

WGTC 6.10

Live Work

Instructional live work projects – demonstrating skills on real items, projects, or patrons – when carefully managed and controlled, provide a needed dimension to laboratory learning for certain occupations as a planned and integrated component of the curriculum. 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, and others.

Live work may be conducted on or off school property to enhance learning and skill development. All live work projects must be approved by the Academic Dean of the respective program with final approval from the Vice President for Academic Affairs. The College must be fully reimbursed for all costs related to live work, but the projects and practices shall not be in competition with private local enterprise.

Funds received for live work projects may be used to purchase supplies, equipment, materials, and services needed to continue the program. Faculty are assigned to instructional live work projects within the scope of their employment and do not receive extra compensation except as may be warranted by normal overtime or overload policies. Tips or other gratuities to school employees are not authorized; however, normal tips or gratuities to students are acceptable.

Appropriate procedures for the implementation of Live Work Projects shall be developed each program. The procedures shall include, but are not limited to, the following items:

1. A list of programs which are eligible to perform live work;
2. A list of the type of work that may be performed;
3. Definitions of the type and scope of Live Work Projects which may be performed for profit and those for which the college will only be reimbursed for actual costs associated with the project;
4. Prioritized list of persons for whom live work may be performed (i.e. faculty, staff, students, general public);
5. Establishes definite parameters within which live work may be conducted (i.e. business hours, school days, etc.);

6. Includes a statement that live work shall always involve student participation and that live work may not be performed solely by instructors;
7. Sets forth the procedures that must be followed when live work is conducted (scheduling procedures, forms, etc.);
8. Includes a statement to inform the customers that they assume the risk of the work being performed;
9. Emphasizes that the students and facilities may not be used for personal gain or profit;
10. Informs customers of the costs related to the services (i.e. fees and/or purchase of parts/supplies);
11. States that live work projects shall not be of a production nature and do not compete with private enterprises; and
12. A statement that all Live Work Projects shall comply with the Governor's Executive Order on Ethics.

Reference: State Board Policy 5.1.11.
<https://www.tcsg.edu/tcsgpolicy/files/5.1.11.pdf>

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Academic Affairs	Effective: 3/2009
Division: Academic Affairs	Reviewed: 8/2021 Revised: 8/2021	