**Office of Adaptive Services**  
**t:** 239.590.7956 **email:** adaptive@fgcu.edu

**Note taker Responsibilities Agreement Form**

Thank you for volunteering to be a note taker for a fellow student with a documented disability. Your role is an integral part in the student’s ability to have equal access to classroom information. Below is a list of responsibilities for taking notes:

**As a Note taker, I agree to:**

1**. Attend each class regularly and on time**.

* *If for some reason I cannot attend a specific class, it is my responsibility to obtain the missed notes and upload them to Clockwork within 24 hours of the class (summer notes must be submitted within 8 hours after each class).*

2. **Complete the MANDATORY online tutorial found at the following link. Upon completion, print out the Certification of Completion and return it to Adaptive Services.**  
<https://learn.nationaldeafcenter.org/courses/note-taker-training>

3. **Take clear, complete and organized notes as outlined in the online tutorial**

4*.* **Upload notes to Clockwork on the Adaptive Services website within 24 hours of class meeting**

* Go to[**http://wp-cwweb01/clockwork/custom/misc/home.aspx**](http://wp-cwweb01/clockwork/custom/misc/home.aspx)

5. **Immediately delete the course from the Clockwork Note taking module if I am no longer available to take notes for the selected course(s)**

6. **Allow Adaptive Services to retain my notes as their property that may be used for other students and/or in future semesters.**   
  
7**. Maintain confidentiality at all times. (I will not discuss any information regarding the student(s) to anyone, including instructors, staff, or other students)**

8. **Check above Confidentiality Agreement Form**

I understand that in order to receive Service Learning hours, I must follow the Note taker requirements and responsibilities listed above and complete the online tutorial training within 7 days of being designated Note taker. By checking the above Confidentiality Agreement form, I am indicating that I have read, understand, and accept the terms and conditions of being a note taker with the Office of Adaptive Services.

**Compensation for Note takers**

1. You will receive Service Learning credit for your help. In order to receive **Service Learning Hours:**

* It is in your best interest to submit the completed ***Service Learning Agreement and Verification Form*** found on the link below within 2 weeks after the semester ends.
  + [*https://fgcu-csm.symplicity.com/*](https://fgcu-csm.symplicity.com/)
  + *The Supervisor that you will insert is Barbara Fuentes, Accommodations Coordinator*

[*bfuentes@fgcu.edu*](mailto:bfuentes@fgcu.edu) *239-590-7997*

* You will need to estimate the number of hours you earned by using the following format:

Number of minutes your class meets x the number of classes you took notes (do not count the class for exam time or any time that you did not take notes ) and uploaded. ÷ by 60 minutes (converts to hours) = the number of service learning hours earned. If you turned in a certificate of completion of the tutorial training, add 5 hours onto that total.

Example: class meets from 7:30-8:20 (50 minutes)

You took notes for 30 classes

50 x 30 ÷60 = 25 hours

**Additional Suggestions for Note takers**

1. **Write the notes as legibly** as possible and in an organized, understandable manner. This does not apply if notes are typed
2. When new terminology is presented, **write the entire word out**. Double-check the spelling. Do not abbreviate the first time around. When you do use the abbreviations, make sure that the student understands the meaning.
3. **Include enough detail** to facilitate understanding without confusion and without further explanation.
4. **Highlight important information**, such as: schedule changes, assignments, exam dates, book titles and authors, etc.