



The University of Mississippi

Office of Financial Aid

University, MS 38677

Phone: (800) 891- 4596 Fax: (662) 915-1164

Policy Name: Federal Work Study

Purpose: This document contains the Office of Financial Aid's current policies and procedures for Federal Work Study (FWS).

Disclaimer: This policy is subject to change, without notice, in order to comply with administrative and regulatory requirements. All policies and procedures below are in accordance with the [Federal Student Aid Handbook](#).

Policy Contents:

- 5.0 FWS Policies and Procedures Overview
- 5.1 Selection and Awarding of Students
- 5.2 Assigning FWS Jobs
- 5.3 FWS Fiscal Procedures and Records
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- 5.5 Work Colleges Program

Definitions and Terms:

FAFSA – Free Application for Federal Student Aid
FWS – Federal Work Study
HR – Human Resources
JLD – Job Location and Development Program
OFA – Office of Financial Aid
UM – University of Mississippi

FWS provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay for their educational expenses. FWS encourages community service and work related to the student's course of study.

Part-time employment of 8-10 hours per week is available to undergraduate students in various departments across campus. FWS-eligible graduate assistantships in departments selected by the Graduate School may receive FWS funds.

The OFA will maintain an online [Student Guide to Federal Workstudy Program](#).

All students (full-time/part-time, dependent/independent) must have a complete [FAFSA](#) on file in order to be considered for FWS and be admitted to UM.

Undergraduates

Undergraduates will be automatically awarded Fall/Spring FWS through the financial aid system (until the annual allocation is fully committed) if they fall into one of the categories below:

1. Recipients of the Ole Miss Opportunity Grant (the institution's guarantee program for Mississippi residents with significant financial need), regardless of whether or not they expressed interest in FWS on their FAFSA.
2. Students who received FWS in the prior Spring, regardless of whether or not they expressed interest on their FAFSA for the current aid year.
3. Students who expressed interest in FWS on their FAFSA.

These students must meet the following criteria:

- Be an eligible student per the Federal Title IV regulations, and have no holds on the FAFSA (which includes completing and/or resolving any requirements for verification and citizenship, among other items).
- Have unmet need less than or equal to \$4,000.
- Was never terminated from a FWS job for cause (which flags the student for lifetime exclusion from the program).
- Be a regular degree-seeking student (not visiting or in a special status).
- Have planned enrollments for either Fall or Spring terms.
- Have "planned enrollment" data that is consistent with the student's first term of admission. (For example, a student cannot be admitted for Spring 2018 but have planned enrollment for Fall 2018. The OFA will attempt to resolve mismatches.)

- Have no athletic aid in the prior Spring term.
- Attend the Oxford campus.

If all conditions above are met, then FWS is awarded at the level of \$2000 for Fall/Spring or \$1000 for Fall-only or Spring-only. These amounts can only be increased with the permission of an OFA supervisor.

Students who are not automatically packaged with FWS (e.g. Regional Campus students) may still qualify after a review of their eligibility. When funds are available, students who request a review can be manually awarded FWS on a case-by-case basis.

Summer FWS is available upon request, with priority given to those students who received it during the regular academic year. Since summer is considered a trailer to the award year, the remaining funds are typically limited. Students must be enrolled during the summer modules in which they wish to work. Summer FWS is limited to students enrolled in first summer, and/or second summer, or full summer (FWS is not awarded for May or August intersessions).

Graduate Students

FWS funds for graduate students are used to pay up to 75% of assistantship stipends. Based on the annual FWS allocation, the OFA determines how much funding can be used for graduate stipends each year. The Graduate School is notified of the available amount in order to prioritize needs among the various graduate programs and determine which departments will be allowed to utilize FWS funding. This decision is shared with the OFA.

Graduate assistants receiving FWS are selected by each authorized department. The department creates an electronic Form 7, “Students Paid on a Salaried Basis”, that is first forwarded to the Graduate School for approval and then routed to the OFA to confirm that the student is eligible for FWS. If so, the FWS account information and percentage of FWS contribution is added to the form and approved. The form is then routed to HR for payroll processing. The amount of the gross salary is entered into the financial aid package.

