



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Note Taker Contract

Please review the following statements and sign below to agree to the terms.

I. CONTRACT REQUIREMENTS

- A. Complete a Note Taker Agreement upon acceptance of a note taker assignment.
- B. Keep confidential all information regarding students with disabilities who are receiving services.
- C. Attend each scheduled class on time and stay the entire class period.
- D. Provide a written record of the main points and supporting details covered during class meeting times to the designated SDS student(s).
- E. Refrain from interjecting personal opinion, or allowing your feelings to interfere with or add to the lecture. Please note that professors have access to your posted notes and may be asked to review materials posted as needed
- F. Post notes to the SDS Portal within 24-48 hours of the end of the class meeting.
- G. Arrange for a substitute to take notes if you can not attend due to an illness or emergency.
- H. Contact the Note Taker Coordinator immediately at notetaking@utk.edu if you cannot fulfill your commitment due to unforeseen difficulties.
- I. Contact the Note Taker Coordinator with questions concerning the process, responsibilities, and duties of the note taking position.

II. COMPENSATION & Hiring Process

- A. Pay is \$8.50 per hour per eligible note file.
- B. Upon offer, confirm note taker assignment, and complete employment packet to begin hiring process. First time Note Takers are also required to pass the Note Taker Online

Student Disability Services

915 Volunteer Blvd/100 Dunford Hall, Knoxville, TN 37996-4020

865-974-6087 (p) 865-974-9552 (f) 865-622-6566 (vp)

sds.utk.edu

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training. All steps in the hiring process must be completed prior to submitting notes.

- C. If the student withdraws from the class, your services will no longer be needed. You will be compensated for notes posted prior to the notification of the student's withdrawal from the class.
- D. You are paid per note file, not the number of students receiving notes in a class.
- E. If your services are less than satisfactory, your services will be terminated. You will be compensated for notes posted prior to the termination.

I have read and I understand my responsibilities and agree to provide notes according to the above requirements.

Name

Date

Rev: 08/2020