

Note Taker Agreement and Responsibilities Form

Thank you for your willingness 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.

Check which method of compensation you are requesting:

Service Learning **Payment**

***BEFORE you start as a note taker for a student, you will need to complete the following:**

- 1. Complete the Adaptive Services Note Taker Agreement and Responsibilities Form**
- 2. If requesting Service Learning hours, access the Eagle Service Network to submit your Service Learning form and get approved to work with our office:**
<https://www.fgcu.edu/eaglenetworks/>

***Once approved, you may register to be a note taker through our student online management system, Clockwork**

Confirmation of Service Learning Commitment

By signing below, I hereby acknowledge and agree that:

1. I am volunteering my time and service to Adaptive Services
2. I am not an employee of Adaptive Services
3. I do not have any expectation of future employment with Adaptive Services
4. I do not expect to receive compensation or anything of value in exchange for volunteering as a note taker for Adaptive Services, other than Service Learning hours
5. I agree that I will commit to being a note taker for Adaptive Services for Service Learning hours ONLY throughout the specified timeframe (entire semester or part of)
6. At all times as a volunteer, I agree to act in a courteous and polite manner and I agree to abide by all University policies and procedures.

Name/Date:

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

6. Check 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 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

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.