

# **William & Mary Note Taker Program**

## **About:**

Students who have a diagnosed condition for which peer notes would be a helpful supplement in order to be successful in the class, may benefit from our Note Taker Program. In order to qualify for this accommodation, students register online with Student Accessibility Services and make an appointment for an in-person meeting to discuss it in detail. Once the accommodation has been approved, SAS can assist in recruiting a note taker for the student's courses.

We mostly rely on volunteers to fill the role of a note taker. However, for some courses, we are less successful which is where our paid note takers come in. As a paid note taker, your responsibility will be to attend a course for which you may or may not be registered and take notes for the student. Your role is imperative for this student's success and the student and we greatly appreciate your help.

## **Responsibilities:**

Note takers must upload their notes after each class using the notes drop off portal – be diligent as someone is relying on those notes! We prefer that you type your notes, as they are more legible and more easily submitted.

If you must handwrite notes (such as in a math course for which writing down equations is easier), you can come to our office (Campus Center 109) to have them scanned. Alternatively, there are scanners in Swem or a free app called Tiny Scanner for iOS and Android. If you are going to miss class, please find someone else who can provide notes for that day.

## **Hiring Checklist:**

To ensure that you are paid for your notes, please ensure that you fill out all of the forms listed below.

- Student Hourly Employment Form
- Payroll Direct Deposit Authorization (along with a voided check)
- Note Taker Contract

Please note: If you are not already an employee of the university, you must also come in to fill out your I-9 and bring with you:

- A social security card or birth certificate
- Valid driver's license

## FAQ's:

- **Q: When trying to upload my notes, it says I am not enrolled in the class. What should I do?**
  - A: Ensure that you put only your username (not the entire email address) in the username box. Also, when searching for your course, use the full name rather than the course code. Ex.: If Human Anatomy (KINE 301) is your course, search with “Human Anatomy” not “KINE 301”.
- **Q: I handwrite my notes. How should I upload them?**
  - A: Handwritten notes should be scanned and uploaded as pdfs. There is a free app called Tiny Scanner that allows you to scan notes using your phone.
- **Q: I missed class and was unable to take notes. What should I do?**
  - A: Find another classmate who can provide notes for that week.
- **Q: Is there any compensation for providing my notes?**
  - A: You will be paid an hourly minimum wage.
- **Q: I want to know who is getting my notes before I provide them. Is that possible?**
  - A: SAS operates on strict confidentiality and privacy must be respected. Therefore we cannot disclose who will be receiving your notes.

# Contract for Note Taking Services

Complete and submit form to Student Accessibility Services, located in Campus Center 109 **at the time of hire**. Please carefully read the following and sign below. This contract is valid for one academic semester. Please print legibly in black or blue ink.

Name: \_\_\_\_\_ Student ID #: 930\_ \_ \_ \_ \_

Local Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Course Number: \_\_\_\_\_ Title: \_\_\_\_\_ Professor: \_\_\_\_\_ Credits: \_\_\_\_\_

## II. CONTRACT REQUIREMENTS

- A. Show up to each scheduled class on time.
- B. Stay the entire class period.
- C. Take legible and organized notes.
- D. Adhere to the schedule for delivering notes (to be uploaded on the same day as the course period).
- E. Arrange for a substitute to take notes if you cannot attend due to an illness or emergency.

## III. COMPENSATION

- A. Pay is \$7.25 per credit hour.
- B. Upon hire, please complete Form I-9 Employment Eligibility Verification, the Student Hourly Employment Form, and the Payroll Direct Deposit Authorization.
- C. If the student drops or withdraws from 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 or withdraws from the class.
- E. 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 of Student Accessibility Services.
- F. If you find sharing your notes is not working for you, please let Student Accessibility Services know so that we can find another note taker.

**I understand that I am contracting with the College of William and Mary to provide notes to a student(s) with a diagnosed condition. I understand my responsibilities and agree to provide notes according to the above requirements.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



THIS FORM IS SUBMITTED TO STUDENT FINANCIAL AID FOR PROCESSING
All combined student employment is limited to no more than 29 hours per week.
For additional information or help access the Student Employment Form Instructions

