

**Policy and Procedure Document
Virginia Institute of Marine Science
William & Mary**



Number: PPD - 0603
Subject: Limits on Workship Hours

Graduate workship allows SMS students to expand the breadth and depth of training while supporting the operational needs of the Virginia Institute of Marine Science. A student is eligible for workship if they are in good academic standing, making satisfactory progress as defined by university degree requirements and regulations of the School of Marine Science, and fulfilling assistantship duties as assigned, if applicable. A particular workship assignment may be recurring, but assignments are generally short-term in duration. Workship availability is not promised or guaranteed.

International students in valid F-1 or J-1 status are limited to 20 hours of work per week during the fall and spring semesters, but may work more than 20 hours per week during Winter Break, Spring Break and Summer Break. International students should contact the Reves Center International Students, Scholars & Programs Office for further information.

Under no circumstances may a student work more than 29 hours per week (combined assistantship and workship), averaged over the period June 1-May 31. The William & Mary Office of Human Resources and Payroll Office track hours worked by students.

Contact the VIMS Office of Academic Studies for any questions regarding this policy.

Date: July 1, 2009
Rev.: July 12, 2012
Rev.: March 16, 2021
Rev.: November 9, 2021