairs

July 11, 2013

Date Approved by President

Date of Last Review

Date of Last Revision

Administrative Responsibilities

It is the responsibility of the Vice President for Academic Affairs in conjunction with the Academic Deans to review and revise this procedure.

Definition

Live Work-any student work which is conducted as an integral part of a credit program in a laboratory setting, for a fee, under the supervision of an instructor, and which enhances the student's knowledge and skills by providing the student with the opportunity to work under real-world working conditions.

Procedure

A. General Guidelines

1. The Live Work must be an integral part of the curriculum that can be identified with specific learning outcomes for the course or program of study and that student learning is the primary objective of each activity.
2. Any fees collected are to be used to pay expenses and to enhance the program.



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PROCEDURE NUMBER: 3-1-1012.1

PAGE: 2 of 2

3. Under no circumstance is a student or instructor to receive money or favors or in any way personally profit financially from live work. This is expressly prohibited and will result in disciplinary action.
4. Customers will be informed of the risks involved with the live work activity and will sign a waiver releasing the College, the instructor or student of any liability.
5. Piedmont Technical College (PTC) assumes no responsibility for work performed and there is no guarantee associated with this work.

B. Prioritized List for Requests

Live work projects will be conducted on a prioritized basis as follows:

1. College projects
2. Students
3. PTC employees to include members of the Area Commission and PTC Foundation Board
4. State and local government units
5. Non-profit organizations
6. General public

C. Project Procedure

1. If a project is deemed acceptable by the instructor, an Instructional Service Approval form will be filed out and if applicable a work order.
2. The customer is required to sign the Disclaimer/Liability Form and Instructional Service Approval Form.
3. No firm time of completion will be given to customers.
4. No job will be released to the customer until full payment has been made.