Graduate assistants receiving FWS funds are typically employed 25% (10 hours per week) or 50% (20 hours per week). Actual stipend amounts are determined by individual departments. The recommended minimums for 25% employment are \$5,000 and for 50% employment, \$10,000. Students are paid bi-monthly.

Federal regulations specify that Work-Study funds are for employment only. Therefore, they are not allowed for fellowships or Study Abroad experiences. Appropriate training, coaching, and oversight should be provided. GWS supervisors are expected to monitor a GWS student’s work activity and performance.

The following policy applies to students hired as graduate assistants:

Course Load Requirements for Graduate Student Employees ([HR policy number 10000356; policy code HRO.EM.300.080](#))

Undergraduates

The OFA does not assign students to specific FWS jobs. Instead, students seek out and apply for FWS placements, although the OFA assists students by providing job leads.

At the beginning of the Fall, Spring, and Summer terms, the OFA sends notifications to all departments soliciting FWS job postings for the upcoming term. Campus departments submit their position requests via MyOleMiss with the following information:

- Term of assignment(s)
- Department name and account
- Supervisor name, email, address, and phone
- Job title
- Job purpose, qualifications, and responsibilities
- Number of available positions

Departments may also request individual students for a position but there is no guarantee that the student can or will be placed.

OFA maintains a [Federal Work-Study Job Opportunities](#) database of all available FWS jobs for undergraduates at the UM. The OFA continually updates these postings as new requests are received. All students who qualify for FWS are provided access to the job postings website through email announcement, by visiting the OFA, or via their myOleMiss Award Notification. Students may also approach campus departments on their own to inquire about whether they would consider hiring a FWS student.

Undergraduate students employed in regular FWS positions (i.e., not Family Literacy/Math Counts tutors) are paid bi-monthly at a rate of \$7.40 per hour. The hiring department is responsible for 25% of the wage.

Students who secure FWS positions must complete a FWS placement form that they receive from the OFA. The form includes the following information:

- Beginning/ending dates of employment
- Total earning limits per Fall/Spring semesters (currently \$1,000 each semester)
- Total hours allowed to earn per semester (currently 135)
- Suggested average per week hours per semester (currently 8)
- Requirement for FWS supervisors to provide a job description

Once the FWS placement form is completed and signed by both student and supervisor, the student returns the form to the OFA for processing the electronic form 18 (e-form), “Students Paid on an Hourly Basis” to establish the student’s payroll record through HR. The OFA maintains electronic (scanned) archive of all forms.

FWS Students as Tutors

The Family Literacy Project is one possible FWS placement. This program employs college students as reading or math tutors for children in local pre-K-12 schools and other non-profit educational service organizations. Students pursuing a tutor position must meet the following conditions in addition to the general FWS awarding criteria:

- 2.5 GPA (for entering students, i.e. freshmen and transfer students, high school GPA or transfer GPA will be used to determine eligibility).
- Willing to undergo a criminal background check (students authorize the background check by virtue of signing the Family Literacy Project application).

Family Literacy tutors are paid \$8.50 per hour (suggested average is 10 hours per week). A reasonable allowance for travel time is permitted if the student's round-trip commute to and from the Family Literacy site is 8 minutes or more, not to exceed 30 minutes (round-trip commutes exceeding 30 minutes will be capped at 30 minutes only). Like regular FWS students, Family Literacy tutors are paid bi-monthly.

FWS funding covers 100% of the cost of wages when students are:

- Employed as a reading tutor for preschool-age through elementary school-age children;
- Employed as a mathematics tutor for children in elementary school through ninth grade; or
- Performing family literacy activities in a family literacy project that provides services to families with preschool-age children or children who are in elementary school.

Students interested in securing a Family Literacy tutor position must complete an application and have an interview with the Family Literacy Coordinator in the OFA. If approved for hire, the Family Literacy tutor will complete a FWS/Family Literacy placement form that they receive from the Family Literacy Coordinator in the OFA. The form includes the following information:

- Beginning/ending dates of employment
- Total earning limits per Fall/Spring semesters (currently \$1,250 each semester)
- Total hours allowed to earn per semester (currently 147)
- Suggested average per week hours per semester (currently 10)

Once the FWS/Family Literacy placement form is completed and signed by both student and the Family Literacy Coordinator, the OFA will process the electronic form 18 (e-form), "Students Paid on an Hourly Basis" to establish the student's payroll record through HR. The OFA maintains electronic (scanned) archive of all forms.

