University of Delaware Research Apprenticeship Work-Study (UDRAW)
Guidelines for Students

- The purpose of the UDRAW work-study position is to have students complete work that provides exposure to faculty research projects
- Work study positions are real jobs. You are expected to give regular, punctual, efficient and cooperative performance in any job that you accept.
- Arrange a work schedule that does not interfere with your class schedule and that is mutually agreeable with your supervisor.
- Your faculty supervisor is counting on you to be there when you are scheduled. Always contact your supervisor if you are unable to work.

Spring 2026 Semester Expectations

- Your UDRAW contract covers **only** hours worked during these dates**: Monday February 2, 2026 – Wednesday May 25, 2026.** No hours can be worked on UD Holidays (see Academic calendar)
- You may **not** work or accumulate hours prior to being hired. To begin working the URP office needs your signed contract. You will be notified by the Undergraduate Research Program (URP) when you are able to begin work and log in hours.
- You may **not** work more than 10 hours per week (20 per two-week pay period)
- The pay rate is $15.00 per hour.
- You will be paid every two weeks.
- During a semester, you may earn up to, but not more than, the amount of your work study award for that semester.
- When you have reached your award limit, your assignment will ***automatically*** *end* for the current semester.
- The URP office will provide you with instructions regarding logging in and out of the UDWorkForce timekeeping system.
- The URP office is responsible for approving the hours you worked at the end of each pay period.
- The URP office is **not** responsible for logging your hours on a daily basis.

Resignation and Terminations

- If you plan to resign from your UDRAW position you should give two weeks' notice to both your faculty supervisor and Dr. Lauren Barsky (lbarsky@udel.edu)
- Your continued employment is contingent upon satisfactory employment as determined by your faculty supervisor. You may be dismissed if the supervisor decides that your performance is unsatisfactory.

By signing below, I agree to all terms of employment listed above.

Print Name _____working with Professor_____
UD Student ID # _____
Signature _____ Date _____