

PROCEDURE:

5.1.11p7. Opticianry Live Work Projects

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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 Opticianry and provides real-world working conditions to such industrial and technical occupations. Instructional Live Work Projects, when carefully managed and controlled as a planned and integrated component of the curriculum, provide a needed dimension to laboratory learning for certain occupations.

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 Opticianry program.

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 the project can be incorporated into program students' current course of study.
 - c. Students shall always participate in Live Work Projects; 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 Ogeechee Technical College faculty and staff, as well as their family members; currently enrolled Ogeechee Technical College students and their family members; 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, the Dean for Academic Affairs, and the Executive Vice President for Academic and Student Affairs, provided through the signed Opticianry Live Work Project Approval Form.
 - 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, first served basis.
 - e. Each completed job will be inspected and approved by the Opticianry program instructors.
 - f. Clients will bring their prescription to the clinic, and students will assist the client with their eyewear needs.
 - g. The student will assist the client with completing the *Opticianry Lifestyle Form* and will submit the completed form to the instructor.
 - h. The client will pay for estimated cost of 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 estimated 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 for half of the estimated cost 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.
 - g. If there are any changes to the cost due to adjustments, additional materials needed, or additional work, the client will pay the balance to the Cashier upon completion of the project before the eyewear will be released.
- 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.