

NOTE-TAKING SERVICES CONTRACT

The following contract is agreed upon by a student note-taker when the *Note-Taker Form in Accommodate* is completed:

General responsibilities include:

- Notify the Office of Disability Services in a timely manner if you are unable to attend class to complete note-taking services at (724) 738-4877 or at disabilityservices@sru.edu
- Comply with Slippery Rock University's and the Office of Disability Services' policies and procedures
- Provide a reliable way to be contacted (cell phone and email)
- Maintain student confidentiality
- Provide professional-quality services and maintain a professional demeanor
- Contact the Office of Disability Services if any problems arise
- Complete the note-taker form and note-taker hours in a timely and accurate manner

Handwritten Notes:

- Write legibly, using paper and a black or blue pen that reproduces well on a standard copier (e.g. avoid using pencils or pale colors of ink pens)
- Label each day's notes with the title and section of the class
- Label each page of notes with the date and page number (if more than 1 page for a single class period)
- Scan notes using a standard scanner or using the scanner/copier in the Office of Disability Services and send the notes to your SRU email
- Upload notes using the notes drop-off link at least once a week and before a quiz or an exam

Digital Notes

- Run spell-check on the notes you have taken prior to uploading the notes to the notes drop-off
- Label each day's notes with the title and section of the class
- Label each page of notes with the date and page number (if more than 1 page for a single class period)
- Name the file: {class name, date of notes, professor's last name} Example: *BIOL206 10-4-19 Engel*
- Upload notes using the notes drop-off link at least once a week and before a quiz or an exam

Term of Contract:

- Maximum: One Semester
- The Office of Disability Services will terminate a note-taker for breach of confidentiality, incompetence, negligence, providing unusable notes, or inconsistent performance

Compensation:

- The student will receive a certificate of appreciation at the end of the semester indicating the total number of hours completed.
- If the student note-taker completed 25 hours of service, the student note-taker will be granted a \$25 gift card to the SGA Bookstore at the end of the semester.