



POLICY NUMBER: SLCC-IS-115

POLICY AND PROCEDURES MEMORANDUM

Title: Live Work Policy
Approval Date: August 8, 2013
Effective Date: August 12, 2013
Date of Last Review/Revisions Approval:
N/A
Cancellation: N/A
Office: Instructional Services

Live-Work Policy

South Louisiana Community College defines the criteria and purpose for using Live Work as an instructional methodology. The policy applies to all students college-wide.

115.1 SCOPE

Certain technical and occupational areas require specific skills or competency mastery that can best be obtained or demonstrated in a laboratory environment with real equipment or projects. Live-work projects provide real-world working conditions to such industrial and technical programs as automotive and diesel mechanics, automotive body repair, cosmetology, culinary arts, welding, graphics, etc. 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. When carefully managed, live-work projects provide an essential dimension to laboratory learning for certain program areas as a planned and integrated component of the curriculum.

115.2 GUIDELINES

- 115.2.1** Acceptance of live-work projects is at the discretion of the instructor and is determined by the need for projects which relate directly to the curriculum being taught at a given time. The instructor has the responsibility of ensuring that State Board policies are adhered to in each Live-Work situation. Work is limited to property owned by students, school employees, civic enterprises, or charitable organizations.

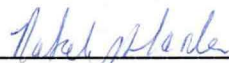
- 115.2.2** There is no charge for labor since students perform all work as a learning experience. The cost of all materials and supplies for work to be performed are the responsibility of the person(s) requesting the work.

- 115.2.3** 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.
- 115.2.4** A written request for work must be approved by the program instructor, who will assign a student to the project and note competencies and/or units of instruction to be addressed by the project. The divisional dean or his representative must also approve all live-work assignments. If the written request 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.
- 115.2.5** Neither the student(s) performing the work, nor the instructor supervising the work, nor the college will be liable for losses or damages that might occur in connection with the work.
- 115.2.6** 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: Cosmetology, Culinary Arts and Occupations, Graphics, etc.

Review Process:

x	Reviewing Council/Entity	Approval Date	Effective Date	Date of Last Review/Revisions Approval
x	<i>Cabinet Approval</i>	<i>August 8, 2013</i>	<i>August 12, 2013</i>	<i>N/A</i>
x	<i>Executive Committee Approval</i>	<i>August 8, 2013</i>	<i>August 12, 2013</i>	<i>N/A</i>
x	<i>Chancellor Approval</i>	<i>August 8, 2013</i>	<i>August 12, 2013</i>	<i>N/A</i>

Distribution: Distributed Electronically via College's Internet
Hard Copy Distribution to Cabinet



Natalie J. Harder, Ph.D.
Chancellor