

Note taker Responsibilities Agreement Form

Thank you for volunteering to be a note taker for a fellow student with a documented disability. Your role is an integral part in the student's ability to have equal access to classroom information. Below is a list of responsibilities for taking notes:

As a Note taker, I agree to:

1. Attend each class regularly and on time.

- *If for some reason I cannot attend a specific class, it is my responsibility to obtain the missed notes and upload them to Clockwork within 24 hours of the class (summer notes must be submitted within 8 hours after each class).*

2. Complete the MANDATORY online tutorial found at the following link. Upon completion, print out the Certification of Completion and return it to Adaptive Services.

<https://explore.nationaldeafcenter.org/courses/note-taker-training>

3. Take clear, complete and organized notes as outlined in the online tutorial

4. Upload notes to Clockwork on the Adaptive Services website within 24 hours of class meeting

- Go to <http://wp-cwweb01/clockwork/custom/misc/home.aspx>

5. Immediately delete the course from the Clockwork Note taking module if I am no longer available to take notes for the selected course(s)

6. Allow Adaptive Services to retain my notes as their property that may be used for other students and/or in future semesters.

7. Maintain confidentiality at all times. (I will not discuss any information regarding the student(s) to anyone, including instructors, staff, or other students)

8. Check above Confidentiality Agreement Form

I understand that in order to receive Service Learning hours, I must follow the Note taker requirements and responsibilities listed above and complete the online tutorial training within 7 days of being designated Note taker. By checking the above Confidentiality Agreement form, I am indicating that I have read, understand, and accept the terms and conditions of being a note taker with the Office of Adaptive Services.

Compensation for Note takers

1. You will receive Service Learning credit for your help. In order to receive **Service Learning Hours**:
 - It is in your best interest to submit the completed **Service Learning Agreement and Verification Form** found on the link below within 2 weeks after the semester ends.
 - <https://fqcu-csm.symplicity.com/>
 - *The Supervisor that you will insert is Barbara Fuentes, Accommodations Coordinator*
Bfuentes@fqcu.edu 239-590-7997
 - You will need to estimate the number of hours you earned by using the following format:
Number of minutes your class meets x the number of classes you took notes for and uploaded. ÷ by 60 minutes (converts to hours) = the number of service learning hours earned. If you turned in a certificate of completion of the tutorial training, add 5 hours onto that total.
Example: class meets from 7:30-8:20 (50 minutes)
You took notes for 30 classes
 $50 \times 30 \div 60 = 25$ hours

Additional Suggestions for Note takers

1. **Write the notes as legibly** as possible and in an organized, understandable manner. This does not apply if notes are typed
2. When new terminology is presented, **write the entire word out**. Double-check the spelling. Do not abbreviate the first time around. When you do use the abbreviations, make sure that the student understands the meaning.
3. **Include enough detail** to facilitate understanding without confusion and without further explanation.
4. **Highlight important information**, such as: schedule changes, assignments, exam dates, book titles and authors, etc.