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 the Office of Disability Resources (ODR):

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 person with a disability. These methods include: provision of copied notes to the Information Desk at Creese Student Center (Main Campus students only) and Conference Room C of the New College Building (Center City Hahnemann students only). 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 ODR 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 ODR.
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 the Office of 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 the Office of Disability Resources (ODR).
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 the ODR 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: Conference Room C in the New College Bldg hours are:
    Monday through Friday // 7am - 11pm
    Saturday // 10am - 8pm
    Sunday // 10am - 10pm
    Monday through Friday // 8am - 5pm

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:

<table>
<thead>
<tr>
<th>Class Name and Section:</th>
<th></th>
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<tbody>
<tr>
<td>Professor’s Name:</td>
<td>Class Location:</td>
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<tr>
<td>Class Day/ Time:</td>
<td></td>
</tr>
<tr>
<td>Delivery Day/Time:</td>
<td></td>
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</tbody>
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Please email you completed form to disability@drexel.edu