

GOLDEN GATE UNIVERSITY

School of Law

NOTE TAKER RESPONSIBILITIES

SUBMITTING NOTES

- Notes must be e-mailed to the Disability Services Program Coordinator at lawds@ggu.edu as an attachment in text format (.doc file).
- **EXAMPLE:** For notes for Wills and Trusts LSN on January 14, 2009 please send the file as WillsTrustsLSN011409.doc.

CLARITY

Note takers must give careful consideration to the purpose for which notes are being taken. The note recipients may not be able to hear or see the lectures, or for other reasons are not able to take adequate notes. These students **MUST** be able to understand the notes provided to them. In particular:

- While no one expects a verbatim transcript of the lecture, your notes should reflect the content of the lecture in adequate detail to be independently comprehensible.
- Shorthand, symbols, and abbreviations should be avoided or a key provided.

TIMELINESS

- Note takers are required to submit notes, by e-mail, **WITHIN 24 HOURS**.
- Note takers are also responsible for filling any gaps in their notes caused by absences from class – it is your responsibility to obtain replacement notes from a classmate. Make sure all notes are dated.
- Finally, note takers must attend and take notes for any review sessions prior to exams in which the professor will be present.
- If class is cancelled or if a lecture is replaced by a special activity, submit a one sentence notice of that event within the mandated time frame.

NOTE IDENTIFICATION

- The notes for each day should be clearly labeled as follows:
 - class date, course title, course section, and professor.
- Your name should **NOT** appear on the notes, to protect anonymity.

ADDITIONAL MATERIALS

- Note takers are **NOT** expected to provide the recipients with a course outline, briefs from your casebooks, or any other “work-product” of your own studies outside the scope of the lecture.
- Note takers also are **NOT** responsible for providing extra copies of course syllabi, handouts, or supplemental materials; the recipients should obtain all such materials themselves.

PAYMENTS

- Payment will be made at the end of the semester. Payment is \$75 per course, per semester. To receive payment you must turn in a full set of notes, this application, and a current W9 form.
- If you turn in only half a semester or do not complete the agreement (i.e. meeting deadlines), no payment will be made.
- Payment will only be made for notes turned in to Esmé Grant within the above stated guidelines.

AGREEMENT

I am a student in good academic standing (GPA 2.5 or above except for Special Problems, Solving Legal Problems, and Legal Analysis classes). I have read the “Note-taker Responsibilities” listed above, and agree to fulfill those responsibilities to the best of my ability. If, for any reason, I believe I will be unable to complete those responsibilities in a timely manner, I will promptly contact the Disability Services Program Coordinator to make appropriate alternative arrangements.

Signature

Date

****PLEASE SEE REVERSE****

GOLDEN GATE UNIVERSITY

SCHOOL OF LAW

NOTE TAKER APPLICATION

Students in good academic standing are invited to apply for the position as a note taker for each of your classes. Please **COMPLETE ALL** sections, including a complete list of your registered courses. Submit in person or by mail to the Disability Services Program Coordinator, 536 Mission Street, Room 3339 or fax to (415) 495-6756. Please write legibly. All payments will be mailed directly to the address on this form. Therefore, it is very important to provide your current address and notify Esmé Grant of any changes.

NAME

EMAIL ADDRESS

STREET ADDRESS

DAYTIME PHONE NUMBER

CITY/STATE/ZIP

SIGNATURE

SOCIAL SECURITY NUMBER (FOR PAYMENT)

COURSE SCHEDULE (*Courses for which you are registered and would like to take notes*)

COURSE	SECTION	INSTRUCTOR
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional information (please check one):

- Experienced Note taker New Note taker

****IF YOU HAVE NOT ALREADY DONE SO, PLEASE READ AND SIGN THE REVERSE SIDE OF THIS APPLICATION****

GOLDEN GATE UNIVERSITY

School of Law

NOTE TAKER RESPONSIBILITIES

Student Copy

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