

## **Center for Undergraduate Research and Creative Activity Research Apprenticeship Program (CURCA-RAP) – Student Guidelines**

### **Guidelines for Students**

- Work study positions are real jobs. You are expected to give regular, punctual, efficient and cooperative performance on 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. It is unacceptable for you to make a habit of being late or not showing up. If you have an unexpected emergency, please make sure to call or inform your faculty supervisor. Consistent lateness or missing work may be cause for termination.

### **Fall 2023 Semester Expectations**

- Your contract covers only hours worked during these dates: September 5, 2023 – December 15, 2023
- You may not work or accumulate hours prior to being hired. You will be notified by our office when you are able to begin work and log in hours.
- In addition to your work study eligibility you must be registered for at least 6 academic credits for the current semester.
- You may not work more than 10 hours per week - Excess hours will be UNPAID. The pay rate is \$13.50 per hour.
- You will be paid every two weeks and may earn up to, but not more than, the amount of your work study award. When you have reached your award limit, your assignment will automatically end for the current semester
- **You must input your work hours via online payroll by Friday noon.** No hours are allowed to be inputted into payroll after Friday noon.
- Financial aid office will provide you with instructions regarding logging in and out of payroll system
- CURCA is responsible for approving the hours you worked at the end of each pay period
- CURCA is **not responsible** for logging your hours.
- Do not work or accumulate hours until you have been emailed to do so by Financial Aid

### **Resignation and Terminations**

- If you plan to resign from your CURCA-RAP position, you should give two weeks' notice to both your faculty supervisor and CURCA
- 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 you agree to the terms of employment listed above.

Print Name \_\_\_\_\_ working with: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_