

## **University of Delaware Research Apprenticeship for Work Study (UDRAW) – Frequently Asked Questions**

### **What is UDRAW?**

The UDRAW program is a collaboration between the Undergraduate Research Program (URP), Student Financial Services, and faculty mentors to allow eligible, early-career students to use federal work-study funds in order to gain research experiences at the University of Delaware.

This program allows students to gain experience and make a meaningful contribution to a research project while learning about the process of research or scholarship in their field. Faculty will gain a full member of their research or creative team at no additional cost to the faculty mentor or department. The goal of the program is to help facilitate the relationship between low income, economically disadvantaged freshman and sophomore students who are just starting out in their fields of interests and research faculty at the University of Delaware.

### **How does the program work?**

Faculty members will develop specific project descriptions for student research positions. URP will assist as needed and will facilitate posting the descriptions to the Undergraduate Research Program website.

### **Who is Eligible for UDRAW?**

Incoming University of Delaware Freshman and sophomores who are eligible for federal work study are eligible to apply.

Students who are enrolled in a minimum of 6 credits for the current semester.

For more information on work study benefits as well as determining eligibility please visit the Student Financial Services Website at: <https://www1.udel.edu/finaid/workstudy.html>

### **How much do students get paid?**

Students will be paid \$9.25/hour. The actual number of hours per week that students work will be decided by the student and faculty mentor. However, students may not work over 10 hours per week. Student employees are paid every two weeks and may earn up to the amount of the work study award. Additional hours beyond the work study award amount will not be paid

### **How do students keep track of their hours?**

Students are responsible for logging into and out of UTime to track their hours. Failure to do so will result in NOT getting paid for hours worked.

### **Where does the money come from?**

The students' funding will be covered through a combination of federal work study and URP. Federal work study support is 75% with the other 25% coming from the Undergraduate Research Program. State of Delaware work study support is 80% with the other 20% coming from URP. All students must be paid as a wage through UD time.

### **When do students begin working?**

Students may begin working as soon as they get on boarded into UTime. Once students are selected, URP will start the hiring process. Please note the timeframe for which it takes for this process to be completed by the University can fluctuate between students. No student may work before the hiring process has been completed. URP will notify both faculty and student as soon as the student is active in the payroll system, at which point they may begin working. We will do our best to expedite the process. However, we do not have control over the amount of time it takes for the hiring to be completed.

### **When can students work until?**

The spring semester begins on Monday February 10<sup>th</sup> and runs until May 28<sup>th</sup>. Students may work up until the last day of the semester on May 28<sup>th</sup>.

### **What happens I run out of work study funds for the semester?**

Students can no longer continue to get paid after their work study funds are depleted.

### **What happens if two faculty members wish to hire the same student?**

Students are hired on a first come / first serve basis. If students get hired for one work study position – they may not get hired for a second one. Therefore, students should be encouraged to apply only to those positions that they are seriously interested in.

### **Are there policies in place if a student employment does not work out?**

Yes. Faculty members have a right to terminate a student's employment. Faculty members should make every effort to coach the student and offer them the opportunity to improve before termination of employment. However, some situations may warrant immediate termination. In either case please notify URP of any situation that arises.

Faculty members are responsible for bringing their concerns about job performance to the student's attention. Progressive discipline should be used when applicable, including verbal warnings, written warning, and finally discharge. Written documentation of each disciplinary action should be maintained. Terminated students will not be replaced during the current academic term.

### **What is expected of me as a work study student?**

You are expected to give regular, punctual, efficient and cooperative performance on any job that you accept. Work study positions are real jobs. Your faculty supervisor is counting on you to be there when you are scheduled. It is unacceptable for you to make a habit of being late or not showing up. Always contact your supervisor if you are unable to work. Consistent lateness or missing work is cause for termination. If you have an unexpected emergency please make sure to call or inform your faculty supervisor. You should arrange a mutually agreeable work schedule with their supervisor. Arrange a work schedule that does not interfere with your class schedule.

### **If I am a student who wishes to quit my work study job – can I do so?**

You should give a written notification of at least two weeks if planning to resign from their UDRAW position.

**Can I see some examples of sample projects from past years?**

Yes. Examples of sample projects can be found here. <http://www.urp.udel.edu/urp/research-apprenticeship/>

**I have more questions. How can I find out more?**

Please visit our website at <http://www.urp.udel.edu/urp/research-apprenticeship/>

You can also feel free to contact Lauren Barsky – Associate Director of the Undergraduate Research Program at [lbarsky@udel.edu](mailto:lbarsky@udel.edu) or Iain Crawford – Faculty Director of the Undergraduate Research Program at [icrawf@udel.edu](mailto:icrawf@udel.edu)