

# Notetaking Procedures & Forms

DSS Office 0106 Shoemaker 301.314.7682

Please note: Notetaking must be listed on your Accommodation Letter to use this service. If it is not listed and you feel you would benefit from this service please meet with your DSS counselor.

## DSS STUDENTS:

1. DSS Student completes the Student Requesting Notetaker form
2. DSS student gives the Notetaker the following 4 forms:
  - a. Student Requesting Notetaker (p 2) (already completed by DSS Student)
  - b. Notetaker Contract (p 3) (to be completed by Notetaker)
  - c. Notetaking Instructions (p 5) & Procedures for Notetakers (p 6) (Notetaker should keep both and read carefully)
3. IF DSS student assistance locating a Notetaker:
  - a. Print Faculty/Teaching Staff Memo (p 4)
  - b. Give your instructor (or TA) the Faculty/Teaching Memo
  - c. Ask instructor to make announcement to the class on your behalf (and keep your name confidential) – they can either pass the memo to entire class or post on classroom bulletin board for volunteers to sign up. Have form returned to you with those that are interested and you select your choice from the list.

## NOTETAKERS:

4. Come to DSS office to complete required payroll forms to be paid.
  - a. Bring appropriate forms of ID (see Procedures for Notetakers (p 6) for required ID needed)
  - b. Bring completed Notetaker Contract (p 3)
  - c. Bring DSS Student Requesting Notetaker (p 2) (already completed by DSS Student)
  - d. Read carefully and retain for your information the Notetaking Instructions (p 5) & Procedures for Notetakers (p 6) pages

**Note: DSS can provide Notetakers with carbonless copy paper available at our office, if they prefer to take notes by hand.**

# Student Requesting Notetaker

## Student Information

PRINT NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

UMD E-MAIL: \_\_\_\_\_

UID#: \_\_\_\_\_

Course Number / Prefix: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

Semester: \_\_\_\_\_  Undergraduate  Graduate

---

## **YOUR RESPONSIBILITIES AS A STUDENT REQUESTING A NOTETAKER**

- *Please remember, you must have Notetaking listed as part of your individualized accommodations to use this service.*
- ✱ **You are required to attend all classes.**
- ✱ **You MAY NOT request notes for classes you do not attend.**  
Notetaking services are provided to supplement (not replace) your class participation.
- Inform your Notetaker when you will NOT be in class, as a courtesy, at least 24 hours in advance when absences are predictable (i.e. medical or religious absences).
- Talk to your Notetaker to establish how and when you will get a copy of their notes. DSS will provide carbonless paper if you wish to use it, but we will **not** make photocopies of notes.
- If you drop a class or change your schedule, inform Notetaker and DSS office immediately.
- Give the Notetaker constructive feedback about their notes.
- If there are any discrepancies with your Notetaker, it is your responsibility to inform DSS.

**By signing, I agree to all of the responsibilities stated above.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# Notetaker Contract

- **Come to DSS office (0106 Shoemaker)** to complete paperwork for payment.
- **Bring Notetaker Contract** (completed by DSS student on reverse).
- **Bring ID** – acceptable ID is either of 2 options:
  1. Drivers License (or University ID) **AND** Social Security **CARD** (or clear copy of Social Security CARD)
  - or**
  2. Valid or expired US Passport.

## NOTETAKER RESPONSIBILITIES

- You can only be paid for notes taken after you sign this contract.  
There is a stipend, paid ONCE at the end of the semester; calculated at \$25.75 per credit for Undergraduate courses and \$36.05 per credit for Graduate courses.
  - Contact the student you are taking notes for to establish how and when they will get a copy.  
DSS will provide both students with carbonless paper if you wish to use it, but we will not make photocopies of notes.
  - Attend all scheduled classes except in cases of an emergency.
    - If you expect to be absent from a scheduled class, inform the student who you are taking notes for at least 24 hours in advance.
    - Pre-arrange for a substitute Notetaker on days you will be absent. You may have your stipend reduced if you fail to provide adequate coverage during absences.
  - Give the student and DSS office at least two weeks notice if you plan to quit.
- ☞ **Please, DO NOT provide notes to student on days student is NOT in class!**

**PRINT NAME:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **Zip** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **Social Security #** \_\_\_\_\_

Student you are taking notes for: \_\_\_\_\_

Class number and prefix: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

*I have agreed to work as a Notetaker for the student and course listed above.  
By signing below, I agree to the responsibilities stated above without objection.*

\_\_\_\_\_  
Notetaker Signature

\_\_\_\_\_  
Date

(3)



Memo

To: Faculty/Teaching Staff  
From: Disability Support Service (DSS)

A student in your class, who is registered with our office, requires notetaking services. You can assist them by announcing to your class that a Notetaker is needed and they will be paid a stipend by the Office of Disability Support Services.

