

GPA (all note takers must be in good academic standing)

Major

Previous experience

Class standing (first -year, sophomore, junior, senior)

Handwriting or willingness to type notes

The responsibilities listed on the Note Taker Information Form are as follows:

Note takers must submit effective and complete notes via Note-Taker Network on a timely basis (within 24 hours of the date the notes were taken in class).

Note takers must have good attendance.

Note takers must be in good academic standing.

Note takers must have legible handwriting or be willing to type their notes.

- In some instances, the note taker will be required to type their notes so that the student with the accommodation can open the notes in a text-to-speech software or screen reader.

Note takers must inform Student Disability Services as soon as possible if they are unable to fulfill their responsibilities as a note taker so that a replacement may be found.

Although accommodations are not retroactive, when note takers are selected or hired, they are instructed to upload all notes that have been taken thus far for that course.

If the accommodated student has any concerns with their note taker, they are advised to contact Student Disability Services as soon as possible. Based on the reported issue, Student Disability Services will either contact the note taker to provide additional instruction, or Student Disability Services will replace the note taker if necessary.

#### Alternatives to Volunteer Note Taker:

In the event that a volunteer note taker cannot be found within two weeks of the request date, Student Disability Services will attempt any/all of the following alternatives:

Contact the course instructor to provide notes to the student or to recommend a student as a note taker for the course.

Hire a paid note taker to attend the course and take notes (see Hired Note Takers section).

- This option may not be appropriate for all courses. For example, a hired note taker may not be placed in a major specific Chemistry, Biology or Physics course, as the information presented may be too complex for a student who is not enrolled in that course or program.

Contact the student who requested the accommodations and see if an alternate accommodation can be put into place for that course. Student Disability Services will discuss the format of the course with the student and the barriers faced by the student. Between the student and Student Disability Services, an alternate accommodation will be agreed upon and implemented.

#### Hired Note Takers:

In addition to volunteer note takers recruited from the requested course, Student Disability Services has a pool of hired note takers that they can assign to classes as needed. Hired note takers may or may not be enrolled in the course for which they are taking notes. Hired note takers are paid through Federal Work Study.

Student Disability Services has an open job requisition, on Workday, during the fall and spring

### Unsatisfactory Note Taker:

If a note taker is not performing their responsibilities at a satisfactory level, Student Disability Services will begin recruiting for a new note taker for that course. If multiple volunteers responded to the initial email, Student Disability Services will contact those students first to see if they are still interested in serving as a note taker. Otherwise, Student Disability Services will reach out to the enrolled students again to see if another student may be interested. Student Disability Services may also reach out to the olled stude



Email Communication to Enrolled Students in the Course Regarding Volunteer Note Taker Opportunity:

Dear [student first name],

Interested in *earning volunteer hours* while assisting fellow students? Student Disability Services is seeking a note taker for your **COURSE CODE** class. This opportunity enables you to provide a valuable service to one of your fellow students, simply by taking notes in class as you normally would and submitting a copy to *Accommodate* by Symplicity.

To be a note taker, you must attend every class and submit these notes to *Accommodate* by Symplicity within 24 hours. You must be in good standing, take good notes, and have legible handwriting and/or be willing to type your notes. You must also be willing to provide any notes that you have already taken this semester.

If you are interested in this opportunity, please email [eschoepp@ut.edu](mailto:eschoepp@ut.edu).  
are filling up fast!

# The University of Tampa - Academic Excellence Programs

## Peer Note Taker Position Description

### Duties:

Assist students registered with Student Disability Services by:

Taking detailed and organized notes on all facets of course material

Upload legible copies of notes within 24 hours of each class meeting to *Accommodate* by Symplicity

- o Note: some note takers may be required to type their notes

Attend class on time and on a regular basis

Keep accurate records of all note taking and when notes are submitted

Submit time sheets on a consistent basis

### Qualifications:

Current undergraduate or graduate student at UT

In good academic standing at UT (2.0 GPA or higher)

Legible handwriting or ability to type notes

Ability to maintain regular attendance and be punctual

Ability to scan and upload notes on *Accommodate*

taker, you are only hired for the current semester and are not guaranteed the position after the completion of the semester.