



Where Your Future Is Waiting

POLICY NUMBER: AA 1021

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| Title: | Live Work |
| Effective Date: | 10/24/2018 |
| Last Revision Date: | 02/01/2023 |
| Office: | Academic Affairs |

Policy Statement

Technical skills and competency mastery may be obtained or demonstrated in a lab environment that utilizes actual items or projects. Part of training at CLTCC may involve live-work tasks. All live work must fall within the parameters of the curriculum and objectives for the course in which the student is enrolled. Acceptance of live-work projects is at the instructor's discretion and is determined by the need for projects that relate directly to the curriculum. At no time will this type of work experience interfere with the normal progression of instruction as outlined in the course curriculum.

Requirements

The following requirements guide live-work projects:

1. A written request for work (Live Work Request) must be completed and approved by the instructor and program dean, who will assign a student to the project and note competencies or units of instruction to be addressed. (Some programs may require additional work orders to be completed.)
2. Work is limited to property owned by students, school employees, civic enterprises, or charitable organizations and must not be insurance related.
3. All costs involved in the work (parts, supplies, etc.) must be borne by the person(s) requesting the work.
4. Neither the student(s) performing the work, the instructor supervising the work, nor the College will be liable for losses or damages that might occur in connection with the work.
5. As the work is used as a training exercise for students and is not performed by professionals, there is no guarantee for the live-work project.
6. Live-work projects must be removed from the College grounds within 15 days of notification of completion, or the College will dispose of the property as it sees fit.

Review Process:

| | <i>Reviewing Committee/Entity</i> | <i>Review Date</i> | <i>Approval Date</i> |
|--|--|---------------------------|-----------------------------|
| | <i>Chancellor</i> | 10/24/18 | 02/01/2023 |

Distribution: *Posted to College's website*