The information below appears on the FWS Family Literacy Project placement sheet (job description and qualifications):

Students in the Family Literacy Project (America Reads/Math Counts) serve as reading and math tutors in local elementary, middle, and high schools, as well as some local educational service agencies. Responsibilities while on-site will only include tutoring students for reading and math under the direction of classroom teachers or supervisors. Students must be in good standing at The University of Mississippi, have excellent literary or mathematic skills, be willing to work approximately ten (10) hours per week and able to commit to working 3-4 hour blocks of time, have reliable transportation to travel to and from schools/agencies, and be willing to undergo a criminal background check.

Graduate Students

As noted above, graduate assistants receiving FWS are selected by authorized department. The students are typically majoring in that particular academic program.

Off-campus agreements

UM employs students in off-campus sites through the Family Literacy Project. Each site where family literacy tutors are placed must sign an agreement between UM (Institution) and the school or local educational service agency (Organization). The agreement includes information regarding the term of the agreement and specific responsibilities of the Institution and Organization. The template for the current agreement is attached.

Community Service

Community services are defined as services that through formal or informal consultation with local nonprofit, government, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs.

The OFA is required by federal regulation to spend a minimum of 7% of the institution's FWS allocation on community service jobs each year, with at least one FWS student employed under the Family Literacy Project. The OFA fulfills the community service obligation each year exclusively through the Family Literacy Project.

Employment Conditions and Limitations

Policies regarding any student employed by UM (including FWS students) are documented by HR (c.f., [HR policy number 10000354, Policy Code HRO.EM.300.070](#)), which includes the following limitations on the hours of work for student employees:

Type of Student	Max Amount of Hours
All US Citizens or Permanent Resident	25 hours per week
International Student Employees on F-1 or J-1 Student Visa	20 hours per week

Part 5.3

FWS Fiscal Procedures and Records

Campus departments maintain timesheets for all FWS students in order to document the hours worked. The supervisors are responsible for entering time electronically into the SAP system which is accessed by HR. All payroll operations are conducted through HR. As a result, FWS students receive their funding directly through paychecks; FWS funding is not posted to the Bursar account.

The OFA will post actual wages as to the financial aid system following each pay period to ensure accurate monitoring of cumulative earned wages versus awarded amounts. Funds received under FWS are maintained by UM's Office of Accounting. The OFA is also responsible for reporting FSW expenditures on the FISAP (the annual federal fiscal operations report) as confirmed by Accounting.

FWS students are not paid through non-cash contributions, nor equipment.

Part 5.4

Job Location and Development Program (JLD) Procedures and Records

Administered by the Career Center, the JLD assists University of Mississippi students in finding jobs in the local community. Students do not have to show financial need to participate in this program. Administration of the JLD program is paid through FWS funds up to \$75,000 per year.

Part 5.5

Work Colleges Program Procedures and Records

The University of Mississippi does not participate in the Work Colleges Program.

Federal Work-Study Placement Sheet

STUDENT INSTRUCTIONS: When you are hired, present this form to your supervisor to complete then return it to the Office of Financial Aid. If you do not return this form and complete all paperwork **you will not be paid!**

SUPERVISOR INSTRUCTIONS: Please complete this form and keep a copy for your records.

Student's Name _____ Supervisor's Name _____

Student ID _____ Supervisor's email _____

Student email _____ Supervisor's phone _____

Student phone _____ Department _____

Hourly Rate \$7.40 (Cannot Change Rate) Account # _____

Start Date _____ Time Administrator # _____

Beginning Date of Employment		Ending Date of Employment	
Fall 2018	08/20/2018	Fall 2018	12/07/2018
Spring 2019	01/22/2019	Spring 2019	05/10/2019

DEPARTMENTS PLEASE NOTE: Payment for work performed before or after the dates indicated above or made in excess of the FWSP award shown below, will be charged *in total* to the department. Students are not eligible to be paid as Work-Study students between Fall and Spring semesters. If you choose to terminate a student, or if a student chooses to resign, please notify The Office of Financial Aid immediately.

