



Wellness Center, University Crossing
220 Pawtucket Street, Suite 300
Lowell, Massachusetts 01854
Tel. 978.934.6800
Fax: 978.934.2032
Email: Disability@uml.edu

DISABILITY SERVICES

Notetakers Request Form

If you would like to sign up to be a note-taker, please fill out this form and returned to Student Disability Services by email, fax, post or you can drop it in. Our office is open from 9am – 5pm.

Have you previously worked for UML? Yes __ No __

Start Date: _____ Semester: _____

Name: _____ UML ID: _____

Phone Number: _____ Email: _____

Address (Home): _____

Course #	Name of course	Instructor	Days & Time - Class meets
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Notetakee Name (if known): _____

Congratulations! So now you get paid to go to classes! Notetaker rates are as stated in your contract. (Current rate is of \$150.00 per semester) Please read the job-description carefully and contact our office if you need clarification.

JOB DESCRIPTION

Note-taker Responsibilities

1. Your contract has been processed. Please come to the office anytime between 9am to 3pm on weekdays to sign your contract.
2. You are expected to attend all classes except in case of emergency or illness. If it is a pre-determined absence, please inform your professor as well as the note-takee. We recommend finding a substitute within the same class.
3. Provide notes for the student only on the days when he/she is present (unless absences are due to medical or emergency reasons). **You are not a secretary!** Please notify us if the student has excessive absences or lateness to class.
4. If the identity of the note-takee is not disclosed due to confidentiality, please send copies of your notes to our office at the above address or email address. Notetakers may deliver notes in the following manner:
 - Copy the notes right after class and hand it over either to the student, the professor or to our office. Copies may be made in the business office of the building where class is taught or the Centers for Learning.
 - Photocopy the notes and hand it during next class. (This works if classes meet two or three times a week).
 - Email notes to either the student or our office at: disability@uml.edu
 - If the class meets once a week, have the notes available within 2-3 days.
5. If you add/drop a class or your schedule changes, notify the note-takee as well as Student Disability Services Office immediately.

Get regular, helpful feedback from the note-takee about your notes. If he/she is not satisfied with the notes, you should determine the problem (i.e. legibility, organization, clarity, completeness) and discuss it with him/her.

Note-taker/Note-takee relationship

If a situation arises between you and the note-takee, the following set of steps are recommended:

- Address the issue with the note-takee. A lack of clarity or a simple miscommunication is often at the root of the concern. An open and honest conversation can help solve the problem! ***Please don't ignore a problem, it will only get bigger!***
 - If you believe there is a more serious problem and choose not to speak with the note-takee, please contact the Office of Disability Services.
6. Please give Student Disability Services Office at least two weeks' notice if you plan to quit this position.
 7. Please note that you will NOT get paid if a) you do not sign the contract during the semester you are taking notes and/or b) Do not inform the SDS or Student Affairs as soon as the semester is over if your payment has not been made. (There will be a strict timeline of 4 weeks after the semester's completion to request all payment.)