NOTETAKER APPLICATION & AGREEMENT

Date ________________________________  Semester _______________  Int’l Student? Y N
Name _______________________________  USC Student ID# ___________________________

Address: We will use the permanent address that you have on file with the University. To verify or change
this please go to OASIS at: https://camel2.usc.edu/OASIS/Login.aspx

Cell Phone (or best #) _____________________  USC E-mail Address ________________________

Class Level:  θ Freshman  θ Sophomore  θ Junior  θ Senior  θ Grad Student  TA? Y N

Desired form of compensation:  Stipend _____  Letter of Commendation (replaces first $60) _____

Please read and sign the note-taker responsibility guidelines and agreement. Your signature
indicates that you have read, understand, and agree to adhere to all of the guidelines and
responsibilities for note-takers.

Ethical Standards

• Note-takers must maintain confidentiality regarding the student’s disability at all times.
  This includes ensuring that they do not reveal the identity of the DSP student to peers or
  faculty, unless given permission by the DSP student. The note-taker should not discuss
  anything regarding the DSP student with anyone other than DSP staff.

Attendance & Punctuality

• Regular attendance (90%) is required to fulfill note-taking duties.
• Punctuality is required to take notes for the entire class.

Terms of Note-taker Employment

• Turn in a fully completed and signed Note-taker Application to the DSP within one week
  of being selected by the DSP student.
• Take notes for each class attended by the DSP student. Note: If the DSP student does not
  attend a class lecture, notes should not be provided, unless mutual alternative
  arrangements have been made. Any problem or question regarding this should be referred
  to the DSP office. In certain instances, absence may be disability related.
• Provide a minimum of 90% of all class lecture notes in a clear, legible, and concise
  manner to the DSP student.
• Supply copies of notes when requested by the student or faculty.
• Notify the DSP student 24 hours in advance, if unable to attend class.
• Notify notetake@usc.edu and the DSP student, if dropping the class.
Evaluation & Payment

- Upon selection by the disabled student, note-takers will be hired by DSP after completion and review of appropriate paperwork. Note takers will be compensated in one of two ways: 1) via a stipend ($60 for first course, $40 for additional courses, $20 for additional students) or 2) a letter of commendation from the Division of Student Affairs. The letter would replace the first $60 if note-taking for multiple courses or students. For additional information please refer to the Note-taking Guidelines and Procedures. Payment for services will be processed at the end of each semester for each class for which the note-taker has been certified. Failure to complete required paperwork three weeks before the stop day of the semester will jeopardize eligibility for compensation.

- Before payment can be issued, the note-taker and DSP student must both acknowledge receipt of service by coming to the DSP office to sign and complete the Note-taker Certification Form. This form must be completed no sooner than three weeks before the last day of classes. The deadline for both the note-taker and DSP student to sign this form will be 5pm on the last day of classes for the semester of service. Please do not wait until study days or the final exam period. This will put you at risk of no longer being eligible for compensation.

- International Students may be required to provide additional paperwork.

- notetake@usc.edu must be contacted for each additional course or student that you agree to take notes for. You will only be compensated for what we have you on record for.

I have read and agree to the here-included stipulations for compensation. I agree to the stated amount and method of compensation. I have also read and agree to all of the conditions in the Note Taking Policies and Procedures.

Note-taker Name (Print)  
CELL Phone Number (or best available #)

Signature  
USC Student ID#

DSP Student Name

Course  
(ex: HIST 200)

Course Number  
54321

Class Number  
54322

Class # of Discussions, labs, quiz, etc.

Please list any additional DSP students and courses below. A Note-taker Certification Form will be required for each course and student.