PACIFIC UNIVERSITY
OFFICE OF LEARNING SUPPORT SERVICES
NOTETAKER CONTRACT

Complete this form and submit to the Director, Learning Support Services in the Student Services Office, located in McCormick Hall Rm 219, **at the time of hire.** The Notetaker Contract is valid for the academic semester. Please carefully read the following and sign below.

Name: _____ Phone: _____

Academic Semester: _____ Academic Year: _____

Student ID #: _____ Social Security #: _____

Local Address: _____
STREET CITY STATE ZIP

Email Address: _____ UC Box #: _____

Course Number: _____ Title: _____ Credits: _____

I. CONTRACT WITH STUDENTS:

A. Complete one Notetaker/Student contract for each class identifying the number of students with learning disabilities in the course and arrangement for the delivery of notes.

B. Keep **confidential all information** regarding students with disabilities who are receiving services.

II. CONTRACT REQUIREMENTS

A. Attend one notetaker orientation meeting. (continuing employees do not have to repeat orientation.)

B. Show up to each scheduled class on time.

C. Stay the entire class period.

D. Adhere to the schedule for delivering notes per the Notetaker/Student contract.

E. Give notes to the Director, Learning Support Services when students do not attend class.

F. Arrange for a substitute to take notes if you can not attend due to an illness or emergency.

G. Stay in contact with the student. It is preferred that you contact the student weekly.

H. Request feedback on the quality or format of notes.

I. Give the professor information regarding Learning Support Service's notetaking services.

III. COMPENSATION

A. Pay is $10 per credit per class.

B. An invoice must be submitted with signatures from you and the student receiving the notes. Invoices should be turned in between the 8th and 10th weeks of the term.

C. Students must sign the invoice acknowledging timely receipt of notes otherwise the invoice cannot be processed.

D. If the student drops the class, it is understood that your notetaking services will no longer be needed. Your pay will be prorated from the day the student drops the class.

E. If you are taking notes for more than three students in a class, you will receive an additional $25 compensation.

F. If performance is less than satisfactory, your services will be terminated. Pay will be prorated from the time the decision to terminate has been made by the Director, Learning Support Services.

G. You are responsible for paying all taxes. You will receive a 1099 by the end of January of the following year.

I understand that I am contracting with Pacific University to provide notes to a student(s) with a disability. I understand my responsibilities and agree to provide notes according to the above requirements.

_____ _____
SIGNATURE DATE

_____ Learning Support Services Office Copy _____ Notetaker Copy Client _____

(3/02: Notetaker Contract)