This student's FWSP awards for the periods indicated are:

Amounts per Semester		Maximum Hours per Semester	Suggested Average Hours Per Week per Semester	
Fall Semester	\$1000	135	Fall Semester	8-10
Spring Semester	\$1000	135	Spring Semester	8-10

You must also complete the section below indicating the name of the position, actual work location, and a brief job description for this position (Please include *work activities performed* NOT just the job title in this section!):

Name of position: _____ Actual work location: _____

Job Description (include all <i>work activities performed</i>)

I have read the above job description, and I understand and agree to the terms and conditions of my employment. I further understand that, in keeping with the University's compliance with the Federal Affordable Care Act, I cannot exceed working a total of 25 hours per week, and if I do so, I understand I may be removed from my Federal Work-Study assignment.

Student Signature: _____ **Date:** _____

I agree to supervise and maintain the Work-Study records of the above-named student. In keeping with the University's compliance with the Federal Affordable Care Act, I further agree to ensure that the Work-Study student worker will not exceed working a total of 25 hours per week. I understand that Work-Study student workers may not work when scheduled to attend a class or other academic activity. I further understand that failure to comply with these requirements may mean additional financial liability for my department and/or the loss of Work-Study student workers.

Supervisor Signature: _____ **Date:** _____

The student must return this completed form to the Office of Financial Aid before beginning work!

THE UNIVERSITY OF MISSISSIPPI
Federal Work-Study Program
Statement of Understanding

I will fulfill, to the best of my abilities, my commitment to active Work-Study employment with the University of Mississippi. I understand that I must be enrolled to participate in the Work-Study program.

I understand that I am serving as a representative of the University of Mississippi in my role as a Work-Study employee. While on duty or involved in any activity associated with my employment, I shall conduct myself appropriately and dress in a suitable manner. I realize that I can be terminated for any incident or behavior deemed inappropriate including but not limited to: excessive tardiness, more than three unexcused absences, falsifying timesheets, use of drugs or alcohol in or near the workplace, coming to an assignment under the influence, theft, or the handling of a case not in accordance with University policy. I agree that I may only obtain one placement as a Work-Study student worker during a single academic term. I understand that my eligibility to participate as a Work-Study student worker is dependent upon submitting an accurate, valid Free Application for Federal Student Aid (FAFSA) for the appropriate aid year, and that it is my responsibility to meet Satisfactory Academic Progress or to receive financial aid probation status from the Office of Financial Aid in order to obtain federal financial aid (i.e. Federal Work-Study) for the academic term I am employed.

I understand that during the course of my student employment, I may become aware of private, confidential, or other sensitive information. I hereby agree that I will neither access nor disclose such information regardless of the format except as necessary and appropriate in the course of the performance of my duties and responsibilities as an employee of the University of Mississippi. I understand that unauthorized use or disclosure of such information may subject me to disciplinary action up to and including termination of my employment and criminal proceedings.

I understand that my department will work with me to set up my work schedule. I agree to take the time to learn the rules of my department. I shall be on time for my scheduled work time and I will contact my supervisor, in advance, if for some reason I am unable to attend work or will be running late. I understand that I may only work when I am not scheduled to attend a class or other academic activity.

I agree to complete all paperwork necessary for proper documentation of the time I worked in my department. I understand that if my timesheet is not completed and submitted timely, accurately, and legibly as directed that I will not be paid on schedule. Instead, the processing of my paycheck will be held until all issues are resolved and will then be submitted in a subsequent payroll cycle. I realize that I can only be paid for actual time worked.

I am aware that I am welcome to bring questions and concerns to my supervisor. In the event of any problem, I will report it immediately. By signing below, I understand and agree to the conditions above.

