

LIVE WORK

It is the policy of Southwest Technology Center to support the directive of the Oklahoma State Board of Career and Technology Education with the implementation of its Live Work Policy.

Definition of Live Work

Live work is work performed by student(s) in a laboratory, classroom, shop, or in a field setting under written agreement with an individual(s) desiring to have the service performed. It is under the direction of the program instructor.

To draw a distinction between live work projects and workplace learning activities, the following example is given for Health Science Technology. Training in a clinical environment is a required component of some full-time programs, with access to specific types of equipment being accessible only in the workplace where training agreements are in place. In completing that component, service is necessarily rendered. Resulting service is secondary to the primary requirement for the provision of workplace experience within the parameters of the program's curriculum. There is no fee required for such resulting service as this is not considered "live work" as described and covered by this policy. Because it is not considered live work, no live work ticket is required.

Process for Live Work

The process by which all live work projects will be approved is set forth within this policy.

Selection of Live Work Projects

Live work is to be chosen on the basis of merit in relation to the instructional objectives of the individual program as well as the determined value of the project to allow students to achieve a desired level of competency. Timing within the instructional unit and year is yet another of the determining criteria.

These projects are not to replace routinely planned, teacher directed learning activities, nor to compete with other organizations within the district. They are to complement a program's learning activities. These projects will allow students to experience situations not easily duplicated in a lab or classroom, and at little or no cost to the school.

The program instructor will customarily make the decision regarding the acceptance and rejection of live work project requests based on criteria within this policy. The campus director has supervision of full-time instructional programs and the authority to suspend the performance of live work projects within a program if problematic circumstances arise.

LIVE WORK (Cont.)

Live Work Limitations and Exceptions

Live work in Aviation & Aerospace Technology will be limited to minor projects that do not affect airworthiness of an aircraft.

Examples of permissible projects: aircraft wash and polish, service wheel bearings.

COSMETOLOGY:

Live work in Cosmetology will be conducted as follows:

All services will be performed by the students under the supervision of the instructor.

All appointments will be scheduled by the instructor or designee.

Only cosmetology work that will be of learning benefit to the student will be scheduled.

A price list of SWTC Cosmetology services are available, this will be used in lieu of any lab fees.

At the end of each AM and PM session, the student receptionist and instructor will reconcile the money with the live work tickets. The money along with the counting slip will be taken to the Activity Fund Custodian for deposit.

Payment for live work, cosmetology services shall be made directly to the receptionist before the client leaves the facility. Checks will be made payable to SWTC (Southwest Technology Center)

Students are not allowed to accept tips.

Clinical practice performed on Cosmetology students will be charged at one half (1/2) the price list rate.

SWTC employees may have live work done during lunch time or after 2:50 pm with approval of the Cosmetology instructor if a student is available or use personal leave upon administrative approval.

Live Work Limitations by Residence and Position

Live work projects may be undertaken for any individual or organization *residing within Southwest Technology Center district* except that the superintendent and local board members shall be ineligible for utilizing live work services at Southwest Technology Center.

All other employees of Southwest Technology Center shall abide by the same guidelines as the public with regard to live work projects, as well as in the use of facilities, services, and equipment.

LIVE WORK (Cont.)

When considering live work projects, program instructors are to be guided by the instructional goals.

Required Documentation and Record Keeping

Documentation for each live work project shall be maintained by the program instructor by project category for the entire school year.

At the close of the school year, such records shall be transferred to the campus director who shall insure their accurate filing and safekeeping for three complete years following the most recent school financial audit. The records shall include at a minimum:

1. Pre-numbered live work tickets; completed and including the signature of the project owner.
2. Live work ticket shall include: A. Date B. Signed release agreement C. Scope of work (description) D. Itemized materials list, supplies, and parts purchased and/or used with pricing, including allowable mark-up E. Names of all students working on the project F. Total cost, including lab fee, and date paid
3. Record of receipt provided to the project owner.
4. Record of same-day-deposit with activity fund custodian.

Live work accounts shall be paid in full upon the completion of the project. A copy of the live work ticket, any resale parts receipts, customer receipt, and the signed release agreement must be handed in to the activity funds custodian with the money collected for live work for deposit into the respective activity funds before the close of day of collection from the customer. The activity fund custodian will verify paperwork is complete and that calculations are accurate, and will provide a receipt to the instructor.

The list and documentation of live work projects are subject to review at any time by the Oklahoma Department of Career and Technology Education audit/review staff or others as designated by the State Director of Career and Technology Education. All records of live work projects will be maintained by the program instructor at Southwest Technology Center for at least three fiscal years following the most recent technology center financial audit.

