

# NOTE-TAKER APPLICATION

Full name of class: \_\_\_\_\_

Abbreviated class name and section #: \_\_\_\_\_ Professor: \_\_\_\_\_

(Example: SPAN 101-02)

NOTE: IF MORE THAN ONE NOTE-TAKER APPLIES (THANK YOU!); WE REGRET THAT WE CAN ONLY HAVE ONE PER CLASS

## Note-Taker Requirements:

- ✓ Attend every class
- ✓ Take thorough, legible notes that capture the essential information presented in class (show your professor your notes to verify / get feedback on your notes)
- ✓ Commit to scanning and uploading your notes within 24 hours after each class.
- ✓ Approved GPA (if multiple applications are received)
- ✓ Follow the guidelines provided by ADS for how to make your notes reader-friendly and easily accessed.
- ✓ Maintain strict confidentiality regarding the identity of the recipient(s) of your notes, if known.

**In Return:** Those note-takers who scan and upload their class notes over the course of the semester will be given the option to receive either a confirmation of volunteer service to support students with disabilities or a gift certificate to the Bookstore / Devil's Den. The amount of the gift certificate will be calculated based on your number of "on-time" uploads. To be "on-time," uploads must occur within 24 hours of the class meeting.

Applicant Name: \_\_\_\_\_ Name you go by: \_\_\_\_\_

Email: \_\_\_\_\_@dickinson.edu Graduation year: \_\_\_\_\_

Time class meets (ex. 9:30-10:20 MWF) \_\_\_\_\_ Lab? \_\_\_\_\_

At what time following each class would you be able to scan/upload your notes? \_\_\_\_\_

Current GPA: \_\_\_\_\_ (if 1<sup>st</sup> semester: HS GPA) I take notes: \_\_\_\_\_ by hand \_\_\_\_\_ on a laptop

Have you been a note-taker before? \_\_\_\_\_ ...at Dickinson? \_\_\_\_\_ ...which semester(s)? \_\_\_\_\_

What is your note-taking style? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## FACULTY: PLEASE KEEP THIS APPLICATION FOR YOUR RECORDS

Once you have identified a class note-taker, go to your student roster in CLIQ and select "Assign as a Note-taker" from the drop-down menu beside the student's name. This will automatically generate a notification to ADS, and we'll then provide guidance to the note-taker. Once you've set them up in CLIQ, you're all set!

QUESTIONS? GO TO [www.dickinson.edu/ADS-Faculty](http://www.dickinson.edu/ADS-Faculty) OR EMAIL [notes@dickinson.edu](mailto:notes@dickinson.edu)

THANK YOU!