

Contract for 2020-21 OUR Federal Work Study Research Assistant

[OUR FWS RA]

STUDENT INFORMATION

First/Last Name: _____ Student ID #: _____ Email Address: _____

List undergraduate team member names and student ID numbers (if applicable):

AWARD INFORMATION

Total amount of FWS Award: \$ _____ Term to be funded: Academic Year Fall Only Spring Only

MENTOR INFORMATION

First and Last Name: _____ Email Address: _____

College/Department/Company: _____

AWARD REQUIREMENTS AND DETAILS

1. The student agrees to work as an undergraduate research assistant for the faculty member listed, and as such will perform duties related to the faculty members research or research approved by the mentor listed.
2. The student understands that they will be paid bi-weekly based on hours worked and verified through Wolf Time.
3. Any hours worked in excess of the allowed award amount will be considered volunteer (non-paid) work and the student will not clock in and out for those hours.
 - a. Students may NOT work more than 20 hours within a work week (Saturday – Friday)
 - b. The student shall report any missed time punch in Wolf Time to Heather King in the OUR as soon as possible.
 - c. The OUR will monitor and approve time in Wolf Time and will verify hours submitted with mentor.
4. The student will notify the OUR and mentor immediately if they choose to resign from their position.
5. The student will sign a University Confidentiality Agreement
6. The student is required to complete an online research Interim Report and Final Report: Due December and April respectively.
7. The student is required to complete one professional development experience each semester and submit a brief reflection within 2 weeks of the experience. (See handbook for details)
8. The student is required to complete one of two reflection requirements 1) A reflection paper or 2) A poster presentation. (See handbook for details)
9. Time spent completing the requirements 5-7 listed above, should be reported as work time in Wolf Time.
10. All OUR FWS RA positions will be terminated the last Friday in April prior to finals and students should not plan to work during finals.

STUDENT

I understand and accept the conditions of this contact and will abide by the award requirements and details as listed above.

MENTOR

I certify that I will oversee the quality and quantity of work specified and will complete a questionnaire at the end of the award term.

Signature

Date

Signature

Date

