PROCEDURE:
IV.M.2.g. Ogeechee Technical College
Opticianry Live Work Projects

Revised: February 17, 2010; February 16, 2011; February 15, 2012; February 20, 2013; November 20, 2013; February 18, 2015
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Adopted: January 2009

I. POLICY
Certain occupational areas require specific skills or competency mastery that can best be obtained or demonstrated in a laboratory environment with real items or projects. A laboratory environment introduces the "customer dimension" into personal service occupations such as cosmetology and provides real-world working conditions to such industrial and technical occupations as auto mechanics, auto body repair, welding, building construction and others. Instructional Live Work Projects, when carefully managed and controlled, provide a needed dimension to laboratory learning for certain occupations as a planned and integrated component of the curriculum.

II. APPLICABILITY
This procedure applies to the Ogeechee Technical College Opticianry program.

III. RELATED AUTHORITY

IV. DEFINITIONS
None.

V. ATTACHMENTS
Opticianry Lifestyle Form
Opticianry Live Work Project Approval Form
Opticianry Live Work Projects Log
Opticianry Live Clinic Bill of Sale

VI. PROCEDURE
1. Forms
   The instructor will use the following forms to manage the Live Work Project.
   a. Form A: Opticianry Lifestyle Form
   b. Form B: Opticianry Live Work Project Approval Form
   c. Form C: Opticianry Live Work Projects Log
   d. Form D: Opticianry Live Work Bill of Sale
2. Responsibility
a. The Opticianry program instructors are responsible for the operation of the Opticianry Live Work Project and will keep a Live Work Projects Log. The students and facilities may not be used for personal gain or profit.
b. The Opticianry program instructors will maintain a list of requested Live Work Projects and will schedule appointments when that particular course of study is being covered.
c. Students shall always participate in Live Work Projects, and the work may not be performed solely by the instructors.
d. A Live Work Project Approval Form must be completed before beginning each Live Work Project.
e. All Live Work Projects shall comply with the Governor’s Executive Order on Ethics.

3. Permissible Projects
   a. The Opticianry program will perform live work for faculty, staff, currently enrolled Ogeechee Technical College students, and nonprofit organizations.
   b. Live Work will be scheduled to facilitate the education and development of Opticianry students.
   c. The work performed will be in support of curriculum being taught during that academic term.
   d. The Opticianry program instructors will decide on the number of clients they can serve during the academic term.

4. Procurement of Materials
   a. Any materials will be ordered by the Opticianry program instructors.
   b. The College is not responsible for the cost of materials.
   c. The Opticianry program instructors will secure cost information of materials and relay to the client via the Live Work Project Approval Form.

5. Work Performed
   a. The Live Work Project will be scheduled during the College’s normal hours of operation.
   b. No work is to be performed without the approval of the Opticianry program instructors.
   c. The Opticianry instructors shall be assigned to Live Work Projects within the scope of their employment and shall not receive extra compensation except as may be warranted by normal overload policies.
   d. All work will be completed on a first come basis.
   e. Each completed job will be inspected and approved by the Opticianry program instructors.
   f. Clients bring their prescription to the clinic and the student assists the client with their eyewear needs.
   g. The student will complete a Lifestyle Form and give to the instructor.
   h. The client pays for the eyewear before lenses, frames, or other materials can be ordered.
   i. The instructors are responsible for ordering the client’s eyewear.
   j. When the client’s eyewear arrives, the student will notify the client and schedule a return appointment.
6. Financial Administration
   a. Ogeechee Technical College will be fully reimbursed for all direct costs
      associated with the delivery of Live Work Projects.

7. Collection of Fees
   a. The instructor will assign the work to individual students.
   b. Each client will be listed on the Live Work Projects Log.
   c. The Project Approval Form must be completed before any work is done.
      This form will list the materials and associated costs needed to complete
      the Live Work Project.
   d. The instructors will prepare an Opticianry Live Work Bill of Sale.
   e. The client will take the Opticianry Live Work Bill of Sale to the Business
      Office and remit payment to the Cashier. The Cashier will issue a receipt
      to the client.
   f. The client is required to bring the receipt to the Opticianry Clinic before the
      materials are ordered.

8. Liability, Defense and Indemnification
   a. Although Live Work Projects, as an integral part of the College's academic
      curriculum, are governed by the State of Georgia's constitutional doctrine
      of sovereign immunity and its related statutes, Ogeechee Technical
      College shall take all necessary steps to ensure that its Live Work Projects
      are managed in a way so as to minimize or eliminate the risk of harm to
      patrons, students and employees. Moreover, the Commissioner and the
      President shall take appropriate steps to legally protect the Technical
      College System of Georgia and Ogeechee Technical College from legal
      liability arising out of Live Work Project activities.
   b. Potential patrons and other recipients of Live Work Project services will
      sign declarations of assumption of risk and waivers of liability. Each
      person requesting live work will be required to sign the Live Work Approval
      Form and a waiver of liability and declaration of assumption of risk with the
      understanding that there is no warranty, express or implied.

VII. RECORD RETENTION
    All forms will be reviewed on an annual basis and revised as needed. All
    completed forms will be retained according to the TCSG Records Management Policy.