

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.2.12

Title: Policy on Live Work: Trades and Industry Programs	
Originated by: Vice President of Instructional Services and Vice President of Business Services	
	August 18, 2006
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on: July 25, 2011

Policy Statement: Performance of live work for students, their families or outside parties is sometimes performed to facilitate and enhance student learning.

Rationale: Manhattan Area Technical College recognizes the importance of hands on work for students enrolled in technical programs. Performance of live work in the academic setting may enhance student learning and also serve citizens in the surrounding community.

Definition: Any service performed by MATC students enrolled in a technical program under the supervision of a faculty member for a fee is considered live work. Examples of live work include the repair and installation of mechanical parts in the auto technology program and auto body repair; painting in the auto collision repair program; repair, maintenance, or refurbishing of heating units, air conditioning units or refrigerators in the HVAC program; or repair or construction of items in the welding program; and the construction of a home in the Building Trades program.

Guidelines: The use of student labor, college equipment, supplies, or facilities to generate a profit for any private business or individual is expressly prohibited and will result in disciplinary action, which may include termination of employment or dismissal from MATC.

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Procedure:

1. Live work performed in MATC academic programs must be an integral part of the curriculum that can be identified with specific student learning outcomes for a course or program of study. While performance of live work may generate a profit for the college and help support a program, it is acknowledged that student learning is the primary objective of such activities.
 - a. Procedure for performing live work for **outside parties or college employees.**
 - i. Prior to accepting a live work project, the instructor shall determine the specific student learning objectives, by course, that the live work project will fulfill and record those objectives on a numbered work order form.
 - ii. Prior to beginning a live work project, the instructor shall obtain the full name, address, telephone number, and any other relevant contact information from the customer and record on a numbered work order form and submit a copy to office of VPBS.
 - iii. Should the instructor anticipate the project requiring more than \$100 in parts or expenses to complete, the instructor will obtain a deposit of approximately 50% of the cost of the parts. This deposit will be submitted to the office of VPBS.
 - iv. A work order will be maintained on the project from the time the live work is accepted until the work is completed and the college is reimbursed for all costs associated with the project. The cost of all parts for the project will be recorded in detail by vendor and/or part on the work order.
 - v. In addition to the cost of the parts, a shop charge of 20% of the cost of parts will be added to the work order for outside parties. The shop charge does not apply to work orders for students.
 - vi. Sales tax is to be collected on resale parts.
 - vii. The work is not to be released to the customer until the work order is paid in full by cash, check, money order, or debit or credit card.
 - b. Procedure for performing live work for **students and their families.**
 - i. Prior to accepting a live work project, the instructor shall determine the specific student learning objectives, by course, that the live work project will fulfill and record those objectives on a numbered work order form.
 - ii. Prior to beginning live work, the instructor will record the student name and any identifying information on a numbered work order form.

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- iii. A work order will be maintained on the project from the time to live work is accepted until the work is completed and the college is reimbursed for all costs associated with the project. The cost of all parts for the project will be recorded in detail by vendor and/or part on the work order.
 - iv. All parts/supplies leaving the parts department must be billed to an account at a rate of 25% above cost.
 - v. An administrative fee of \$5.00 will be charged in additional to the total parts bill.
 - vi. Sales tax is to be collected on all resale parts to students.
 - vii. In accordance with the policy stated in the *Student Policy & Procedure Handbook*, all costs for student projects including live work must be paid in full before a project can be removed from MATC's grounds. Failure to pay for work order charges may result in a business office or registration hold on the student's account.
- c. At the end of each semester, faculty of program in which live work has occurred will submit to the office of VPIS a Summary Report of Live Work. Summary Report of Live Work form is in Appendix D.