

PROCEDURE

Number: 41-04
Title: Live Work Projects
Responsibility: Academic Affairs
Original Approval Date: 2/3/2004
Last Cabinet Review: 2/10/2025
Last Revision: 2/26/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: Policy 40-5 Live Work Projects

Other:

Procedure Description

I. PURPOSE

Authorized Projects

Live Work Projects are authorized only when the service or work to be performed is related directly to the instruction being conducted at the time the project is undertaken.

II. PROCEDURE

Live Work Projects will be authorized in the following instructional areas:

- Heating, Ventilation, Air Conditioning Technology
- Automotive/Diesel
- Engineering Graphics Technology
- Machine Tool Technology
- Industrial Electricity/Electronics
- Dental Hygiene/Dental Assisting
- Electronics Engineering Technology
- Welding
- Cosmetology

Other areas may be added by the Vice President of Academic Affairs when deemed appropriate.

Project Approval

Live Work Projects or estimates related thereto shall not be initiated unless authorized by one of the following:

President

Vice President

Department Head

Normally, the Department Head must authorize in writing any Live Work Project associated with the instructional program.

Persons eligible to participate in Live Work Projects include members of the staff, faculty, and student body of the Florence-Darlington Technical College. Members of the community may participate only when approved by the President. All requests must be in writing.

Publicity of Projects.

The capability of the Florence-Darlington Technical College will not be publicized outside of the College itself. Any and all publicity will be released by the Vice President for Academic Affairs upon request from Department Head involved.

Process: Automotive/Diesel Work:

- A. Work shall be performed on a first-come, first-serve basis.
- B. A Liability Release Statement must be completed for each project regardless of how minor, and signed by the owner of the equipment or material. This statement must be signed by the owner and attached to the work order.

C. A Work Order Form shall be prepared in duplicate, one copy will be retained in lab/shop file for one year; one copy will be provided for the customer. The work order must have the approval signature of the owner before work is initiated. The following information is required:

1. Date form initiated
2. Name, address, and phone number of owner
3. Brief description of work to be performed
4. Parts required
5. Estimated cost of parts
6. Estimated completion date
7. Proof of ownership of all motor vehicles must be presented.

D. Live Work Project items shall not be accepted more than two days prior to time work is to be initiated.

E. Live Work Project items must be removed from the campus within 48 hours following completion of work or at such other time as directed.

F. All Live Work Projects will have the work order attached in a conspicuous area.

Charges/Fees

Customers will be required to pay for all parts and materials required. Normally, the owner of the item shall purchase all spare parts and/or supplies essential to the project and deliver them to the instructor concerned prior to beginning the work. (A fee will be charged only on work completed on Live Projects in the Automotive/Diesel department. The fee charged will be the Automotive Labor/Time Guide flat rate times (x) current federal minimum wage. A fee will be charged for work completed as well as for diagnostic and troubleshooting services.)

Live Work Supervision

Instructors shall be responsible for ensuring that instructional objectives and effective teaching techniques are employed and that good public relations are maintained in connection with Live Work Projects. Instructors shall also ensure that all Live Work Projects are performed on campus. Any exceptions will be approved by the President only.

Live Work Projects will not be performed at any time for anyone where the item is used in business or industry without the specific approval of the President.

Instructors performing Live Work Projects where students are not involved, shall do so on their own time, and shall perform such work only when it is consistent with the policies outlined herein.