

## NOTE-TAKER REQUIRED

Dear Students:

A fellow classmate is unable to take lecture notes due to an invisible disability. It would be very much appreciated if someone in the class would be willing to share class notes with this student.

Notes do not need to be perfect but they do need to be accurate and legible. The student would not be allowed to share the notes with anyone else without specific permission of the owner.

The note-taker would have the option of:

- 1) taking notes on his/her laptop and emailing the notes to the student requiring the service; or
- 2) taking notes on carbonless paper (provided by Accessibility Services) and providing the bottom copy to the student at the end of class; or
- 3) photocopying class notes (no cost incurred) and providing the copy to the student.

At no time will the note taker be held responsible for the success of the student requiring this service. It is and will remain the responsibility of the student requiring this service to attend class.

Compensation:

- If the student requiring this assistance is government funded, you would receive remuneration of \$150/term/course or (not both) if the student is not government funded, you would be eligible for the Co-Curricular Recognition Program.

If you are willing and able to assist the student please tell your professor, who will then introduce you to the student.

Additionally, we urge you to register at [www.mountstudents.ca/tutors](http://www.mountstudents.ca/tutors) so that students can access you directly. This is a portal where students can find note takers (as well as tutors). If you sign up as a note taker, other students who require this service can then contact you directly and, you may be able to get paid or put it onto your CCR Transcript.

Thank you,

Kim Musgrave

Coordinator of Accessibility Services