Note-taker Information and Responsibilities

Providing Note-taking Services: Providing academic support to a classmate is a rewarding experience for the note-taker. Students interested in providing note-taking services should meet with Jessica Felizardo to review their completed application. Qualified note-takers will need to demonstrate strong samples of notes from previous classes and should have excellent attendance records.

Note-taker Responsibilities:

- Attend every class on time and remain in class for the entire class meeting;
- Provide legible, complete copies of notes to requesting student within 24 hours after class meeting time, but preferably immediately following class;
- Notify Jessica Felizardo if withdrawing from or adding/dropping a class;
- Notify Jessica Felizardo if there is a problem with providing the note-taking service;
- Reference the note-taking “cheat sheet” for helpful hints in providing notes;
- Respect confidentiality of note-taker/requesting student relationship;
- Complete the required forms for student employment.
- Contact Jessica Felizardo and the course instructor via email as soon as you know you are going to be absent from class and no later than 7am the morning of a class.

Note-taker Qualifications:

- Minimum GPA of 2.8 and good academic standing
- Excellent attendance in all courses
- Reliable
- Legible handwriting
- Faculty recommendation
Note-taker Agreement for Providing Services

Note-taker’s Name: ____________________________________________________________
Contact Information: __________________________________________________________

Course Name: ________________________________________________________________
Instructor: ______________________________________________________________________
Class meeting times: _________________  Class Location: ______________________

Method of providing notes for student:
__________________________________________________________________________   ____ (initial)

Faculty Recommendation Information:
Name: ______________________________________  Phone / Email: ________________

Please initial each statement to show that you have read, understand and agree to the policies for providing note-taking services at Bay State College.

_____ It is my responsibility to let Jessica Felizardo know within 24 hours via email or phone message if I withdraw from a class for which I am providing note-taking services.  
_____ It is my responsibility to attend every class meeting and to provide notes for each class meeting, with the exception of days when only a quiz, test or exam is given. In the event I am absent, I will email Jessica Felizardo and the Course Instructor no later than 7am on the day of class.  
_____ I understand that I will not receive payment for any day that I am absent from class, regardless of the reason. More than three absences in a semester will result in suspension of my note-taking provider status.  
_____ It is my responsibility to arrive to all classes on time and stay for the entire class period; otherwise, I may not be able to continue providing note-taking services.  
_____ It is my responsibility to provide notes in the agreed upon format and to deliver them in the agreed upon timeframe. If I am unable to meet these expectations, I will let Jessica Felizardo know immediately.  
_____ I agree to keep the name of the student receiving the accommodation confidential.

I understand and agree to the above policies.

_________________________________________  _________________  
Student Signature  Date

Office of Academic Development Use Only:

Note-taker Service  Start Date: ________________  End Date: ________________
Rate of Pay: ________________