

**CAPITAL AREA TECHNICAL CENTER  
APPLIED LEARNING PROJECTS POLICY**

The Capitol Area Technical Center (CATC) supports the instructional use of Applied Learning Projects for the purpose or enhancing the educational programs of its students.

Students perform applied learning projects for educational purposes and CATC does not charge for the services and time of the students and instructors. Accordingly the Capital Area Technical Center, or any of its agents, assumes no liability for applied learning projects undertaken. The Center is not a merchant with automotive repair, construction, culinary arts, printing and/or technical services and is not a merchant with respect thereto within the meaning of Maine law. Accordingly, no implied warranties of merchantability or fitness exist with respect to the products and services provided. The products and services are expressly provided AS IS, WHERE IS.

Projects are selected based solely upon their educational value as determined by the Instructor and the Director. Order of submissions is not a factor in selection of projects. As applied learning projects request forms are received, they are given to the instructor for review, filed, and drawn upon to best fulfill the educational requirements of the program's curriculum.

A person seeking projects to be performed as part of CATC's instructional program shall complete an Applied Learning Project Request Form, available at the Center's Office. The form must be completed in full and signed by the owner to indicate acceptance of the conditions set by the Capital Area Technical Center. CATC reserves the right to accept or reject any requests for Applied Learning Projects. All Applied Learning Projects accepted will become a learning situation for students with no implied warranty or date of completion.

**GUIDELINES/PROCEDURES FOR APPLIED LEARNING PROJECTS**

- A. All Applied Learning Projects shall meet the educational requirements of the approved program curriculum. Program instructors will document the duty areas and tasks supported by each Applied Learning Project.
- B. All operations performed on Applied Learning Projects shall be conducted by students as an applied learning experience.
- C. Applied Learning Projects requested shall only be accepted from:
  - 1. Nonsectarian, nonpolitical, nonprofit organizations which are exempt under Section 501(c)(3) of the Internal Revenue Code,

2. Students enrolled in schools within the Center's region,
  3. Staff members employed by schools within the Center's region,
  4. Other requests, not fulfilling the above criteria need the specific approval from the Director.
- D. All Applied Learning Projects requests from CATC staff members require the specific approval of the Director.
- E. All Applied Learning Projects shall have a written estimate of expenses, signed by the owner, prior to the start of a project. Applied Learning projects shall not exceed \$500 in total cost without specific approval from the Director.
- F. Students shall not be compensated for operations conducted as part of an Applied Learning Project. However, CATC does accept donations to the school's scholarship fund.
- G. Individuals shall not use the Center's lab facilities for commercial ventures.
- H. All projects must be paid in full to the office before the project can be removed from the Center. The office will provide a receipt to validate proof of payment.

## PROJECT COSTS

The owner of the Applied Learning Project is required to pay for all necessary materials. Any materials provided by the Technical Center will be charged to the owner. Operational fees are charged to assist in covering equipment maintenance and waste disposal fees. All revenue derived from Applied Learning Projects shall assist with the financial support of the educational program.

## GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to secure at the lowest possible level, resolution to problems/concerns regarding the selection or scope of Applied Learning Projects.

Step 1: Any grievance must be filed in writing with the Director within the five (5) days after the aggrieved person knew of the event or condition giving rise to the grievance. The Director shall review the materials submitted, discuss the issue with the parties involved, and shall render a written decision with the reasons, therefore.

Step 2: The aggrieved person may appeal the decision of the Director, by submitting the reasons of the appeal in writing to the Augusta Superintendent of Schools within five (5) days of the previous decision. The Augusta Superintendent of Schools shall review the materials submitted, discuss the issue with the parties involved, and shall render a written decision with the reasons, therefore.

Step 3: To carry a grievance to the Augusta Board of Education, the aggrieved person shall submit the written reason for the appeal of the Superintendent's decision, within five (5) days of the previous decision. The Chair of the Augusta Board of Education shall schedule an appeal hearing with the Board. The Board shall render its final decision and the reasons therefore in writing to the aggrieved person.

Cross Reference: IHAA – Career and Technical Education

Adopted: December 15, 1999

Revised: December 13, 2000; May 14, 2014