



NOTETAKER AGREEMENT

Note taker name (please print): _____ N# _____

Semester/year: _____ Course name/number: _____

As a note taker I agree to all of the following:

- I understand that I should provide the notes after each class meeting.
- I will check in periodically with the student to be sure that the notes provided are satisfactory.
- If I am absent from a class, I understand that it is my responsibility to obtain the notes for that day and to provide a copy for the student.
- I understand that if the student is not in class, I am not required to provide notes for that class session.
- If the student is absent from class for more than two consecutive class periods, I will contact the instructor or Success Center Supervisor to confirm that the student is still enrolled in the class.
- I understand that this position will be terminated if either the student or I withdraw from the course, or if I fail to comply with the requirements outlined above.
- I may be asked to provide notes for more than one student. I understand that I will be paid per course, not per the number of students receiving notes.
- I understand that if I would like to be "paid" for my services, I have the option to receive an NSCC Bookstore gift certificate in the amount of \$25. This is available once per semester.
- I understand that if the note taking assignment is terminated before the end of the semester, the pay will be prorated accordingly.
- I understand that my status as an approved note-taker requires me to comply with confidentiality and FERPA guidelines.
- I understand that note-taking paper is available, if needed, from the Success Center.

Signature: _____ Date: _____