

University of Delaware Research Apprenticeship Work-Study (UDRAW)

Faculty Guidelines

- Expectations, schedules and responsibilities should be clearly communicated directly to the student by faculty supervisor.
- The work study program should be limited to incoming freshman and sophomores.
- Students must be registered for at least 6 credits during the current semester.
- Students cannot work more than 10 hours per week and will be paid \$9.25/hour
- 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
- Semester contracts end on May 28th – the last day of the semester. Students cannot work past this time.
- Students are responsible for logging into and out of UDWorkForce to track their hours. Failure to do so will result in NOT getting paid for hours worked.
- Please notify the Undergraduate Research Program (URP) once you find a student you wish to hire. The URP will then confirm that the student is eligible for financial aid.
- URP will notify students of final selection into the program.
- Once students are selected the Undergraduate Research Program (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.
- If you wish to continue on with your student's employment at the end of the semester please consult with the URP regarding student's eligibility before extending the offer.

Discipline and Terminations

- 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 warning, written warning, and finally discharge.
- Maintain written documentation of each disciplinary action.
- Terminated students will not be replaced during the current academic term.