

APPLIED LEARNING PROJECTS POLICY

Foster Technology Center supports the instructional use of Applied Learning Projects to assist in providing our students with the BEST educational program.

Applied Learning Projects performed by the Technical Center are for the sole purpose of instruction and must meet the educational objectives of the program's curriculum. As an instructional program, the Foster Technology Center or any of its agents assumes no liability for applied projects undertaken.

Persons seeking projects to be performed as part of the Technical Center instructional program shall first 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 Technical Center. The Center reserves the right to accept or reject any requests for Applied Learning Projects. All Applied Learning Projects accepted will become a learning situation with no implied guarantee or date of completion.

There is no definite waiting list. 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. All projects accepted by the Foster Technology Center are subject to the approval of the Director.

Guidelines for accepting Applied Learning Projects:

- * All Applied Learning Projects shall meet the educational requirements of the Approved Program Curriculum
- * All operations performed on Applied Learning Projects shall be conducted by students as an applied learning experience
- * Applied Learning Projects Requests shall only be accepted from non-profit organizations, students, and staff members. All other requests, not fulfilling the above criteria, needs the specific approval from the Director.
- * 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 \$500.00 in total cost without the specific approval from the Director.
- * Students shall not be compensated for operations conducted as part of an Applied Learning Project. However, the Center does accept donations to the School's Vocational Industrial Fund and/or scholarship fund.
- * Applied Learning Projects shall not promote a religious or political position.
- * Individuals shall not use the Center's lab facilities for commercial ventures.

PROJECT COSTS: The owner of the Applied Learning Project is required to provide all necessary materials. Any materials provided by the Technical Center will be charged to the owner. In some cases, fees are also charged to assist in covering equipment maintenance and waste disposal fees.

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.

Legal Reference: 20-A MRSA Section 8306-A

Adopted:	December 14, 1999
Reviewed:	March 26, 2002
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