

Hourly Contract Preparation Updates: December 2020 and beyond

OGS, 12/15/20

1. Hourly contracts may be prepared to cover multiple semesters, inter-terms, both, or a full academic year; MAPS has confirmed this.
2. When preparing an hourly contract for an inter-term (e.g. Winter Break), select the following semester (e.g. Spring) when you select which semester the contract will apply to. Then modify the date fields to reflect the actual start and end dates of the contract.
3. If you are creating an hourly contract that spans the full academic year, select the appropriate starting semester then modify the date fields to reflect the actual start and/or end dates of the contract.
4. During any inter-term, all students, including international students, are allowed to work more than 20.0 hours per week. When the academic term starts, international student hours must be back down to a max of 20.0/week. For students on J-1 and F-1 visas, hours per week for different time periods (e.g. dates outside of semester dates such as 12/19/20-1/11/21) must be clearly stated in the contract(s). Separate hourly contracts should be submitted for inter-terms vs. semesters for these students. Please contact ISSS (akoerner@mines.edu) with any questions on this.
5. During Spring & Fall semesters, the maximum hours for any graduate student to work at Mines is 20/week across all contracts. In certain cases for domestic students, OGS can approve an overload of up to 5 hrs/week if the circumstances and terms are discussed and agreed to by all parties, including the student, supervisor(s) and OGS.