

6.37 Instructional Live Works Projects

Last Revised: January 2025

Policy: Piedmont Community College will utilize Instructional Live Works Projects in compliance with North Carolina State Board of Community Colleges Code (SBCCC) 1H SBCCC 300.1, to enhance instruction and student learning.

Purpose/Definitions:

Purpose

The purpose of this policy is to provides procedures to be followed should a Live Works Project be engaged.

Definitions

Instructional Live Works Projects—(1) educational programs in which students, as part of their educational experiences and as part of the instructional course requirements, repair or remodel equipment not owned by the college; or (2) educational programs that construct structures that are sold, produce goods that are sold or provide services for a fee, such structures, goods or services being the normal and necessary product of learning activities of students.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO, and Vice President, Instruction/CAO have monitoring authority for this policy.

Procedure:

Section 1: Authorized Projects

- 1.1. Live Works Projects are authorized only when the service or work to be performed is related directly to the instruction being conducted at the time the project is undertaken.

1.2. Live Works Projects will be authorized in the following areas:

1.2.1. Curriculum Classes

1.2.2. Continuing Education Classes

Section 2: Parts/Materials/Supplies

2.1. Clients/students will be required to pay for all needed parts, materials, and supplies.

2.2. If a part is no longer available, the project will not proceed.

Section 3: Live Work Supervision

3.1. Faculty/Instructors will be responsible for ensuring that instructional objectives are clearly outlined, and effective teaching techniques are employed.

3.2. Faculty/Instructors will also ensure that all Live Works Projects are performed on PCC instructional sites.

3.3. Projects must be approved by the appropriate faculty, instructional dean, and/or vice president.

3.4. Faculty/Instructors will not perform Live Works Projects if students are not involved.

Section 4: Fees

4.1. Fees for Live Works Projects sales or services are approved by the appropriate faculty and/or instructional dean.

4.2. All funds for Instructional Live Works Projects will be received and validated through the Business Office.

4.2.1. Funds will be deposited into separate unrestricted institutional accounts by program and campus.

Section 5: Quality of Service

5.1. Patrons will be informed via the Instructional Live Works Project Liability Release Statement (See Exhibits 6.37A and 6.37B) that services are performed by students and that the college cannot be responsible for the quality of the services performed.

Section 6: General Regulations—Prior to the start of any work

6.1. Priority for accepting projects is as follows:

- 6.1.1. Students within the course
- 6.1.2. Other students
- 6.1.3. Institutional personnel
- 6.1.4. Public clients on a written, documented, chronological order (waiting list)
- 6.2. If multiple requests are made, clients will be approved on a first-come, first served basis.
- 6.3. Live Works Projects payments are due before the owner removes the project from the institution.
- 6.4. As nearly as possible,-Live Works Projects charges should cover the actual cost of the supplies or parts paid for by the College.
 - 6.4.1. A price list of approximate charges will be developed by the faculty in charge of the class where the work is done.
 - 6.4.1.1. A price list for cosmetology services is posted in the cosmetology department.
 - 6.4.2. These charges will include the cost of all parts used and the cost of supplies used in the repair or project completion.
- 6.5. Live Works Projects procedures and charges should be outlined for the client prior to work being done.
 - 6.5.1. In the case of extensive repair, it is the prerogative of the College to secure prepayment.
- 6.6. A Liability Release Statement (see Exhibit 6.37A) signed by the client, must be completed for contracted projects and for services performed upon an individual.
 - 6.6.1. In the Cosmetology Department, a Client Record Card which includes a liability release is held on file to be signed by the patron at each visit (See Exhibit 6.37B).
 - 6.6.2. The faculty member/Instructor will keep one copy of the liability release statement on file for three years.
- 6.7. Live Works Projects items must be removed from campus within 3 business days following completion of work unless the instructor provides additional time in writing.

Section 7: General Regulations–Completed Work

- 7.1. Items produced using institutional supplies become the property of the College.
 - 7.1.1. The student producing the product has the first option to purchase.
 - 7.1.2. The purchase price will reflect as nearly as possible the actual cost of the supplies and materials to the institution plus 15% to cover the cost of wear and tear, breakage of tool bits, blades, etc.
 - 7.1.3. The charge for bluing in Gunsmithing will include the costs for buffing compounds, buffing wheels, sanding belts, chemicals and gas.
- 7.2. Students have the option to combine General Regulations–Prior to the Start of Work (Section 6) and General Regulations–Completed Work (Section 7) and bring their own items to be repaired and furnish their own supplies.
 - 7.2.1. In this instance, the product remains the property of the student.
 - 7.2.2. The live project cost for these items will consist of the supplies and materials used in processing.

