

# Pine Technical College

## Policy and Procedure

Policy Number: 122    Date: April 4, 2007    Revision Date:  
Division/Department: Academic Affairs    Author: Robert Musgrove  
Subject: Live Project Work

### **Authorities:**

### **Purpose:**

It is the purpose of this policy to regulate live project work taken in to programs at Pine Technical College.

### **Policy:**

Live project work provides valuable learning experiences for students in technology programs by giving them the opportunity to gain experience equivalent to what they would encounter in an actual work environment. However, the College must also ensure that its programs do not compete unfairly with private industry in the community and the region. To do so requires that the work taken in by faculty in technology programs be prioritized and regulated to avoid that type of competition.

### **Procedure:**

1. Faculty in each technology program which wishes to do live project work for customers from outside the college must develop a system of priorities and departmental policies to insure against unfair competition with the private sector companies in the area.
2. At the same time such policies should insure that the work that is taken in is of educational value for the students in the program.
3. The issues to be addressed by departmental policy must include (but are not limited to):
  - a. Priorities for accepting live project work into the program from different types of customers (other students, faculty, staff, government, private individuals, the PTC Foundation, etc.);
  - b. The nature of the projects to be accepted;
  - c. Type of work that students may do;
  - d. How such work will be coordinated with the cycle of the curriculum (i.e., if work will only be accepted at certain times of each semester);
  - e. How payment will be handled for parts and other expenses incurred.
4. Departmental policies must be reviewed and approved by the Chief Academic Officer and the Chief Financial Officer (where payments are involved).

5. Departmental policies must be appended to this policy in the Policy Manual and on the Intranet.
6. Copies of the policy must be provided to individuals (i.e., customers) requesting that the college accept live project work from them.
7. Such policies must be in place before a program can accept live project work from any source.

**Dissemination:**

Regular dissemination: policy manual, intranet, email.

Reviewed by Leadership Team: 07/23/07

Reviewed by Faculty Shared Governance Council: 04/11/07

Approved: \_\_\_\_\_  
Robert L. Musgrove, Ph.D., President

Date: \_\_\_\_\_

## Priorities and Criteria for live Project Work Gunsmithing

In order to insure fair practice and use of the facilities and equipment of Pine Technical College and to minimize potential competition with the private sector in the community, PTC will use the following priorities (in the order listed) and criteria in determining firearms to be accepted for repair in the PTC gunsmith lab.

1. Student-owned firearms: Students' firearms always come first.
2. State, college or foundation-owned firearms: Once student's firearms are booked, the program will schedule repairs for state, college or foundation-owned firearms.
3. Faculty/staff owned firearms: will be scheduled after firearms fitting the first two descriptions are scheduled.
4. Privately-owned firearms or customer firearms: will be considered only if there is room in the schedule after work on all the above is booked. Privately-owned firearms are a last priority and would be considered only, if in the opinion of instructors, they offer students a learning opportunity that would not otherwise be available.
5. The college will only accept work on privately-owned firearms that meet conditions set forth by rule #4 and only when time permits, and only when the needed repairs are being taught in the Gunsmithing curriculum.
6. ALL monies for parts and labor will be collected by the business office and documented through a shop prepared invoice.

**Note:** The college has no expressed or implied warranty on any labor for repairs done in the shop.

# Priorities and Criteria for Live Project Work

In order to insure fair practice and use of the facilities and equipment of Pine Technical College and to minimize potential competition with the private sector in the community, PTC will use the following priorities (in the order listed) and criteria in determining vehicles to be accepted for repair in the PTC automotive lab. This is a learning environment so repairs may not be completed in a timely manner. The College will not release an unsafe vehicle unless it is towed away.

- 1. Repairs:** Repairs will be scheduled in coordination with the curriculum. In other words we will only schedule brake repairs during the class on brakes and fuel repairs during fuel class. The same goes for all courses.
- 2. Student-owned vehicles:** Students' vehicles always come first.
- 3. State, college or foundation-owned vehicles.** Once students' vehicles are booked, the program will schedule repairs for state, college or foundation-owned vehicle.
- 4. Faculty/staff owned vehicles** will be scheduled after vehicles fitting the first two descriptions are scheduled.
- 5. Privately-owned vehicles or customer vehicles** will be considered only if there is room in the schedule after work on all the above is booked. Privately-owned vehicles are a last priority and would be considered only, if in the opinion of the instructors, they offer students a learning opportunity that would not otherwise be available (Examples: a make of car they do not see in the above, a new technology such as hybrid drive vehicles and such as that). Privately-owned vehicles should be less than 10 years old and have minimal rust. We also would prefer them to be a domestic make due to special tool needs. Anything older than that has to be approved by an instructor. Privately owned vehicle will be limited to one vehicle repair per course up to a maximum of 3 per year. WE WILL NOT INSTALL USED PARTS.

**6. College approval for repair:** The College will only accept work on privately-owned vehicles that meet conditions set forth by rule # 5 and only when time permits.

**7. Payment:** The Customer will leave check blanks written out to the parts stores or set up accounts for repair parts with a parts store. The labor and parts bills have to be paid before the vehicle will be released. All labor bills are paid at the business office during regular business hours.

**8. Note:** The College makes no expressed or implied warranty on any labor for repairs done in the shop. The College also will not be held responsible for loss or damage to vehicle or articles left in the vehicle in case of fire theft, accident or any other cause beyond the Colleges control.