

CP – 4.9.1

LIVE CLIENT PROJECTS

Related Board of Trustees Policy: BP 4.9

OPR: President

Approved: September 28, 2021

Previous Editions: September 2011

LIVE CLIENT PROJECTS

The College conducts “Live Client Projects,” as defined by Board of Trustees Policy 4.9, as an integral part of student learning experiences. These projects fall within one of two categories:

(1) Educational programs that produce goods that are sold or provide services for a fee. These live projects are continuous in nature and are a normal and necessary product of the learning activities of students. They are conducted for the following academic programs:

- Cosmetology
- Esthetics
- Barbering

The appropriate Vice President shall create and sustain Internal Control Processes to ensure efficient and appropriate conduct of live projects that comply with Policies and Procedures as well as the regulations of the applicable program licensing or approving agency(ies). The Vice President shall give a report annually to the College President regarding these programs.

(2) Educational programs in which students, as part of their educational experiences and as part of the instructional course requirements, create, repair or remodel non-college owned personal property or real property. This College Procedure sets forth the requirements for these live client projects.

Project Prioritization

- (1) Student projects
- (2) College employee projects
- (3) Community projects

Project Requests

Individuals or groups (“client”) may initially request a live client project by contacting the appropriate instructor or program manager. This initial request may be verbal or written.

When the instructor or program manager deems the project to be potentially suitable, he/she completes College Form 4.9.1a, "*Live Client Project Evaluation*." If the evaluation is favorable, the instructor or program director works with the client to complete College Form 4.9.1b, "*Live Client Project Agreement*." The agreement documents:

- A description of the project,
- The client's contact information,
- The instructional course(s) applicable,
- The responsible instructor(s) or program director,
- Timeline for completion,
- Materials and tools to be provided by the client,
- Costs to be borne by the client (which are limited to actual cost necessary to complete the project), and,
- Client acceptance of liability disclaimer. In particular, the client must acknowledge the project is to be performed by students for the sole purpose of instruction, and whose work is not guaranteed to be free of defects.

Project Closeout

The instructor or program director will notify the client upon completion of the project, and ensure all applicable costs have been paid. Excess materials will be returned to the client, unless the client requests they be donated to the College or disposed of.

The College will maintain records of the live client project, within the applicable academic department, for three (3) years following project completion. The records will include, at a minimum, the completed *Live Client Project Evaluation* and *Live Client Project Agreement* forms.

Project Liability Considerations

Prior to beginning a live client project, the instructor or program director must ensure the *Live Client Project Agreement* is signed by the client. Clients must agree to release the College from liability for workmanship, projects, and services provided to the client. Clients shall assume any and all risk, as well as all future liability, arising from the use of any property or materials resulting from a completed live client project.

Off-campus Live Client Project Sites

Prior to commencing any live client project at an off-campus location, the client must provide documentation of liability insurance covering College trustees, employees, students, and agents in an amount of no less than one million dollars from an insurance company authorized to conduct business in North Carolina.

The client must acknowledge that project work performed by College students at an off-campus location is non-reimbursable. The College shall not assume liability for students or property owners for accidents occurring as a result of work performed in connection with an off-campus project. Projects are not warranted regarding the quality or quantity of the work performed.

Transportation to and from off-campus project sites is the responsibility of the students and is not reimbursed by the College. Students are responsible for providing their own work clothes, gloves, safety glasses, and other basic gear as appropriate for the job site.

Associated Forms

- 4.9.1a. *Live Client Project Evaluation* form
- 4.9.1b. *Live Client Project Agreement* form

LIVE CLIENT PROJECT EVALUATION

The faculty/instructor who proposes to manage the project evaluates it according to the criteria below. A successful evaluation requires "YES" answers to questions 1-5 and "NO" answers to questions 6-10.

1.	Is the project one in which students, as part of their educational experiences and as part of the instructional course requirements, repair or remodel non-college owned personal property or real property	YES	NO
2.	Is the proposed project appropriate to the current subject material being taught?	YES	NO
	COURSE NUMBER: _____ COURSE NAME: _____ FACULTY/INSTRUCTOR: _____		
3.	Does the proposed project facilitate meeting current course objectives?	YES	NO
	LIST COURSE OBJECTIVES:		
4.	Can the proposed project reasonably be accomplished given the time constraints of the current subject matter?	YES	NO
	ESTIMATED PROJECT START DATE: _____ ESTIMATED PROJECT END DATE: _____		
5.	Are any benefits to the client reasonable and secondary to the educational purpose of the proposed project?	YES	NO
6.	Does the proposed project repair or remodel property primarily used in for-profit activities or intended for subsequent resale?	YES	NO
7.	Will the proposed project unreasonably compete with local business activities?	YES	NO
8.	Will the proposed project provide wage or other direct/indirect compensation to College employees or students?	YES	NO
9.	Will any products or equipment created by the proposed project be resold as part of the client's regular commercial activities?	YES	NO
10.	Will any College employee or student involved in the proposed project inappropriately benefit from or realize a financial gain due to project?	YES	NO

LIVE CLIENT PROJECT AGREEMENT

CLIENT NAME			
PROJECT NAME			
COURSE NUMBER		COURSE NAME	
PROJECT START DATE		PROJECT END DATE	
INSTRUCTOR		DEAN / VP	
DESCRIPTION OF PROJECT			
<i>(Attach additional pages as needed. Attach completed Form 4.9.1a., Live Client Project Evaluation.)</i>			
PROJECT TERMS AND CONDITIONS			
<ul style="list-style-type: none"> Client agrees to release Craven CC from liability for work, projects, and services provided to the client The client shall assume any and all risk, as well as all future liability, for the off-campus live client project Client must provide documentation of liability insurance covering the College's Board of Trustees, employees, students, and agents in an amount no less than one million dollars, from an insurance company authorized to conduct business in North Carolina Work performed by Craven CC students at an off-campus project is non-reimbursable The College assumes absolutely no liability to students or property owners for accidents occurring as a result of work performed in connection with an off-campus project The College makes no representations or guarantee regarding the quality or quantity of work performed; all completed work is accepted by the client "as is" All work shall be scheduled in such a manner so as not to interfere with students' other classes or academic requirements Transportation to and from the off-campus project is the responsibility of the students and will not be reimbursed by the College Students are responsible for providing their own work clothes, gloves, safety glasses, and other basic gear as appropriate for the job site, if not provided by the client 			
AGREEMENT AND APPROVAL			
	NAME	SIGNATURE	DATE
CLIENT			
COLLEGE			