

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

**Policy No. 4.2.12**

<b>Title:</b> Live Work: Trades and Industry Programs	
<b>Originated by:</b> Vice President of Instructional Services & Vice President of Business Services	<b>Originated Date:</b> 8/18/06
<b>Approval Date:</b>	
<b>Revised by:</b> Dean of Advanced Technologies	<b>Revised Date:</b> 1/2024
<b>Reviewed on:</b> 7/2011	

**Policy Statement:**

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

**Rationale:**

MATC 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 is considered live work. Any fee associated would be at the discretion of the faculty member and/or Administration and agreed upon prior to any service being provided. Examples of live work include the repair and installation of mechanical parts in the Auto Technology program and 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 any construction projects completed by the Construction Technology 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.

**Procedure:**

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:
  - 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 any agreed upon fee.