NOTETAKER-STUDENT ALTERNATIVE AGREEMENT FOR LECTURE NOTES

Course: ____________________________________________________________

Term and Year: ____________________________________________________

Instructor’s Name: __________________________________________________

TERMS OF AGREEMENT

☐ Lecture notes will be e-mailed to the student(s) directly every ______ day(s) by ________.

OR

☐ A hard copy of lecture notes will be given to the student after class.

I understand that I must maintain confidentiality when e-mailing notes; therefore I will use the Blind Carbon Copy (BCC) field when inputting multiple students’ e-mail addresses. I will contact Notetaking Services before sending the first set of notes if I need technical assistance. I understand that failure to maintain confidentiality may result in termination ______ (notetaker initials)

I understand that I may be asked to provide copies of these notes to DAS and additional students at any time during the term; therefore I must keep copies of the notes. ______ (notetaker initials)

I understand I may be asked to provide proof that notes were provided in order to receive payment if there is a complaint by a DAS student. ______ (notetaker initials)

Reason(s) for alternative agreement:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Notetaker Name: __________________________ Notetaker Signature: __________________________

Student Name: __________________________ Student Signature: __________________________

DUE Friday 5 PM of the second week of the term

Please return completed forms to Notetaking Services in DAS—A200 Kerr Administration Building

DAS OFFICE USE ONLY

Date agreement filed with DAS: ________________________________________________

Notes: ________________________________________________________________________