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**Note Taker Agreement and Responsibilities Form**

**Phone: 239-590-7956  
Email:** [**adaptive@fgcu.edu**](mailto:adaptive@fgcu.edu) **Fax: 239-590-7975**

Thank you for your willingness 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.

**Check which method of compensation you are requesting:**

**Service Learning** **Payment**

**\*BEFORE you start as a note taker for a student, you will need to complete the following:**

**1. Complete the Adaptive Services Note Taker Agreement and Responsibilities Form**

**2. If requesting Service Learning hours, access the Eagle Service Network to submit your Service Learning form and get approved to work with our office:**

[**https://www.fgcu.edu/eaglenetworks/**](https://www.fgcu.edu/eaglenetworks/)

**\*Once approved, you may register to be a note taker through our student online management system, Clockwork**

**Confirmation of Service Learning Commitment**

**By signing below, I hereby acknowledge and agree that:**

1. I am volunteering my time and service to Adaptive Services

2. I am not an employee of Adaptive Services

3. I do not have any expectation of future employment with Adaptive Services

4. I do not expect to receive compensation or anything of value in exchange for volunteering as a note taker for Adaptive Services, other than Service Learning hours

5. I agree that I will commit to being a note taker for Adaptive Services for Service Learning hours ONLY throughout the specified timeframe (entire semester or part of)

6. At all times as a volunteer, I agree to act in a courteous and polite manner and I agree to abide by all University policies and procedures.

**Name/Date:**

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**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**. Maintain confidentiality at all times, in that I will not discuss any information regarding the student(s) to anyone, including instructors, staff, or other students.**

6. **Check 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 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

**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.