

DSS Note Taker Agreement

1. The note-taker should provide a written record of the main points and supporting details that occur during class meeting times to the designated DSS student(s).
2. The note-taker is responsible for providing accurate and complete information. Notes should include details covered during lecture, class discussion, and videos/films in class.
3. Notes are not a word-for-word transcription, but should highlight major topics or themes, basic concepts, new or difficult vocabulary, assignment details, class announcements and due dates for tests, quizzes, and projects.
4. Note-takers should be punctual, reliable and act professionally at all times including maintaining confidentiality about the DSS student(s), asking for feedback on notes from the student (where appropriate), **delivering the notes in a timely manner (within 24-48 hours)** and in the agreed form, and informing the student if you are unable to attend a scheduled class.
5. If you are absent from class, you are still responsible for sharing notes from that class meeting by perhaps asking another student for a copy of their notes.
6. The provision of a note-taker is not a replacement for a DSS student's attendance in class. The note-taker is not expected to take notes on assigned readings or other homework related activities.
7. If the student you are taking notes for misses more than two classes, please notify DSS at disability.services@sonoma.edu. Please continue to take notes until otherwise told to discontinue by DSS.
8. The note-taker should provide the DSS student with their contact details (phone number / e-mail address) to ensure appropriate communication and a good working relationship throughout the semester.
9. The note-taker should be notified by the DSS student of the preferred form of note delivery (i.e. carbonless paper, e-mail). The note taker is responsible for copying costs if they choose not to use the carbonless paper provided by the DSS office, or to scan/take a picture and email notes to the student.
10. The note-taker must complete and submit required paperwork by the designated date. If the note taker has not completed the required contract paperwork with the DSS office by the aforementioned date, the note taker's pay may be pro-rated according to the date in which they completed the required paperwork at the DSS office.
11. If one note-taker provides notes for two DSS students in the same class, the note-taker will receive a prorated payment amount as designated on the "Note-Taker Authorization Form". If more than two DSS students in a class require a note taker, an additional note taker will be hired.

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Student Responsibilities:

- Note taking services are provided as a disability-related accommodation to eligible students registered with the Disability Services for Students (DSS) office who have a documented disability, which impacts the student's ability to effectively take notes in class.
- The DSS student should meet with their DSS advisor to discuss the functional limitations associated with their disability to determine if a note taker is an appropriate accommodation.
- The DSS student should schedule an appointment with their DSS Advisor prior to the beginning of the semester to request note-taking accommodations in specific classes where this assistance is needed. Failure to promptly schedule an appointment with your Disability Management Advisor may result in the delay in the provision of this disability-related accommodation.
- The DSS student should immediately notify DSS of any changes in the need for note-taking services or course enrollment status (dropping or changing classes).
- The DSS student should notify the DSS office if they experience any problems with the note-taking services that are being provided. Please be specific in providing examples of the problems you are experiencing and the DSS office will investigate and take appropriate action if needed.
- The provision of a note-taker is not a replacement for a DSS student's attendance in class. The note-taker is not expected to take notes on assigned readings or other homework related activities.

Steps for Obtaining a Note-Taker:

1. Most students find that asking a classmate is the fastest and easiest way to recruit a note taker.
2. If unsuccessful, then you may ask the professor to make an announcement to recruit a note-taker from the class.
3. Meet with the note-taker for both of you to sign the "DSS Note-taker Confirmation Form". You should return this form to DSS (hard copy or photo) within one week of the date a note-taker has been identified.
4. Provide the note-taker with the "Note-Taker Authorization Form" and ask them to provide this to the DSS office. The note-taker will complete the sign-up process in the DSS office.
5. Maintain a copy of the "DSS Note-taker Confirmation Form," which includes the taker's contact information.

DSS Student

Date

DSS Advisor

Date

08/2018