* All newly hired Note Takers MUST come to DSS office within 2 weeks of being hired by the student *

* NOTE ID required *

Note takers, please....
READ "ORANGE SHEET" CAREFULLY for ID requirements and bring ALL forms of ID with you when you come to office to complete your payment forms.

For example: US citizens need 2 forms of ID - #1- Photo ID AND YOU ALSO NEED TO BRING #2 - a Social Security CARD
Come to DSS office (0106 Shoemaker) to complete paperwork for payment.

Bring Notetaker Contract (completed by DSS student on reverse)

Bring appropriate ID — See the Procedures for Notetakers Sheet for specific details.

READ Procedures for Notetakers Sheet for specific ID needed to complete tax forms, for payment.

Note: Specific ID for US Citizens, Green Card Holders or Current Campus Employees

When you come to DSS office please schedule enough time to complete the tax forms.

NOTETAKER RESPONSIBILITIES

- You can only be paid for notes taken after you sign this contract.
  There is a stipend, paid ONCE at the end of the semester; calculated at $25.75 per credit for Undergraduate courses and $36.05 per credit for Graduate courses.

- Contact the student you are taking notes for to establish how and when they will get a copy.
  DSS will provide both students with carbonless paper if you wish to use it, but we will not make photocopies of notes.

- Attend all scheduled classes except in cases of an emergency.
  - If you expect to be absent from a scheduled class, inform the student who you are taking notes for at least 24 hours in advance.
  - Pre-arrange for a substitute Notetaker on days you will be absent. You may have your stipend reduced if you fail to provide adequate coverage during absences.

- Give the student and DSS office at least two weeks notice if you plan to quit.

PRINT NAME: ____________________________
PHONE #: ______________________________
ADDRESS: _____________________________
                           Zip ____________
E-MAIL: ________________ UID # ___________

Student you are taking notes for: ______________________________
Class number and prefix: ____________________ Number of Credits: ____________

I have agreed to work as a Notetaker for the student and course listed above. By signing below, I agree to the responsibilities stated above without objection.

Note taker Signature ____________________________ Date ______________
Student Requesting Notetaker

Student Information

PRINT NAME: ________________________________

PHONE #: ________________________________

ADDRESS: ____________________________________________ Zip ___________

E-MAIL: _________________________________________

UID#: _________________________________________

Course Number / Prefix: ___________ Number of Credits: ________

Semester: ___________________________ ☐ Undergraduate ☐ Graduate

YOUR RESPONSIBILITIES AS A STUDENT REQUESTING A NOTETAKER

- Please remember, you must have Notetaking listed as part of your individualized accommodations to use this service.

  * You are required to attend all classes.

  Notetaking services are provided to supplement (not replace) your class participation.

- Inform your Notetaker when you will NOT be in class, as a courtesy, at least 24 hours in advance when absences are predictable (i.e. medical or religious absences).

- Talk to your Notetaker to establish how and when you will get a copy of their notes. DSS will provide carbonless paper if you wish to use it, but we will not make photocopies of notes.

- If you drop a class or change your schedule, inform Notetaker and DSS office immediately.

- Give the Notetaker constructive feedback about their notes.

- If there are any discrepancies with your Notetaker, it is your responsibility to inform DSS.

By signing, I agree to all of the responsibilities stated above.

___________________________  ______________________
Student Signature          Date
Note-taking Instructions

IMPORTANT (Confidentiality)

Once you have agreed to take notes for a student with a disability, you should respect their privacy of this request. Note-taking assistance should be kept confidential!

As a Notetaker, you should NOT discuss or reveal any information to others about, why or for whom notes are being taken.

- Label each set of notes with the lecture title, date and number of pages.
- Listen intently from the beginning of the lecture; the instructor may outline the lecture in the first few minutes and often will make sure that important details that have not been explained are covered in the last 5-10 minutes.
- Write as many meaningful facts and details as you can.
- Write down everything the instructor writes on the board.
- Record all technical facts, names, dates, equations, diagrams, and examples.
- Note clues the instructor gives indicating that something is important, such as repetition of a definition or point of information, change of voice, body language, verbal cues, etc.
- Circle or star assignments and announcements such as test dates.
- Make the notes easier to read and a more effective study aid by:
  - using one side of the paper only.
  - using dark ballpoint pen.
  - writing legibly.
  - leaving blanks when unsure (Get clarification from professor).
  - using correct spelling (Write “SP?” if unsure).
  - using white space effectively (Separate main/topic ideas with lines).
  - marking points of emphasis (Change print, circle, underline, etc.).
  - underlining definitions and including them verbatim.
  - using abbreviations carefully (Make a list or key to explain).

Have a great semester!
Procedures for NOTETAKERS

#1
Come to the DSS Business office (0106 Shoemaker) after you have met with the student receiving the service.

➢ Bring the Note taker CONTRACT (the green form) with BOTH sides completed & signed by you and the DSS student.

#2
Please schedule additional time to complete the necessary Tax Forms & remember to bring the appropriate ID as specified below.

ID required for USA Citizens (1 of 2 options)

Option #1 - Driver's License OR University ID AND Social Security CARD OR Birth certificate
OR Option #2 - Valid or Expired USA Passport

ID required for Green Card Holder
1. Green Card
2. Photo ID
3. Social Security Card

ID required for Non-Green Card Holder
1. Passport
2. Visa
3. Social Security CARD
4. All documents used in entering the USA

Already work on UMD Campus?

If you already work at UMCP, repeating paperwork is unnecessary; however...

We will still need a COPY of your Social Security CARD, photo ID, copy of W-4 & I-9 forms – either drop-off or have faxed over to 301.405.0813

Graduate Assistants & Teaching Assistants SPECIAL NOTE

If you are a full time GA or TA, you must check with your authorizing department first, to see if you are eligible to receive this additional honorarium/payment.

#3
Read over procedures and contract carefully and sign.

All procedures must be followed in order to receive payment!

To follow up on your payment or tax forms, contact

Ms. Virginia Evano-Williams
0139 Shoemaker Building – University of Maryland – College Park, MD 20742
Phone # 301.314.7842 - fax # 301.405.0813 or email virgie@umd.edu
MEMORANDUM

To: Faculty/Teaching Staff
From: Disability Support Service (DSS)

A student in your class, who is registered with our office, requires notetaking services. You can assist by announcing to your class that a Notetaker is needed and they will be paid a stipend by the Office of Disability Support Services.

✓ PLEASE KEEP STUDENT’S NAME CONFIDENTIAL.

- Please ask any interested students to see you after class to sign up on this sheet.
- Once completed, return this Sign-up Sheet to the student requesting service;
  The student requesting service will contact potential Notetakers and decide who to use.
- If you have any questions, please call our office at 301. 314.7682.

Student Sign-Up Sheet

If you are interested in taking notes, please sign up below and you may be contacted by a fellow student who needs notetaking services for this class. If you are selected, you will be paid a stipend at the end of the semester.

- Stipend is based upon the number of weeks you take notes and number of credits for the class.
- Stipend is paid - once - at end of semester and calculated at $25.75 per credit for Undergraduate courses and $36.05 per credit for Graduate courses. (I.e. a 3 credit Undergraduate class = $77.25 for the entire semester / a 3 credit Graduate for the entire semester = $108.)

Thank you for your help.

NAME: ___________________________ PHONE NUMBER: ___________________________

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