LIVE WORK (Cont.)

Live Work Fee:

1. Labor: There will be no labor charges on live work projects. Individuals and organizations desiring live work are welcome to make a contribution to the program's student activity fund but will not be solicited. Any such contribution or donation shall be properly noted on the live work ticket and receipted accordingly.

2. Lab Fee: There will be a lab fee of \$5.00 assessed for each class session (AM or PM) in which service is performed on a project. The lab fee shall allow the district to recoup "wear and tear" on equipment, tools, computers, consumables, and facility.

3. Parts, Materials, and Supplies: The cost of parts, materials, and supplies used to repair and replace during the live work project, plus a twenty-five percent (25%) above cost mark-up, shall be charged to those individuals and organizations for which live work is being performed. In the event that the individuals and organizations supply the required parts, materials, and supplies, only a lab fee shall be charged.

Reimbursement costs of parts, materials, and supplies shall be deposited with the activity fund custodian. The activity fund custodian shall deposit the actual cost of parts, materials, and supplies to the clearing account for transfer into the district's general fund from which the parts, materials, and supplies were purchased. The twenty-five percent (25%) above cost mark-up will be deposited to the program's student activity fund.

The rationale is to provide the programs' student activity funds a token source of revenue related to their learning experience and performance, whether it is derived from either a portion of the lab fee or a mark-up on parts, materials, and supplies. The program's student activity funds are used to promote and attend skills competitions at the district, state, and national levels.

It is hereby repeated that the decision to perform a live work project must be made in accordance with criteria found above (Selection of Live Work Projects).

Cosmetology Fees:

In lieu of the \$5.00 lab fee, Cosmetology will follow Southwest Technology Center's price list for all fees.

Release Agreement

Southwest Technology Center requires a release agreement be signed by any individual owner, or authority within an organization for which live work is being performed. A sample of the release agreement is a part of this policy.

LIVE WORK (Cont.)

Guiding Principles for Live Work

1. Merit in relation to the instructional objectives of the individual program.
2. Value of the project to allow students to achieve a desired level of competency.
3. Timing within the instructional unit and year
4. Live work project owners considered equally and without preference.
5. Southwest Technology Center is a training institution and not a competitor with private service providers.
6. Proper documentation and release agreements in advance of performance.

Adopted: May 10, 2004, as policy B-166

Southwest Technology Center ~ Cosmetology

CUT AND STYLE:

Hair Cut with shampoo	\$6.00
Hair Cut & Style	\$10.00
Shampoo & Style	\$7.00
Evening Style	\$10.00
Moisturizing Conditioner	\$4.00
French Braid/Rope Braid/Fish Tail Braid.....	\$5.00
Cornrow (full Head).....	\$25.00
Hair Extension (per track).....	\$5.00
Beard Trim	\$3.00
Scalp Treatment and Style	\$7.50

PERMANENT WAVE: (\$5 for extra perm)

Permanent Wave	\$25.00+
Spiral or Piggyback + \$5 for extra perm.....	\$35.00+
Chemical Relaxer	\$30.00

COLOR TREATMENT: (\$5 for each additional color)

Color Tint	\$25.00
High lights /Low lights with cap	\$30.00
Bleach and Toner/Bleach Retouch and Toner.....	\$30.00
Partial Foil.....	\$25.00
Full Foil	\$35.00

(Prices listed above include style if time permits)

NAIL CARE:

Manicure, Water	\$5.00
Manicure with Paraffin wax.....	\$7.00
Sculpts Nails / Nail Tips / Overlays	\$20.00
Nail Fill	\$10.00
Nail Repair (Each Nail)	\$2.00
Nail Polish (no manicure)	\$2.00
Nail Art	\$2.50
Nail Removal	\$7.00
Spa Pedicure	\$12.50
Shellac	\$15.00
Shellac with paraffin wax	\$20.00

SKIN CARE:

Eyebrow or Lip Waxing.....	\$5.00
Facial	\$7.00
Facial with Make-up.....	\$10.00
Make-Up	\$5.00
Eyebrow Tint.....	\$7.00
Eyelash Application	\$5.00

8:30 - 10:50 A.M. & 12:30 - 2:50 P.M.

BY APPOINTMENT ONLY - CALL 580-477-2250 EXT 2278

ALL WORK PERFORMED BY STUDENTS; SUPERVISED BY INSTRUCTOR