

Employment Contract for Note Taker

As a note taker in _____ # _____ (course name and #)
for instructor _____ on _____ (days) at _____ (time).

Please read and **INITIAL** the line to the left of each statement to show your understanding of this contract.

_____ In exchange for my assistance throughout the semester, the Disability and Learning Resource Center (DLRC) will provide me with a payment of \$ _____ in the form of a check to be picked up from the Bursar after finals week.

_____ If I cannot fulfill my obligation due to unforeseen difficulties, then I will contact DLRC as soon as possible and assist in the recruitment of a replacement note taker and not receive my payment.

_____ If I am going to be absent from class, I will make arrangements with another student in the class to take notes for me that day, or I will try to let the student know in advance so they can make alternative arrangements for that day.

_____ I understand that I need to have my notes photocopied at the DLRC for the student(s) requesting notes in the class or email the notes to the DLRC.

_____ **I will drop off my weekly notes in envelope(s) # _____ in the DLRC or email them to DLRC staff NO LATER THAN _____ (time) on _____ (days).**

_____ I will provide copies of my lecture notes in the class for students with disabilities throughout the semester. I recognize that my attendance in class and the completeness of my notes are imperative to the success of the students for whom I provide notes. I also recognize that my commitment is for the entire semester. If I fail to follow this contract I will not receive my payment.

Name (please print) _____ E# _____

Cell Phone _____ Email _____

Permanent Address _____

Student Signature _____ Date _____