

Contract for Note Taker

I, _____, as a note taker working for Disability Support Services (DSS), in the Center for Student Success, will adhere to the following criteria:

1. I will convey all classroom material, presented orally or printed, in legible written or typed format as objectively and organized as possible. This means that I will take detailed notes over what the professor says during lecture, what classmates or guest lecturers present, class discussions, in-class films, power points, and what the professor writes on the board. This may also include writing down notes about course assignments when the professor gives oral updates or instructions.
2. My class usually meets on _____ (day(s) of the week); therefore, I will do my best to submit my notes to DSS within 24 hours from when class ends and/or before 5:00pm on Fridays. I understand that I must submit notes at least once a week, and will try to submit notes after each class meeting.
3. I will indicate later on this form the format in which I will provide my notes. I understand that I need to provide my notes in this same format for the entire semester to ensure there is no confusion. If this format needs to change, I will discuss it with the DSS coordinator beforehand.
 - a) When hand-writing my notes, I will copy/digitize the notes in the Center for Student Success at least once a week and more often when possible.
 - b) When typing my notes, I will e-mail the notes to dssnotes@callutheran.edu at least once a week and try to submit them after each class meeting.
4. If there are no notes for that week, I will e-mail DSS at dssnotes@callutheran.edu, or call the DSS staff at 805-493-3464 to discuss this with them as I understand they keep track of my weekly submissions.
5. It is my responsibility to obtain the notes from another class member in my absence from a class meeting. I will either email the other class member's notes to dssnotes@callutheran.edu or make a copy of the notes to leave in the designated place in the Center for Student Success.
6. I will notify the DSS Coordinator if there is a change in my service for the semester within 3 days of the change (i.e., no longer enrolled in the class, extended illness).
7. I will uphold **strict confidentiality** of any information obtained regarding student names, disabilities, or the services they receive from DSS. Any issues or concerns that arise, I will address with either the DSS Coordinator or the Director of the Center for Student Success.
8. I may need to clarify my notes, however; it is not my responsibility to tutor, transport or provide additional services to the student for whom I am taking notes. In the event that the student requests such services, I will decline and inform the DSS Coordinator of the request.

I understand that failure to adhere to any of the criteria mentioned previously on the form may affect my status as a note taker, as well as, any compensation that I may have been eligible for as a notetaker. I understand that my status as a notetaker may also change via notification from DSS if a notetaker is no longer needed for this particular course, and thus my eligibility to receive compensation may be affected depending on the time lapse between when I was originally contracted as a notetaker and when the position ended.

I am currently on the CLU Payroll as a staff or faculty member: I understand that upon review at the end of the current semester/term, I will be eligible to be placed on the Advanced Registration list.

I am **NOT** currently on the CLU Payroll as a staff or faculty member: I understand that upon review at the end of the current semester/term, I will be eligible to receive a stipend OR Advanced Registration, as per my choice, provided my status as a CLU employee has not changed. This \$50 stipend may be adjusted when starting mid-semester/term or later. I also understand that even if I am eligible to receive this stipend by DSS, I must complete and submit the relevant forms to the Student Employment Office within 2 weeks of signing this contract.

If **NOT on CLU Payroll**, pending eligibility, I prefer to receive Advanced Registration **OR** Stipend.

Pending eligibility, at the end of the semester/term I am serving as a notetaker, I will receive an email from DSS staff to indicate:

1. The Student Payroll has been given proper notification to process my stipend, and I can check with the Student Payroll Office about picking it up. I understand that I can also look into direct deposit by talking to Student Employment when I submit my initial paperwork to them. I understand _____ (initial).

OR

2. The Registrar's Office will be given my name prior to the next registration period that will occur during next semester/term. I will be notified by the Registrar office what my advanced registration date/time will be for that upcoming period based on my notetaker status. I understand _____ (initial).
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I will provide a copy of my notes in the following format:

Print Copy:

E-mail Copy:

Name: _____

Student ID#: _____

Cell Phone: _____ CLU Email: _____@callutheran.edu

Course #: _____ Section #: _____ Professor's Name: _____

Signature: _____ Date: _____

For office use only (leave blank):

DSS Student(s) Name: _____
