

Your responsibilities as a note taker include:

1. **Notes will either need to be typed, if you use a laptop in class, or handwritten very clearly and legible. Notes must be submitted electronically to AIM within 24 hours of each class.** If you hand write your notes you will need to scan your notes to upload (files cannot be larger than 1 MB per upload document).
2. **Notes uploaded to AIM later than 24 hours following the class time will be considered late. Two late submissions of notes will be grounds for dismissal from the note-taking position.** (For example: if your class takes place on Monday, & Wednesday, you should be uploading notes on Tuesday and Thursday.) If dismissed, payment will be pro-rated for work already completed.
3. **PowerPoints provided from professors are not considered substantial notes for students and will not be accepted.**
 - a. If you take your own notes to correspond to PowerPoint lecture notes from professors, you may submit your corresponding notes. However, you must submit your notes either (1) as a separate Word document in which you copy your notes; or (2) you can save as a PDF with your annotations shown and upload. NOTE: Please do not try to upload PowerPoint lectures with your notes typed in PowerPoint, as the document will be too large to upload.
4. **All notes will be submitted from the beginning of the semester to the present class when first hired (must be within 24 hours of receiving access to AIM).**
5. Notes for every class meeting day **must be submitted as separate submissions**. You should not submit notes as a running sheet or have two separate class day notes on one sheet. For example, if you have a class on Monday, please submit the notes for JUST monday. For Wednesday, the submission should be JUST for Wednesday (NOT monday & wednesday listed together as one submission). This will allow us to properly compensate you at the end of the semester and make sure you are not prorated for your work.
6. **Notes must correspond to the weeks provided by Barnard CARDS in the Hiring Email.** Please use this when uploading your notes so they correspond to the weeks we provide. Prior to uploading your notes, select "Week X" and the day the notes were taken on. Again, this will assure that you are properly compensated at the end of the semester.
7. Files uploaded must contain the date for which the notes were taken (ex. Wk 1 Thursday 9-7-22) is an acceptable file name.
8. **Submissions must be made in AIM even if no notes were taken that day.** For example if you are sick, please submit a document stating the date that you missed class and upload this to AIM. If a specific class date was a review session or an exam was taken that day, please submit a document stating the date of the exam or review session with an explanation and upload this to AIM.
9. If the notes are inadequate or the student no longer requires them, I understand that I may be asked to discontinue my note-taking services and I will be paid on a pro-rated basis for the work done.
10. If the notes are inadequate or late and CARDS must hire a replacement note taker for this class, I understand that I will not be paid beyond a pro-rated payment for acceptable work done.
11. If the student drops the class and no longer requires notes, I understand I will be paid on a pro-rated basis for the work done.
12. I understand that the payment for providing notes for this course for the entire semester is a one time payment of up to \$250 to be paid after the close of the semester. Any pro-rated payments will be based on this \$250 payment per course for the entire semester of

providing notes. If I am hired as a replacement note taker, I will be informed of how much the position will pay at that point in time.

- 13. I understand that if I am a student receiving Barnard Financial Aid that I must check in with Financial Aid to determine whether this stipend would fit within my financial aid package.** If this stipend will not fit within my package I must inform Barnard CARDS, as I would be ineligible to be hired. All payments from Barnard to students on Financial Aid must fit within the student's allotted package.
- 14. I understand that if I miss class it's my responsibility to still upload a document to AIM providing an explanation during the same day I missed the class and to find replacement notes to provide to CARDS within 48 hours of the missed class from a fellow classmate.**