



**Office of Disability Services
Note Taker Handbook**

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Office of Disability Services

Welcome and thank you for your interest in note taking at Morrisville State College. This handbook has been developed to assist you in understanding the role and responsibilities you would undertake as a note taker and provide the background and training you need to deliver the best possible services to our students with disabilities. Whether you are just considering pursuing a note taking position or have been hired and are preparing for the employment quiz, this document contains the information you need.

If you have questions regarding anything outlined in the following pages feel free to contact the Office of Disability Services (DS) at your campus.

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NOTE TAKER DEFINED

A Note Taker is a person hired to take notes for a student registered with the Office of Disability Services (DS). It is the responsibility of the note taker to provide clear, concise classroom notes e-mailed to the DS office within 24 hours of the end of the class. This position may be a paid or unpaid.

WHO AM I TAKING NOTES FOR?

Note takers provide notes to students who have been approved for a note taking accommodation through the Office of Disability Services (DS). To be approved for a note taking accommodation, the student must provide documentation, be evaluated and it be determine that note taking is an appropriate classroom accommodation. Note takers are NOT hired to take notes for the class as a whole or to provide notes if a student is not in class.

BECOMING A NOTE TAKER

In order to become a note taker, you will begin by filling out a note taker application. You can find an application on the disability services web page (www.morrisville.edu/disabilityservices) or by stopping into the Office of Disability Services (DS) at your campus.

Once you have filled out the application and had your reference form completed, all information should be turned into your DS office. Once turned in to the DS office, your application will be reviewed and you will be contacted if there is a note taker position available.

PAID VS NOT-PAID

Note taking is a paid position but, if you would like to be a note taker but not to be paid, you can work on a volunteer basis. Volunteering your time is a wonderful way to give back and can be a way to satisfy your requirement for Phi Theta Kappa or to enhance your co-curricular transcript. Just let the DS office know if you would like to volunteer as a note taker.

GETTING HIRED

With a complete application and good recommendation you have a strong chance of being hired as a note taker. But, employment is conditional upon having a student requiring the note taking accommodation in one of your classes. If there is an opening in one of your classes you will be notified by the DS office on your campus

to come in and complete hire paperwork and complete a short training to ensure your understanding of the roles and responsibilities required of a note taker.

WHEN YOU ARE HIRED

Once you are assigned a class, you must complete hire paperwork and note taker training. The hire paperwork includes:

- A W-4: Employee's Withholding Allowance Certificate
- An I-9: Employment Eligibility Verification
 - In order to complete these forms you must bring with you:
 - Your Social Security Card and valid Driver's License or non-Drive ID Card
 - Or any appropriate combination from the List of Acceptable Documents on the I-9 form
- Human Resources Post Employment Information Form
- Information on the Employee's Retirement System
- Direct Deposit Form for NYS Employees (if you choose to use direct deposit)

Note taker training consists of:

- Review of the Note Taker Handbook
- Completion of Note Taker Training quiz

JOB RESPONSIBILITIES

CONFIDENTIALITY

Students needing this service often wish to remain anonymous. If they choose, they will identify themselves to you; you should never approach a student. If a student discloses to you, you are expected to keep any information that is shared with you between you and the student. Breaking the understanding of confidentiality is cause for termination.

NOTE TAKING

Provide clear, complete notes within 24 hours of the end of class. Notes for each class must be labeled with the **CLASS** (i.e. ENGL101), **INSTRUCTOR** (i.e. Milner) **AND TIME/DATE** (i.e. M/W 1:00 – 2:15) of the class on every page. Notes are to be submitted to the DS office electronically, in an e-mail, to the DS coordinator at your campus **USING YOUR STUDENT E-MAIL ACCOUNT** with the class and instructor's

name in the subject line. Then the DS office will forward the notes to the appropriate student(s).

If you are taking notes in a math class, they may be hand written but they must be complete and legible. It is best to use black or blue pen as these copy much better than pencil. If you have been approved to provide hand-written notes, make sure that you make the appropriate number of copies.

Copies may be made in the Academic Enrichment Center and filed by class and instructor. Copiers can only be used by note takers for classes they have been assigned to and not for general use.

ATTENDANCE

You are expected to attend every class. If you are not going to be in class you should make arrangements to get the class notes for yourself and provide a copy to the student(s) for which you are providing notes.

TIMESHEETS

Note takers are paid on an hourly basis. Timesheets are located in the DS office, copied on BLUE paper. When filling out timesheets:

- Write legibly using PEN
- Turn in your completed timesheet ON TIME to the DS office
- Make sure you provide all needed information
- Sign your timesheet
- Be honest, if your class was cancelled indicate that the class was cancelled on your timesheet. Forging or misrepresenting yourself on a timesheet will be grounds for termination.

Please:

- Do not leave blanks
- Do not complete your timesheet in pencil or colored ink. It must be legible.
- Do not wait to turn in your timesheets. It will cause late paychecks
- Do not combine time periods on one pay sheet. Follow the pay period dates indicated on the schedule

Time is rounded to the nearest quarter hour. For example, if your class is from 9:00 – 9:50, your timesheet should read 9:00 – 10:00 or if your class is 9:00 – 11:50, your timesheet should read 9:00 – 12:00. See the example below:

Student Temporary Service Time Sheet

Name: Doe, Jane Payroll# (Office Use Only): _____

Work Location: NT (or NT-Norwich) Social Security # (last 4 digits only): 1234

Time Period from: 04/15/10 To: 04/28/10

Date	Day	In	Out	In	Out	# Hours per day
04/15/10	Thursday	9:00	10:00	2:00	3:00	2
04/16/10	Friday	1:00	4:00			3

Timesheets should be turned in every two weeks. Completed timesheets are due by noon on the Friday at the end of the pay period.

CHANGES TO YOUR SCHEDULE

If you drop the class you are taking notes for let the DS office know **IMMEDIATELY** so that an alternate may be hired with as little turn around as possible. Not informing us of a change could result in termination of your note taker application.

If the student you are taking notes for drops the course you will be paid through the end of that week. You will still be considered for other note taking positions.

TERMINATION FROM THE NOTE TAKING POSITION

As with any job, you are expected to adhere to the rules and regulations set forth by the employer. In the case of note taking this translates to following the guidelines listed in this training document as well as adherence to the student handbook and code of conduct. A violation of any of the policies and/or procedures outlined in these documents is cause for immediate termination.

Frequently Asked Questions

When will I see my first pay check?

You can expect to see your first check about a month after you start. This is do to a lag in processing. The good news is that you will receive a check after the semester is completed to catch up.

Where do I pick up my checks?

You may pick up your pay checks in the Academic Support Center. If you prefer you can choose to have your checks direct deposited in your bank account Forms to set up direct deposit are available in the Academic Support Center.

What is the pay rate and how it calculated?

Note takers are paid minimum wage at an hourly rate per class.

Where do I make the copies?

Note takers in math courses are allowed to make copies of their notes on the copier in the Academic Enrichment Center. Personal copying is to be done on the public copiers in Morrisville's library or near the elevator of the Norwich campus