

OUR Works! Program Information & Guidelines



OUR Works! Program Goals: Open for eligible federal work-study students, the OUR Works!

program offers paid research experience through the fall and spring terms. OUR Works! program aims to introduce students to research and scholarly activities while providing an opportunity for professional development and one-on-one faculty mentorship. All federal work-study-eligible students, regardless of discipline, are encouraged to apply.

OUR Works! Program FAQs

What is federal work-study (FWS)? A federally-funded program that provides part-time, on-campus, or off-campus jobs for students with financial needs. The money awarded is not directly applied to students' semester bills; instead, students will earn the awarded amount by receiving a bi-weekly paycheck based on hours worked during the pay period.

What type of FWS employment opportunities are there for research? On-campus Research Employment – a job working with a UWF faculty member contributing to a research inquiry or investigation. Available jobs include research projects in Criminology and Criminal Justice, Legal Studies, Public Administration and Sports Management, Nursing, Biology, and Earth and Environmental Sciences, among many other departments. These positions will include "RESEARCH POSITION" in the job title.

What are other general hiring tidbits that I need to know?

Will I receive a notification if I do not receive an award?

After a student submits their resume to the hiring supervisor, the supervisor will review it and contact students directly if they are interested in them for the opening.

- The supervisor will contact the student applicant if an interview is required.
- After the supervisor decides, they will contact the student applicant to advise the student of the decision.
- Students will work with their supervisors to determine their work schedules.
- Students can only work one work-study position.
- All hired and assigned students must complete the online FWS orientation. Once OUR is notified that you have been hired or your assignment has been determined, more information will be provided. Orientation must be completed before starting work.
- Students must complete all necessary new hire paperwork with the Human Resources Office or their direct supervisor. All paperwork must be completed before your first day of work.
- Students cannot begin work before the first day of the fall semester. Likewise, students cannot work after the last day of the spring semester.

Eligibility:

- Current undergraduate, degree-seeking students in good academic standing with the university.
- Must be Federal Work-Study (FWS) eligible. You can check or learn more about FWS eligibility with the [Office of Financial Aid and Scholarships](#).
- Students without previous research experience are given priority. However, all FWS are encouraged to apply. Students with no previous research experience and without a faculty research mentor are also encouraged to apply - the Office of Undergraduate Research will identify a faculty research mentor for all students accepted into the program.

OUR Works! Awardees Obligations:

1. **Students who receive an OUR Works! Award are expected to contribute to a research project**, as directed by their assigned faculty research mentor. They are not required to complete a mentored independent research project, although some participants will choose to do so.
2. **Participating students should work regular hours as assigned by their faculty research mentors.** Students will receive federal minimum wage at approximately 10 hours per week (wage and hours subject to change based on federal funding amounts).
3. **OUR Works! students are expected to share their research experience at the UWF Student Scholars Symposium.** Abstracts for this event are typically due in mid-February. Students can elect to present their research experience either as part of the High Impact Showcase and focus on the experience or present research results in various formats, including poster presentations, oral presentations, research panel discussions, etc. The Student Scholars Symposium occurs on the third Thursday of April.
4. **Submit a photo of yourself engaging in research.**
5. **Act as an ambassador to the OUR program** - speak to at least one approved campus event about your research experience at UWF. Campus events include classes, campus tour groups, or other campus events.
6. **Submit a final survey on the impact of your research experience** - surveys will include summaries of the research experience or a copy of your Symposium presentation.
7. **OUR Works! Students must log and submit their activities** to OUR via the digital lab log.

Apply for the OUR Works! Program with the online application via the OUR Program Application Portal on MyUWF. Positions are accepted on a rolling basis until stops are filled so apply early. For any additional questions, please contact us: our@uwf.edu or 850.474.2298. Fall 2023 version. Check with OUR for updates.