

PROCEDURE:

5.1.11p4. Electrical Systems Technology Live Work Projects

Revised: February 17, 2010; February 16, 2011; February 15, 2012; February 20, 2013; November 20, 2013; February 18, 2015; February 21, 2018

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Adopted: January 2009

I. PURPOSE

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. RELATED AUTHORITY

Ogeechee Technical College Procedure 5.1.11p1. Business Office Procedures for Live Work Projects

III. APPLICABILITY

This procedure applies to the Ogeechee Technical College Electrical Systems Technology program.

IV. DEFINITIONS

None.

V. ATTACHMENTS

Electrical Systems Technology Live Work Project Request Approval Form
Electrical Systems Technology Live Work Projects Log

VI. PROCEDURE

1. Forms

The instructor will use the following forms to manage the Live Work Project.

- a. Form A: Electrical Systems Technology Live Work Project Request Approval Form
- b. Form B: Electrical Systems Technology Live Work Projects Log

2. Responsibility

- a. The Electrical Systems Technology instructors are responsible for the operation of the Live Work Project.

- b. Work performed will be in support of the curriculum.
 - c. Students shall always participate in Live Work Projects and the work may not be performed solely by the instructors.
 - d. The Electrical Systems Technology instructors will maintain a list of requested Live Work Projects and will schedule appointments when the project can be incorporated into program students' current course of study.
 - e. Live Work Projects shall not be of a production nature and Ogeechee Technical College shall avoid direct competition with local private enterprise.
 - f. The instructors, students, or facilities may not be used for personal gain.
 - g. All Live Work Projects shall comply with the Governor's Executive Order on Ethics.
3. Permissible Projects
- a. The Electrical Systems Technology Program will perform Live Work Projects for Not for Profit organizations and governmental agencies.
 - b. Live Work Projects are scheduled to facilitate the education and development of Electrical Systems Technology students.
 - c. All work will be completed on a first come basis.
 - d. The Electrical Systems Technology instructors will decide on the number of Live Work Projects that can be scheduled during the academic term.
4. Procurement of Live Work Project Supplies
- a. No work is to be performed without the supervision of the Electrical Systems Technology instructors.
 - b. No work is to be performed until the instructor completes the following steps.
 - i. The client must complete a Live Work Project Request Approval Form.
 - ii. The instructor will maintain the Live Work Projects Log.
 - c. All work will be completed on a first come basis.
 - d. The client will be notified when the Electrical Systems Technology instructor and students will arrive to estimate the Live Work Project.
 - e. The student/s will generate a list of supplies needed to complete the Live Work Project and give the list to the client.
 - f. The student/s or instructor will make the client an appointment.
 - g. The client will purchase all of the supplies and equipment.
 - h. The College is not responsible for the purchasing of any supplies or equipment.
 - i. The client will be expected to obtain the supplies or equipment within a three day time period from the assessment date. The instructor must get an approval from the Dean for Academic Affairs for an extension.
 - j. If the client does not purchase the supplies in the allotted time, the work order will be cancelled and the client must apply again.
5. Work Performed

- a. The Live Work Project will be scheduled during the College's normal hours of operation. The instructor must request in writing from the Dean for Academic Affairs for an exemption.
 - b. The instructor will be present the entire time the students are at the Live Work Project site.
 - c. The Electrical Systems Technology instructors shall be assigned to the Live Work Project within the scope of their employment and shall not receive extra compensation except as may be warranted by normal overtime or overload policies.
 - d. Students are not allowed tips when assigned to a Live Work Project.
 - e. The Live Work Project will be inspected and approved by the Electrical Systems Technology instructor.
6. Financial Administration
- a. Ogeechee Technical College should be fully reimbursed for all direct costs associated with the delivery of Live Work Projects.
 - b. Ogeechee Technical College shall determine the amount to be charged for each service provided.
 - c. All monies associated with Live Work Projects shall be subject to state fiscal and accounting policies, but excess revenues may be carried forward to successive fiscal years.
 - d. Monies generated by Live Work Project activities shall be classified as special revenue funds.
 - e. Monies generated by Live Work Project activities shall be considered as a source of revenue when developing annual budgets.
 - f. Monies generated by Live Work Projects activities shall not be used to supplant existing state or federal funds.
 - g. Excess monies or "profits" generated by Live Work Projects activities shall be used only to enhance instructional programs.
 - h. The instructor will balance with the Business Office. The instructor will use the Live Work Client Request Project Approval Form and Live Work Projects Log to balance as applicable.
 - i. The instructor will schedule a meeting monthly with the Dean for Academic Affairs to discuss the results of the balance.
7. Collection of Fees
- a. Not for profit organizations and governmental agencies will not be assessed a fee.
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 Projects 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 work order 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.