Signature: _____ Date: _____

Printed Name: _____

Federal Work-Study Placement Sheet Family Literacy (America Reads/Math Counts)

STUDENT'S INSTRUCTIONS: When you are hired, the Family Literacy Coordinator will complete and retain this form in the Office of Financial Aid. This form must be completed or, **you will not be paid!**

Student's Name: _____ Family Literacy Coordinator: Nathan Payne

Student's ID: _____ Department: Family Literacy Project

Student's phone: _____ Account #: _____

Student's e-mail: _____ Time Administrator #: _____

Hourly Rate: \$8.50 START DATE: _____

Site Supervisor's phone & email: _____ AID ID: _____

Semester	Beginning Date of Employment	Ending Date of Employment
Fall 2018	08/20/2018	12/07/2018
Spring 2019	01/22/2019	05/10/2019

This students FWSP award for the periods indicated are:

Suggested Maximum Amounts per Semester		Hour Totals per Semester	Suggested Average Hours per Week per Semester	
Fall Semester	\$1250	147	Fall Semester	10
Spring Semester	\$1250	147	Spring Semester	10

FAMILY LITERACY JOB DESCRIPTION/QUALIFICATIONS

Students in The Family Literacy (America Reads/Math Counts) program serve as reading and math tutors in local elementary, middle, and high schools, as well as some local educational service agencies. Responsibilities while on site will only include tutoring students for reading and math under the direction of classroom teachers or supervisors. Students must be in good standing at The University of Mississippi, have excellent literary or mathematic skills, be willing to work approximately ten (10) hours per week and able to commit to working 3-4 hour blocks of time, have reliable transportation to travel to and from schools/agencies, and be willing to undergo a criminal background check.

I have read the above job description, and I understand and agree to the terms and conditions of my employment. I further understand that, in keeping with the University's compliance with the Federal Affordable Care Act, I cannot exceed working a total of 25 hours per week. I further understand that failure to comply with this requirement may mean my removal from my Family Literacy Program assignment.

Student Signature: _____ **Date:** _____

I agree to supervise and maintain the work-study records of the above named Family Literacy student worker. In keeping with the University's compliance with the Federal Affordable Care Act, I further agree to provide reports to the onsite supervisor to comply with the requirement that the work-study (Family Literacy) student worker will not exceed working a total of 25 hours per week.

Family Literacy Coordinator Signature: _____ **Date:** _____

The student must return this completed form to the Office of Financial Aid before beginning work!

Family Literacy Project

Statement of Understanding

I will fulfill, to the best of my ability, active participation in the Family Literacy Project. I have reliable personal transportation to make my assigned tutoring session. I understand the expectations and requirements of Family Literacy Project Tutors.

I understand that I am serving as a representative of the University of Mississippi in my role as a Family Literacy tutor. While on duty or involved in any activity associated with the Family Literacy Project, I shall conduct myself appropriately and dress in a suitable manner. I realize that my employment may be terminated for any incident or behavior deemed inappropriate including but not limited to: excessive tardiness, more than three unexcused absences, falsifying timesheet information, the use of drugs, alcohol or tobacco products in or near a school, coming to my assigned school under the influence of drugs or alcohol, theft, inappropriate dress, or the handling of a case not in accordance with the philosophy of the program.

I understand that I am required to submit a completed Family Literacy application, background check form, authorization to release personal information form, and all necessary payroll documents. I also understand all Family Literacy tutors are required to attend an Orientation and Training session.

I will abide by each school's own specified rules and work conduct codes. I shall be on time for my scheduled tutoring sessions and shall keep consistent, reliable hours for my sessions, knowing that the teacher(s) and students are depending on me. If I know in advance that I must miss an appointment, I will notify my teacher(s) and my supervisor as soon as possible. I understand that if my work schedule is greater than four hours and includes working through the "traditional" lunch break (11AM-2PM), I am required to take an unpaid 30-minute break and will sign out during this time on my family literacy time sheet. I am not allowed to work during my scheduled class times, and I understand that my class schedule will be checked to make sure that my work hours don't conflict with my class times (this includes final exams).

I agree to abide by the University of Mississippi's Supervision of Minors Policy. I understand I am required to report all reasonable suspicions of child abuse and/or neglect. I understand I am required to report any violations of the Supervision of Minors Policy. I understand I am prohibited from having one-on-one contact with minors (see training materials for full details). I understand that I am prohibited from taking any photos while tutoring or on site. I also understand that I will not post any specific statements on social media about my site, assigned teacher(s), school counselor(s), or students at that site.

I agree to abide by all University of Mississippi policies (www.olemiss.edu/policies).

I agree to complete all necessary paperwork and documentation of the time I work at my assigned school. I will collect all required signatures, including teacher certifications of my hours worked. I understand that if my timesheet is not accurate, legible, and completed and submitted in a timely manner that I will not be paid on schedule. Instead, the processing of my paycheck will be held until all issues are resolved and will then be submitted in a subsequent payroll cycle.