Legal Citation: [1H SBCCC 300.1](#)

History: Effective September 1978, Revised December 1985, October 2001, January 2016, March 2021, January 2025

Exhibit 6.37A



Piedmont Community College
Instructional Live Works Project
Liability Release Statement

Piedmont Community College will utilize Instructional Live Works Projects in compliance with State Board of Community College Code 1H SBCCC 300.1 and Piedmont Community College policy 6.37 and the regulations applicable thereto, to enhance instruction and student learning.

Instructional Live Works Projects are defined as: (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.

I understand and agree to the following terms and agreements of purchasing a live work project(s) from Piedmont Community College:

- All services and/or goods produced shall be performed by students under the supervision of their instructor. In consideration of the normal charge for services and/or goods produced, I hereby release, hold harmless and indemnify the school, its students, instructors, agents, representatives, and/or employee(s) from and against all loss, cost, damage or expense, including reasonable legal expenses and fees, with respect to personal injury or property damage arising out of and in anyway connected with the performance of these services and/or goods produced, whether direct or consequential.
- The live works project will be used in the usual course of business and is not being resold.
- Piedmont Community College is not responsible for personal property.
- Payment is due before projects can be removed from the institution/worksite.
- All live work projects must be removed from worksite within **3** business days following the completion of work unless the instructor provides additional time in writing.
- The purchase price will reflect as nearly as possible the actual cost of the supplies and materials to the institution, plus 15% to cover the cost of wear and tear, breakage of tool bits, blades, etc....

Item Description	Purchase Amount
(type here)	\$(enter amount)

By signing this form, I agree to all terms and conditions listed above

Print Name

Address

Signature

Date

Revised January 2025

Exhibit 6.37B

**Piedmont Community College
Client Record Card**

Personal Information

Client Name	Date
Address	Student Name
Email address	Teacher Initial
Telephone _____	Client _____
Wash hands _____ Proper set up _____ Proper Drape _____ Follow Proper Procedure _____ Apply Safety /Blood Spill procedure (if applicable) _____	Sanitation & Decontamination _____

Hairstyles:

Shampoo	Shampoo & thermal curl	Updo	Facial
Haircut	Shampoo & Flat iron	Lock styles	Lash &brow tint
Shampoo & Haircut	Blow-out natural hair style	Artificial Extension	Wax: eyebrow/lip
Shampoo & set	Shampoo press & Curl		Manicure
Shampoo & Blow-dry style	Shampoo & wrap		Pedicure
Fingerwave /pincurl	Braids		

Treatment: Hair or scalp: protein hot oil stimulating /moisturizing protein strengtheners

Products used on client:

Shampoo _____ Conditioner _____

Setting products _____ Styling products _____

Scalp Analysis

Normal	Itchy	Dry	Oily	Flakes/ Pimples/ Scalp abrasion
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Hair Analysis

Density	Low	Average	High	Processing time
Elasticity	Normal	Poor		Yes or No Mild
Porosity	Low	Average	High	Mild Regular Super
Texture	Fine	Medium	Coarse	Mild Regular Super

Result of Service _____ Satisfactory _____ Unsatisfactory

Recommendation: Retail/ Rebooking

Shampoo _____ Conditioners _____

Maintenance Product _____

Reschedule _____ weekly _____ bi-weeks _____ monthly

Recommended service _____

Comments:

RELEASE OF LIABILITY

I understand that **All** services are provided by students and supervised by License Cosmetologists therefore, I am receiving a price reduction for these services. Piedmont Community College cannot be held responsible for the quality of the services performed. I hereby understand and agree to release and hold harmless Piedmont Community College, its faculty and staff and enrolled students of all liability or injuries of any kind, loss or damage to personal property to which I may sustain resulting from the services provided at Piedmont Community College, rendered by the Cosmetology Department.

By signing the RELEASE OF LIABILITY, I have read and fully understand and agree to be bound by the terms.

Instructor Signature _____

Client Signature _____ **Date** _____