

AV Technology & Film Pathway Using Live Work

AV Technology & Film Pathway procedures for utilizing Live Work in their projects; it is allowed as long as the projects are directly related to the instructional objectives of the individual programs. The term "Live Work" shall mean work performed on personal property items of employees, students or clients by technology center students as a part of the instructional process.

Live Work shall cause no gift of technology center resources, no conflict of interest to occur, or no use of student labor for profit.

Live Work is performed by students under the direction and supervision of technology center instructors. Live Work is an integral part of the instructional process to assist students in achieving competency in the occupational area and to provide students with "hands on" experience. Examples of Live Work include, but are not limited to: vehicle servicing and repair; appliance repair; building construction; remodeling of existing buildings; and electrical, plumbing, sheet metal and carpentry work. These are examples only and not intended to limit activities which may constitute Live Work.

The sale of items made or grown by students and the delivery of personal services does not constitute Live Work. Examples of items not considered Live Work include, but are not limited to: the sale of plants; cosmetology, nail and facial services; machined replicas; and welded products for sale.

Qualifications

All Live Work projects are selected in relation to the instructional objectives of the individual program. Live Work projects should enhance the instructional process rather than replace it. The program instructor shall have the responsibility to inform the customer whether the proposed project does or does not fit into the instructional process. The program director shall have final approval of whether a Live work project will be allowed in the instructional program.

Live Work projects may be done either on campus or off campus. Any off-campus projects must have: (a) instructor or designee approval; and (b) parent/guardian approval for secondary students and students under 18 years of age, with appropriate technology center local field trip permission form completed.

Technology center transportation may be required for off campus work projects. Instructors shall take the entire class of students or make arrangements with the director for supervision of those who stay behind.

Live Work Orders

Live Work orders will be initiated for every Live Work project. A work order number (obtained in the campus administrative office from a master reference list) will be assigned to the Live Work order before any work is initiated. When a Live Work order number has been assigned, the customer's name, address, telephone number, a description of the work to be done, and an estimate of cost will be included on the work order. The customer must authorize the work by signing the work order. All Live Work orders will be available for daily inspection. Parts, supplies and costs will be listed on the Live Work order. Completed Live Work orders will be handed into the appropriate administrative office by the instructor.