

Fall 2026
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.

Fall 2026 Semester Expectations

- Your UDRAW contract covers **only** hours worked during these dates: **Tuesday August 25th – Monday December 14th, 2026**. We cannot compensate you for hours worked outside that period.
- No hours can be worked on UD Holidays (see Academic calendar)
- The hiring process for your work study award occurs through Talent Link. You may **not** work or accumulate hours prior to being hired.
- You may not work or accumulate hours prior to being notified (via email) that the hiring process is complete and that you can begin logging hours. This notification will take place once you are onboarded into the UDWorkforce system, approved through Talent Link, and have submitted your contract to the URP office as part of your hiring process. In addition, the URP office needs your signed contract as part of the hiring process.
- You may **not** work more than 10 hours per week (20 per two-week pay period)
- The pay rate is \$15 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 ends and we cannot compensate you for hours worked after your award limit is reached.
- 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 _____
Signature _____ Date _____