

DRC Student _____
Semester/Year _____
Course _____

Disability Resource Center (MC 321)
1190 Student Services Building
1200 West Harrison Street
Chicago, Illinois 60607-7163

NOTE TAKER AGREEMENT

Note Taker's Name _____ UIN _____

Mailing Address _____

E-Mail: _____ Phone: _____

NOTE TAKER RESPONSIBILITIES:

1. Sign the note taker agreement.
2. Return this agreement to the DRC within three weeks of starting note taking responsibilities.
3. Take notes as requested by the student. It is your responsibility to make copies of notes. The copier in the DRC is available during working hours or the office can provide carbon paper.
4. Be punctual and attend class regularly.
5. Arrange for a substitute note taker in your absence. For every absence without a substitute, there will be a 10% reduction in compensation.
6. Be aware that note taker acceptance is based on student determination. Students receiving note taking services have the option to cancel these services or switch note takers if they are not satisfied with the quality of the notes they are receiving.

RESPONSIBILITIES OF THE STUDENT RECEIVING NOTE TAKING SERVICES:

1. The student will provide direction to the note taker regarding the type and format of notes.
2. If absent, the student will make arrangements regarding note taking with the note taker.
3. Only ONE note taker per class will be compensated.
4. The student will contact the DRC if there are any changes in note taker's date of termination.

ABSENCE:

- Note takers are not responsible for taking notes when the student is absent unless prior arrangements have been made with the student. Notes are not to be taken for students absent from class more than two consecutive classes unless this has been previously discussed.

REIMBURSEMENT:

- Reimbursement is \$30 per class for a full semester and \$15 per class for half the semester in the form of a UIC bookstore gift card. Gift cards will be awarded according to the following schedule:

Please check: indicate below when note taking services began.

__began note taking during or prior to week 8	100%	payment
__began note taking after week 8	50%	payment

*Summer Session 1 (4 weeks)

__began note taking during or prior to week 2	100%	payment
__began note taking after week 2	50%	payment

*Summer Session 2 (8 weeks)

__began note taking during or prior to week 4	100%	payment
__began note taking after week 4	50%	payment

The amount of compensation will be prorated if the student withdraws from class. The prorated amount will be based on the date of withdrawal.

50%- withdraws during or prior to week 8

100%- withdraws after week 12

Please note: Gift cards will be issued at the end of the semester and can be picked up at our office approximately 2 weeks after the semester ends. Gift certificates must be picked up from our office no later than the third week of the following semester. If you cannot make it to our office, you can request that the gift card(s) be mailed to you, but our office is not responsible for lost or stolen mailed gift cards.

I have read and agree to the items specified in this agreement

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DRC STUDENT SIGNATURE	DATE	e-mail

I have read and agree to the items specified in this agreement

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NOTE TAKER SIGNATURE	DATE	e-mail

I choose to volunteer my services as a note taker without pay

Incomplete agreements and ones without student AND note taker signatures WILL NOT be accepted.