Reset Form

Form with sections: Employer: W&M, Banner ID, Date, Last Name, First Name, Middle Initial, Type of Student, Does this student have another Campus job?, ACTION REQUESTED AND ASSIGNMENT INFORMATION - HOURLY PAYMENTS ONLY - A TIMESHEET IS REQUIRED, Position Number (Required) ST375W, Position Title SAS Class Note Taker, Estimated Hours Per Week: 3, Hourly Rate: \$ 7.25, Effective Date, End Date, Timesheet Dept Org. # 210000, Timesheet Dept. Name Student Accessibility Services, Timesheet Approver Name: Lesley Henderson, Timesheet Approver Posn #: FP009W, Description of Duties: Student is responsible for taking accurate, thorough notes of assigned class sessions and uploading them or otherwise transmitting them as described by SAS. ONE TIME PAYMENTS ONLY, Position Number (Required) Choose One, Position Title, # Of Hours (Required), Hourly Rate, Effective Date (Student may not begin work until this form has received all approvals), Dept Org#, Dept Name, Approver's Name, Approver's Position Number, ADDITIONAL INFORMATION, Special Notes, SEPARATION INFORMATION, Last Day of Work, Separation Reason, LABOR DISTRIBUTION table, APPROVALS (Where Applicable) and FUNDING APPROVALS (based on source of funding) table.

**THE COLLEGE OF WILLIAM AND MARY / VIMS  
PAYROLL DIRECT DEPOSIT AUTHORIZATION**

Name (Please print or type)	Banner ID
-----------------------------	-----------

Please indicate the department and building name where this form can be returned for correction (if needed):

Department	Building Name
------------	---------------

Please indicate the type of transaction you are requesting:

**You may have a total of two Direct Deposits.**

1. Deposit	<input type="text" value="Enter a dollar amount or 'my net pay'"/>	each pay period into my	<input type="text" value="Select account type"/>	account with	<input type="text" value="Financial Institution"/>
2. Deposit	<input type="text" value="Enter a dollar amount or 'my net pay'"/>	each pay period into my	<input type="text" value="Select account type"/>	account with	<input type="text" value="Financial Institution"/>

**If depositing into a checking account, please attach a voided check.**  
(it must include your pre-printed name and address)

If depositing to a Credit Union or into a savings account, please attach one of the following:

**A completed direct deposit sign-up form 1199-a** (available from your financial institution)  
**or**  
**Correspondence from your financial institution listing your account and their routing number**

Note: The information requested is necessary to identify your account and your financial institution's routing number.

I hereby authorize the College of William and Mary to initiate credit entries (deposits) and, if necessary, debit entries and adjustments for any credit entries made in error, to my account(s) listed above. To ensure proper distribution of my pay, I agree to immediately notify the Payroll department of any changes to this information. This direct deposit request will remain in effect until I notify, in writing, the Payroll department to terminate it, or until my employment with the College is terminated. I also attest, that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform the Payroll department immediately.

_____ Signature	_____ Date
--------------------	---------------

(This testament is being made as required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War & National Defense)

Return this form to: The College of William and Mary, Payroll Office, P.O. Box 8795, Williamsburg, VA 23187-8795

## Uploading Your Notes

- 1) Go to <https://wm-accommodate.symplicity.com/notedropoff/>

- 2) Enter your W&M username (**not the entire email address**) and the course for which you are uploading notes – then hit SUBMIT

Note: when typing in the course, type in the name of the course rather than the course code (ex.: for Social Psychology, type in “Social Psychology” rather than Psyc 202).

- 3) Give the notes a title (optional: add the date on which they were taken)
- 4) Browse your computer and select the appropriate file (optional: add a description)
- 5) Click SUBMIT

The screenshot shows the top of the 'Note-Taker Dropoff Portal' with the 'Accommodate by Symplicity' logo. Below the logo, the page title 'Note-Taker Dropoff Portal' is displayed. A progress bar indicates three steps: 1. Note Taker Login, 2. Submit Notes, and 3. Confirmation. The form contains two input fields: 'Username' with the placeholder 'your email address' and 'Course' with a search icon. A 'Submit' button is located at the bottom left.

This screenshot shows the same portal with the 'Username' field filled with 'jwilson@univ.edu' and the 'Course' field filled with 'Chemistry 111 (CHM111)'. The 'Submit' button is highlighted with a mouse cursor.

This screenshot shows the document upload form. The 'Course' is 'Chemistry 111 (CHM111)' and the 'Note Title' is 'Chapter 1'. The 'Date Note Taken' is '2016-03-02'. There is a 'Browse...' button next to 'No file selected.' and a 'Large Upload (Flash)' button. A 'Description' text area is also visible. On the right side, there is a 'COURSE INFORMATION' table.

COURSE INFORMATION	
Title	Chemistry 111
Instructor	Mary Hepper mhepper@univ.edu
Code	CHM111
Days	Monday, Wednesday, Friday
Start Time	2:00 pm
End Time	3:00 pm

The screenshot shows the confirmation message: 'Thank You. Your notes have been received.' Below the message is a 'Submit More Notes' button. The progress bar at the top shows that step 2, 'Submit Notes', is completed.

- 6) You have now successfully uploaded your notes! If you have more notes to add, hit "Submit More Notes"