✓ PLEASE KEEP STUDENT’S NAME CONFIDENTIAL.

- Please ask any interested students to see you after class to sign up on this sheet.
- Once completed, return this Sign-up Sheet to the student requesting service; The student requesting service will contact potential Notetakers and decide who to use.
- If you have any questions, please call our office at 301. 314.7682.

Student Sign-Up Sheet

If you are interested in taking notes, please sign up below and you may be contacted by a fellow student who needs notetaking services for this class. If you are selected, you will be paid a stipend at the end of the semester.

- Stipend is based upon the number of weeks you take notes and number of credits for the class.
- Stipend is paid - once - at end of semester and calculated at \$25.75 per credit for Undergraduate courses and \$36.05 per credit for Graduate courses. (ex.: a 3 credit Undergraduate class = \$77.25 for the entire semester / a 3 credit Graduate class for the entire semester = \$108.)

Thank you for your help.

NAME:

PHONE NUMBER

E-MAIL ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Notetaking Instructions

### **IMPORTANT (Confidentiality):**

*Once you have agreed to take notes for a student with a disability, you should respect their privacy of this request. Notetaking assistance should be kept confidential!*

*As a Notetaker, you should NOT discuss or reveal any information to others about, why or for whom notes are being taken.*

- Label each set of notes with the lecture title, date and number of pages.
- Listen intently from the beginning of the lecture; the instructor may outline the lecture in the first few minutes and often will make sure that important details that have not been explained are covered in the last 5-10 minutes.
- Write as many meaningful facts and details as you can.
- Write down everything the instructor writes on the board.
- Record all technical facts, names, dates, equations, diagrams, and examples.
- Note clues the instructor gives indicating that something is important, such as repetition of a definition or point of information, change of voice, body language, verbal cues, etc.
- Circle or star assignments and announcements such as test dates.
- Make the notes easier to read and a more effective study aid by:
  - ✓ using one side of the paper only.
  - ✓ using dark ballpoint pen.
  - ✓ writing legibly.
  - ✓ leaving blanks when unsure (Get clarification from professor).
  - ✓ using correct spelling (Write "SP?" if unsure).
  - ✓ using white space effectively (Separate main/topic ideas with lines).
  - ✓ marking points of emphasis (Change print, circle, underline, etc.).
  - ✓ underlining definitions and including them verbatim.
  - ✓ using abbreviations carefully (Make a list or key to explain).



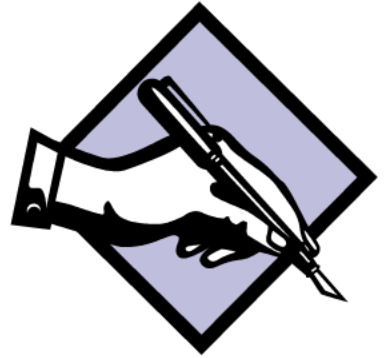
***Have a great semester!***

# Procedures for NOTETAKERS

## #1

Come to the DSS office (4155 Susquehanna Hall) after you have spoken with the student receiving the service.

- Bring the Notetaker CONTRACT (green form) with both sides completed & signed.



*If you already work at UMCP, repeating paperwork is unnecessary; however... We will still need a COPY of your Social Security CARD, photo ID, copy of W-4 & I-9 forms - either drop-off or have faxed over to 301.405.0813*

## #2

Be prepared to fill out paperwork AND bring your identification!

### Acceptable forms of ID:

- Driver's License/ or UM ID  
AND
- Social Security CARD / or birth certificate (if you were born in the USA)

OR

- Valid or Expired USA Passport



## #3

Read over contract and sign.

Please note:

Notetakers will only be paid from the date they sign contract with DSS.

☆ All procedures must be followed in order to receive payment! ☆

(6)