

Barnard College Office of Disability Services Note Taker Agreement Form

Thank you for offering to be a note taker and working with the Office of Disability Services at Barnard College. We appreciate your willingness to collaborate and help a fellow classmate for the semester!

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 to read. Notes must be submitted electronically to AIM within 24 hours of each class. If you handwrite your notes you will need to scan your notes to upload (files cannot be larger than 1 MB per upload document).
 - a. Notes uploaded to AIM *after* 24 hours following the class time will be considered late. Two (2) 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 made pro-rata for work done.
 - b. ****PowerPoints provided from professors are *not* considered substantial notes for students and will not be accepted.****
 - c. **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 as a separate Word document in which you copy your notes

OR

-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.

2. All notes will be submitted from the beginning of the semester to the present class when first hired within 24 hours of receiving access to AIM.
3. **Confidentiality Requirement:** Should I be approached by the student for whom I am taking notes, I will keep his or her identity confidential. Otherwise, only ODS and the Instructor will know the identity of the student receiving the notes.
4. If the notes are inadequate or the student no longer requires them, I understand that I may be asked to discontinue my notetaking services and I will be paid pro-rata for the work done.

5. If the notes are inadequate or late and ODS must hire a replacement note taker for this class, I understand that I will not be paid beyond pro-rata payment for acceptable work done.
6. If the student drops the class and no longer requires notes, I understand I will be paid on a prorated basis for the work done.
7. I understand that the payment for providing notes for this course for the entire semester is a one time payment of up to \$100 to be paid after the close of the semester. Any prorated payments will be based on this \$100 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.
8. 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 ODS as I would be ineligible for hiring since all payments from Barnard to students on Financial Aid must fit within the student's allotted package.
9. I understand that if I miss class it's my responsibility to notify ODS during the same day I missed the class and to find replacement notes to provide to ODS within 48 hours of the missed class from a fellow classmate.

By signing I acknowledge that I have read the above Note taking Procedures and agree to follow them as a Note taker for Barnard College.

Print Name _____

Signature_____

Date _____

Are you a Barnard Student on Financial Aid (Circle One): Yes No Unsure CU Student

UNI _____

Email_____

Cell Phone:_____

Semester & Year:_____

Thank you for providing a valuable service to our students!

Any questions, or if you need additional information, please contact ODS at 212-854-4634