

NOTETAKER HANDBOOK
Stipend Program

Meredith College
Disability Services
Carroll Hall
(919) 760-8427

Adapted from Gail Freeman, Forsyth Tech Community College
Welcome to Meredith College

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against individuals with disabilities.

Meredith College's goal is to create an accessible community where people are judged on their abilities not their disabilities. The Disability Services staff strives to provide individuals with the tools by which they can better accomplish their educational goals.

In post-secondary settings, it is the student's responsibility to request accommodations, if desired. It is important to remember that not every student with a disability needs an accommodation. It is equally important to remember that even though two individuals may have the same disability, they may not need the same accommodations.

Disability Services provides, arranges and coordinates accommodations for students in courses, programs, services, activities, and facilities. The Disability Services staff maintains disability-related documents, certifies eligibility for services, determines reasonable accommodations and develops plans for the provision of such accommodations for students with disabilities.

As a Notetaker, you are part of a team of dedicated professionals committed to providing quality services to students with disabilities. The information in this handbook is designed to make your time as a Notetaker a pleasant and productive experience. Please note that the Notetaker Stipend Program is designed as an accommodation for students with hearing and/or visual impairments. Students who use interpreters often find it difficult to observe the interpreter while simultaneously taking notes; hence, a notetaker is an additional accommodation that is typically utilized. The primary reason for this extra measure is to ensure that students with hearing impairments or those with visual impairments will have access to the information presented in class should the interpreter not show up (this could happen due to sudden illness, accident, etc) or should the student need to focus on their own technology to follow lecture. The Stipend Program is different from the accommodation of notetaker, which other students may require based on their disability. As is evident in the name, the Stipend program is a paid program, whereas the notetaker accommodation is not.

Thank you for your commitment!

Disability Services Staff

Notetaking Assistance

Notetaking assistance is provided as an accommodation for students whose documented disability interferes with their ability to take notes. Notetaker assistance is intended for a student's personal study use only and is not to be shared with other individuals. This service is provided as a necessary academic accommodation and is not considered a substitute for a student's attendance and participation in class. Students requesting notetakers will seek assistance from their professor to identify a volunteer notetaker who is also in the course. Note: the notetaker *stipend* program is designed solely for students with hearing and/or visual impairments.

The Notetaker Stipend Program addresses the notetaking needs of students who use sign language interpreters or on a case-by-case basis depending on students documented disability. Since students who use interpreters may find it difficult observe the interpreter while simultaneously taking notes like students without hearing impairments, a notetaker is an additional accommodation that is typically utilized. The primary reason for this extra measure is to ensure that the Deaf or Hard of Hearing students or others who qualify will have access to the information presented in class should the interpreter not show up (this could happen due to sudden illness, accident, etc).

Notetaker Job Qualifications

- Possess college-level language, vocabulary, and English Skills
- Have the ability to take clear and organized notes
- Have at least a 2.5 grade point average
- Agree to adhere to confidentiality standards set by the Testing/Disability Services/ADA Office
- Agree to be reliable, prompt and responsible

Notetaker's Responsibilities

- You will complete a brief training on how to take effective notes and will provide a certificate of completion to Disability Services. The training is free and available online at <http://www.netac.rit.edu/onlinenotetakertraining.html>
- You will attend each class and take notes to the best of your ability on the lecture or content discussed in class.
- If an emergency arises and you are unable to attend class, you will notify Disability Services and the professor immediately.
- If you know in advance you will miss class (ex. Conference), it is your responsibility to make arrangements for another classmate to take notes in your absence.

You will submit your notes at the end of each class day by any of the following methods:

- Report to Disability Services at the end of each day to have the notes copied. It is likely you will have to wait a few minutes to get notes copied (Office staff will need to find an appropriate stopping point, in order to assist you).
- Typing of class notes is preferred; however DS will provide carbon paper to you for notetaking.
- Provide a copy of notes directly to student if she has disclosed her identity.
- Should the notetaker know the identity of the student whom she is taking notes she will keep this information confidential.
- The notetaker will abide by the notetaker code of ethics.
- The notetaker will meet with DS staff to address any issues or concerns.

- If the notetaker fails to attend or provide notes for more than three class sessions, the result may be termination of this agreement. Likewise, you are not the student's stand in. If the student misses more than three classes, you must notify Disability Services.

Payroll Policy and Procedures

Meredith College notetaker program will pay a stipend of \$50.00 per credit hour, per course for notetakers whose services accompany a sign language interpreter or for a student Disability Services determines fit on a case-by-case basis. The stipend will be dispersed in two payments (midterm and final) of current semester.

Disability Services will confirm the enrollment of the requesting student during the first month of classes. In the event that the student drops the class or cancels the notetaking services within the first 45 days from the first class session, 50% of the stipend amount will be paid. For all cancellations after the first 45 days, the full stipend will be paid. In the event that two students with disabilities are in the same class receiving notes, the Notetaker will be paid only for the first set of notes.

To receive payment for notetaking services rendered, the Notetaker must submit a complete invoice at midterm and at the end of the semester. Please see attached sample of invoice for further details.

NOTETAKING SERVICE CONTRACTUAL AGREEMENT

I, _____ agree to provide a
Last First Middle initial
copy of my notes during _____ semester
Semester Year
for _____.
Course name Professor Section

- _____ I understand that I will be paid \$50.00 per credit, per class to be disbursed in equal payments at midterm and at the end of semester (providing I submit invoices to Disability Services office).
- _____ I have read the Notetaker Handbook and understand my role and responsibilities.
- _____ I agree to abide with the policies and procedures set forth by Disability Services.
- _____ In the event the student I am assisting drops the class or cancels notetaking services within the first 45 calendar days from the first class session, 50% of the payment will be paid. For all cancellations after the first 45 days, the full payment will be paid. If two students with disabilities are in the same class requiring notes, I understand that I will only be paid for one set.
- _____ I understand that if I begin taking notes for a student after the first week of classes, my payment will be prorated.
- _____ I agree to complete a mandatory online training session on effective notetaking by the second week of classes. I will provide the certificate of completion by the second week of classes.
- _____ I agree to attend class, missing no more than three class meetings, to take neat and organized notes, and to provide a copy of my notes to either Disability Services or the student following each class session.
- _____ Should I encounter any problems fulfilling my responsibilities, I agree to contact Disability Services immediately. I also understand that this service is an accommodation, not a substitution for class attendance.

Signature

Date

DISABILITY SERVICES CONFIDENTIALITY AGREEMENT

Disability Services is dedicated to protecting the privacy and confidentiality of the students registered with this office. We acknowledge the need to be ever circumspect against breaches of confidentiality.

No staff member, student assistant or volunteer shall reveal the identity of a student registered with this office, unless the student has authorized the disclosure of their information in writing. This includes the individual's identity, disability, or any other personal information. Any doubt regarding disclosure must be resolved in favor of confidentiality.

I, _____, the undersigned understand that any breach of confidentiality is a serious matter and may be cause for removal as a staff member, student assistance, or volunteer from the Counseling Center/Disability Services at Meredith College.

Signature

Date