

Note Taker Agreement Form

I, _____, commit to providing quality note taking services for Drexel University. I understand that I need to follow the procedure below in order to be recognized as a Note Taker by Disability Resources (DR):

1. I will attend classes or the program, as scheduled.
2. I will take clear and comprehensive notes, adhering to the guidelines provided in the online training at <http://www.drexel.edu/oed/disabilityResources/volunteers/OnlineNoteTakerTraining/>
3. I understand that I will be informed of the way in which my notes should be provided to the student requesting a Note Taker. These methods include: provision of copied notes to the Information Desk at Creese Student Center (Main Campus) or to the 10th floor of the Three Parkway Building, Room 1041(Center City). I may also be asked to email or deliver the notes directly to the student recipient.
4. I will deliver a copy of my notes to the agreed upon location within 24 hours of the course or program.
5. I am responsible for supplying notes from the date indicated by DR through the end of the term, if I am unclear as to what the start date of my notes should be it is my responsibility to contact DR.
6. Should I be approached by the person for whom I am taking notes, I will keep confidential their identity. I understand that if I am not approached by the person for whom I am taking notes, only Disability Resources and the Instructor of the Course/Program will know the person's identity.
7. At the end of the full term, if I have followed the listed requirements, I will receive a Letter of Recommendation from Disability Resources (DR).
8. If the notes I provide are inadequate and do not meet the guidelines provided in the online training, I understand that I will be asked to discontinue my note-taking services and will not receive Letter of Recommendation at the end of the term.
9. If a DR student has requested to work directly with their Note Taker, my name and email address will be provided to that student for them to contact me directly.
10. The Creese Student Center Information Desk hours are: Three Parkway Building, Room 1041 hours are:
Monday through Friday // 7am - 11pm Monday through Friday // 8am - 5pm
Saturday // 10am - 8pm Sunday // 10am - 10pm

By signing I acknowledge that I have read the above Note Taking Procedures and agree to follow them as a Note Taker for Drexel University.

Student signature

Date

Student ID# _____

E-mail: _____

Cell Phone: _____

Term & Year: _____

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|-------------------------|--|-----------------|--|
| Class Name and Section: | | | |
| Professor's Name: | | | |
| Class Day/ Time: | | Class Location: | |
| Delivery Day/Time: | | | |