

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 213: Instructional Live Projects Procedure

The purpose of an Instructional Live Project is to supplement the classroom learning experience by providing students with opportunities for authentic work-based learning experiences. All Live Projects must relate directly to the learning objectives of the course and of the curriculum program.

Live Projects may be classified as On-Campus Projects, Off-Campus Projects, and Major Projects.

### On-Campus Projects

1. On-campus projects are selected and approved by the Department Chairperson or designee, who is responsible for ensuring that the projects provide hands-on, customer-based learning experiences.
2. Priority should be given first to students; second to faculty and staff; and third to all others.
3. The client must supply all parts and supplies for the Project except as noted in On-Campus Projects, Number 5.
4. Except for Hospitality Education and Allied Health programs, a work order must be completed for an On-Campus Project. The client must sign the waiver of liability on the Work Order form before the work begins.
5. With approval of the Board of Trustees, an On-Campus Project may be set up for collection of fees to cover the costs of supplies and materials for the Project. Live Project funds are set up and administered according to the NCCCS Accounting Procedure Manual.
6. Live Projects may be approved for tenants of the Small Business Incubator in accordance with guidelines for On-Campus Projects. A Live Project for a tenant may not extend beyond the tenant’s Incubator residency period.

### Off-Campus Projects

1. Requests from non-profit organizations will be given preference, although requests from students enrolled in the class which would do the work and from private sector organizations or individuals may be considered, if they are consistent with institutional policies and state requirements. In no instance may the Live Project benefit an employee of the College.
2. Requests for Off-Campus Projects will be submitted by the Department Chairperson to the Division Dean. Requests must be approved by the Division Dean and the Vice President, Instructional Services before the work begins.
3. The client must sign the waiver of liability on the Off-Campus Project request form before the work begins.
4. The client must supply all parts and supplies for the Project, except as noted in On Campus Projects, Number 5. College instructional supplies may not be used for the Project.

### Major Projects

1. Major Projects should benefit non-profit organizations. In no instance may the Major Project benefit an employee of the College.
2. Requests for Major Projects will be submitted by the Department Chairperson to the Division Dean. Major Projects must be approved by the College President before the work begins.
3. If a Project is selected, the client and the College President will sign a letter of agreement that describes the Project and releases A-B Tech from liability related to the activity.
4. With approval of the Board of Trustees, supplies and materials required for Major Projects may be funded through a Live Project Fund. Any down payment provided by the client will be deposited into the fund. The responsible Department Chairperson will be accountable for tracking costs and inventory.
5. Upon completion, the client will reimburse the College for all costs of supplies and materials for the Project, plus up to 25% for administrative costs. Net proceeds will be deposited into the Live Project Fund.
6. In the event that the client is unable to reimburse the College for all costs of supplies and materials for the Project, the College President will determine the method of final disposition of the Project.

### Definitions:

#### Instructional Live Projects:

1. Educational programs in which students, as part of their educational experiences, repair or remodel equipment not owned by the College; or
2. Educational programs that produce goods that are sold or services for which charges are made, such goods or services being the normal and necessary product of learning activities of students.

On Campus Projects: Those projects which involve only one curriculum and are performed on one of the College’s campuses. Normally, they can be completed within one semester.

Off-Campus Projects: Those projects which involve only one curriculum and are not performed on a campus of Asheville-Buncombe Technical Community College. Normally, they can be completed within one semester.

Major Projects: Those projects which involve more than one curriculum program or last more than one semester.

Pursuant to Board policy, Chapter 200, Section 213, this procedure must be followed when implementing instructional live projects to supplement the classroom experience.

Owner: Vice President for Operations/CIO and Vice President for Instructional Services

Date Effective: January 28, 2013