



Title: Live Work
Effective Date: May 15, 2007
Date of Last Revision: May 15, 2007
Review Date:
Cancellation:
Office: Instructional Services (IS 100)

Live Work

Louisiana Technical College (LTC) defines the criteria and purpose for using Live Work as an instructional methodology. This policy applies to all students college-wide.

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

Distribution:

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James R. Sawtelle III
 Vice President for Career and Technical Education



Live Work

Procedures and Specific Information

160.1 SCOPE

All Live Work must fall within the parameters of the curriculum and objectives for the course in which the student is enrolled, regardless of whether these services are performed on or off campus. At no time will this type of work experience interfere with the normal progression of instruction as outlined in the course curriculum.

160.2 REQUIREMENTS

160.2.1 The instructor has the responsibility of ensuring that State Board policies are adhered to in each Live Work situation. The instructor shall ensure that the Live Work Agreement form is signed by all customers, including employees, and students of this institution before accepting property for live work. If the Live Work Agreement form is not signed as directed by this policy, the instructor accepting Live Work property will be personally responsible for errors and omissions regarding this property.

160.2.2 There is no charge for labor since students perform all work as a learning experience. The cost of all materials and supplies for work to be performed are the responsibility of the person receiving the service or the owner.

160.2.3 Live work projects that are performed off campus are limited to work for non-profit groups or agencies. Live work projects cannot be performed on property involved in insurance claims.

160.2.4 The instructor will complete a work order if applicable for every Live Work Project. The Instructor and Campus Administrator must approve all live work assignments.

160.2.5 The Louisiana Technical College (LTC) utilizes Live Work experiences to enhance skills and training for the course and assumes no liability for Live Work projects.

160.2.6 Live work is accepted from students and staff only to meet specific needs of components of the curriculum. For the following programs, the instructor may vary from this practice and accept work from the outside public if practice work is not available from students and staff: Barber Styling, Care and Development of Young Children, Cosmetology, Culinary Arts and Occupations, Graphic Communications, etc.

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