

MORRSVILLE STATE COLLEGE
Services for Students with Disabilities
Note taker
Handbook

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Welcome, as a note taker you will be helping to provide an important service for students with disabilities. In order to assist you in your job and to provide the best services possible the following are required of you.

- Be registered for the class that you are a note taker. If a student taking the class is not able to be hired a student not taking the class may be hired. This will be done by agreement between the Disability Services Coordinator and the instructor.
- Note takers are to attend every class. If you must miss a class you should make arrangements to get the class notes for yourself and provide a copy (ies) for the student (s) that you are providing notes for.
- Your notes must be complete and legible. **Your notes should be typed and e-mailed to me at symondda@morrisville.edu** If you are taking notes for a math course you may hand write your notes. Your math notes must be complete and legible. Please note that Pencil may not copy well. It is best to take notes in blue or black pen. If you do not have a laptop you may type your notes and e-mail them to me from any computer on campus. Saying that you do not have access to a computer does not work for me.
- Completed notes should be turned in at least twice a week. If you have an exam or quiz your notes should be available a day before the exam is scheduled Notes may be e-mailed to me at symondda@morrisville.edu you may turn notes in anytime that you have new material. Notes that have been turned in electronically will be forwarded to the students. Traditional pen and paper notes should be copied and filed in the Academic Enrichment Center. The notes file is located in the Academic Enrichment Center. File folders are organized by course number and the professor's name
- Failure to turn notes in will result in the following:
 - First occurrence a reminder will be sent to you.
 - Second occurrence may result in you being terminated.
- If you drop the class that you are taking notes for please let the Disability Services Office know.
- If the student that you are taking notes for drops the class you are working in you will be paid through that week.

Note taking is a paid position. Note takers are paid to take notes in class on an hourly basis. For example if you are a note taker in a class that meets three times a week for one hour you are paid for three hours of work. If for some reason your class is cancelled or you do not attend you should NOT indicate those hours on your time sheet. Please round your time up to the nearest quarter hour. The

majority of classes are dismissed at fifty minutes past the hour. You should record out time to be the hour. Example, If your class is held from 9:00 to 9:50 please indicate your stop time as 10:00.

Time sheets should be turned in every two weeks as indicated by the attached sheet. Completed time sheets are due by noon on the Friday. Late timesheets will result in your check being late.

I do not share the identity of the students that you are taking notes for. Some students may choose to identify themselves to you. If that is the case you are expected to keep any information that is shared with you between you and the student.

Quick guide to taking good notes

Get to class on time

Make sure you have your materials with you

Indicate the course number and date on your notes

Write on one side of the page only. (Hand written notes)

Use pen with blue or black ink. (Hand written notes)

Avoid doodling on your notes. They should look professional (Hand written notes)

If the professor makes an announcement in class that is important please include it with your notes.

Keep your time sheet in your notebook for the class you are taking notes in or other safe place.

If you have any questions or problems I encourage you to meet with me and or the professor of the class.

Completing your time sheet

In order for you to be paid you need to fill out a time sheet correctly.

Note takers complete a blue time sheet.

You will need to provide the following information on the top portion of the time sheet.

- Your first and last name
- Write Note taker in the work location space along with the course number of the courses you are taking notes in.

- Provide the last four digits of your social security number in the appropriate space

Recording the time that you worked

Let's say you are taking notes in the following two courses:

SOCS 106 9:00 – 9:50 on MWF

BSAD 108 2:00 -3:30 on TR (R is used to abbreviate Thursday)

An example of a completed time sheet is attached.

Time Sheet do's

Write legibly

Use pen

Turn in your completed sheet on time to Mr. S

Make sure you provide all the information needed

Sign your time sheet

Be honest If your class was cancelled please indicate that class was cancelled on your time sheet

Time Sheet Don'ts

Don't leave blanks

Don't complete your time sheet in pencil or use funky colored ink like pink. I need to be able to read your time sheet.

Don't wait to turn your sheets in all at once. This is a **VERY BIG** hassle for the people in the business office.

Don't combine time periods on one pay sheet. Please follow the pay period dates indicated on the attached sheet.

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 available in the Library

Thank you for deciding to be a note taker. If you have any questions please feel free to ask.

Wishing you all a rewarding semester,

David Symonds
Coordinator of Disability Services