I am aware that I am welcome and invited to bring any questions or concerns I may have regarding the Family Literacy Project to my supervisor. In the event of any problem, I will report them to my supervisor as well.

Signature: _____ Date: _____

Family Literacy and Math Counts Agreement

This agreement is entered into between The University of Mississippi, hereinafter known as the “Institution,” and the ABC Learning Center of Oxford, MS hereinafter known as the “Organization,” (a state public agency), for the purpose of providing work to students eligible for the Federal Work-Study [FWS] Program.

Students will be made available to the Organization by the Institution to perform specific work assignments. Students may be removed from work on a particular assignment or from the Organization by the Institution, either on its own initiative or at the request of the Organization.

In an effort to increase the reading and math proficiency of our nation’s children, tutoring in these areas has become a federal priority. The Federal Work-Study (FWS) regulations authorize a 100% federal share of FWS wages earned by a student who is employed:

- As a reading tutor for preschool-age through elementary school-age children, OR
- As a mathematics tutor for children in elementary school through ninth grade.

Term of the Agreement

This agreement is entered into and effective for the Institution’s 2018-19 academic year (August 20, 2018 through May 10, 2019).

Transportation

Transportation for students to and from their work assignments will not be provided by either the Institution or the Organization.

Responsibilities of the Institution

- The Institution is considered the employer for purposes of this agreement. It has the ultimate right to control and direct the services of the students for the Organization. It is the final authority for determining whether the students are performing their work in accordance with Federal Work-Study policies.
- The Institution will determine whether the students meet the eligibility requirements for employment under the Federal Work-Study Program, interview and provide orientation to the program, and will assign students to work for the Organization.
- The Institution will process payroll for the students employed under this agreement. Student compensation for work performed on a project under this agreement will be disbursed under the appropriate federal or state Social Security laws. All payments due as an employer’s contribution under state or local workers’ compensation laws, if any, are the obligation of the Institution.
- The Institution will monitor hours worked for the employed students and provide reports to the Organization’s site supervisor to comply with the requirement that the

student tutor will not exceed 25 hours per week. This is in keeping with the University's compliance with the Federal Affordable Care Act.

Responsibilities of the Organization

- The Organization agrees to provide on-site supervision for students. On-site supervisors must be professional, full-time, permanent employees of the Organization (teachers, counselors, and/or school administrators).
- The Organization will ensure that students assigned under this agreement will provide tutoring services only.
- The Organization will train tutors in the instructional practices they should use.
- The Organization will maintain accurate and detailed time records. For each payroll period, the Organization will furnish time reports to the Institution indicating the total hours worked each week in clock time sequence and containing the on-site supervisor's certification as to the accuracy of the hours reported. The Organization further agrees not to allow any student tutor to exceed 25 hours per week. This is in keeping with the University's compliance with the Federal Affordable Care Act. Student tutors who exceed these limits may be removed from their Family Literacy Project assignment.
- The Organization will ensure that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, national origin, or sex. It will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education that implement those acts.

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Name of Institution The University of Mississippi

Address Office of Financial Aid

City, State, and Zip Code 257 Martindale

University, MS, 38677-1848

Phone 662-915-5788

Representative Name Laura E. Diven-Brown, Director

Signature _____

Date _____

Name of Agency/Organization _____

Address _____

City, State, and Zip Code _____

Phone _____

Representative Name _____

Signature _____

Date _____

SCHEDULE A

Descriptions of the work to be performed by students under this agreement

Students will serve the local community by tutoring (1) pre-school through middle school students in reading OR (2) elementary school through ninth grade in mathematics.

Qualifications of Students

Applicants must be in good standing at Ole Miss and have a current FAFSA (Free Application for Federal Student Aid) on file that demonstrates financial need. They must also have excellent literary or mathematic skills.

Total number of students to be employed

The number of assigned students will be determined based on the needs of the Organization.

Compensation

The pay rate has been set at \$8.50 per hour by the Institution.

Average number of hours per week each student will work

Students will work 8-12 hours per week and commit to working 3-4 hour blocks of time (no more than 25 hours per week).