

LIVE PROJECTS-CURRICULUM PROGRAM PROCEDURE

Related Board of Trustees Policy: BP 4.9

Approval: September 2011

Revision:

Live Projects– Curriculum Program

- 1) Currently enrolled students have first priority for live project work, followed by faculty and staff.
- 2) Live projects will be considered in all industrial/transportation programs.
- 3) The project should be associated with the current unit of study (e.g. Braking systems) or a subject area that has been covered previously.
- 4) A cursory examination of the project shall be made by the instructor, including prognosis, parts, labor and time estimate.
- 5) Once the project is deemed acceptable and reasonable with regards to time, expense, effort, and applicability, the following must be accomplished:
 - a. A work order is filled out and maintained in each discipline
 - b. Customer is issued and shall sign the “Consumer Statement”
 - c. An appointment will be made for the service (unless the work can be accomplished that day)
 - d. Customer will purchase known repair parts and supplies for the project
- 6) Once the live Project work is accomplished, the customer is notified
- 7) Only live projects of short duration, as deemed by the instructor, would be considered and approved.
- 8) Questions involving the validity or timeliness of a live project should be brought to the Chair of Industrial, Transportation and Service programs, who will have the final decision regarding the project.
- 9) Live projects from the community must receive prior approval from the President or his/her designee.

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