Undergraduate and Graduate Research and Teaching Assistant

Work Schedule Guideline

Undergraduate and graduate research and teaching assistants working with faculty affiliated to the Center for Logistics, Trade and Transportation (CLTT) must PREPARE and SUBMIT a work schedule using the following guidelines:

- Total number of hours work during the week should total the one agreed with the faculty and must not exceed 20 hours per week.
- Hours should be distributed at least during 4 days of the week
- Work hours must be during normal business hours (8:00am – 5:00pm)
- There cannot be blocks of work with more than 4 continuous hours of work
- There cannot be blocks of work with only 1 hour
- Each work day there should be at least 1 hour lunch break (which do not counts toward the worked hours)

The assistant must submit to his/her faculty supervisor PRIOR TO THE FIRST FRIDAY OF THE SEMESTER the schedule with name, phone number, and e-mail address.

The assistant must work ONLY during the scheduled times. If the assistant does not work during the schedule hours, the hours will NOT be recognized/paid by USM unless written approval has been provided by the supervisor PRIOR to the deviation from the work schedule.

If the assistant fails to submit the schedule prior to the first Friday of the semester or fail to work during the scheduled hours, the supervisor at his/her sole discretion could stop the assistantship at any time without any notice.