

## HOW TO BECOME A NOTE-TAKER

You can apply to be a note-taker in one of two ways:

### Process One:

1. An announcement is made in class for a note-taker.
2. Contact the Note-taking Coordinator at the Jennifer Keeping AccessAbility Centre regarding your interest in taking notes in this particular class.
3. Complete an application form.
4. Sign a confidentiality agreement with the Jennifer Keeping AccessAbility Centre.
5. Bring or e-mail notes to the Jennifer Keeping AccessAbility Centre as soon as possible. \* If notes are handwritten follow steps 6 and 7.
6. A photocopier and carbon paper are provided by the Jennifer Keeping AccessAbility Centre for creating copies for the student(s) requesting notes.
7. Place notes in proper envelope after copies have been made.

**IMPORTANT:** Please notify the Note-taking coordinator immediately if you are unable to continue taking notes.

## CONFIDENTIALITY AGREEMENT

I hereby agree and solemnly undertake that, because my role as an employee of the Jennifer Keeping AccessAbility Centre of the Cape Breton University involves information of highly sensitive, private and confidential nature, I will hold in strict confidence and will not disclose any such information to any person at any time, other than with the Manager of Accessible Learning & Student Transition because to do so would undermine the integrity of the centre as well as the privacy of the students utilizing the AccessAbility Program.

I further confirm, agree and undertake that I will not repeat or distribute information received by me, either verbally, in written or electronic form, in connection with my said role as an employee of the Jennifer Keeping AccessAbility Centre and I will ensure that any such information, including the personal information of the students utilizing the Centre, is to be secure by me in strict confidence and is thereby disclosed to no one at any time.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

JENNIFER  
KEEPING  
ACCESSABILITY  
CENTRE

## Note-Taker Application

JENNIFER  
KEEPING  
ACCESSABILITY  
CENTRE

1256 Grand Lake Road  
Sydney, NS B1P 6L2  
P.O. Box 5300

Phone: (902) 563-1208

Fax: (902) 563-1216

E-mail: [jkac\\_user@cbu.ca](mailto:jkac_user@cbu.ca)

CAPE BRETON  
UNIVERSITY

## Process Two:

1. Complete this application form, indicating which courses you would like to take notes in.
2. The Note-taking Coordinator will contact you if there is a request in any of the courses you are willing to take notes in.
3. You will be asked to sign a confidentiality agreement with the Jennifer Keeping AccessAbility Centre.
4. Follow steps 5, 6 & 7 from **Process One**.

**IMPORTANT:** Again, please notify the Note-taking coordinator immediately if you are unable to continue taking notes.

### HOW ARE NOTE-TAKERS PAID?

Note-takers are paid a monetary honorarium:

- \$100/semester for hand-written notes
- \$150/semester for typed notes.

**PLEASE NOTE:** You may be taking notes for more than one student in the course, but there is only one honorarium allotted per semester per course.

## APPLICATION FORM

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

SIN#: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Tel #: (home) \_\_\_\_\_  
(cell) \_\_\_\_\_

Email: \_\_\_\_\_

Major: \_\_\_\_\_

Please list the courses for which you would like to take notes in during the current academic year:

Course	Section	Typed/Hand Written

### How would you rate your note-taking skills?

Please circle your answer for each statement using the following scale. (5 representing an area of strength and 1 an area of weakness)

#### Identification of main ideas:

5 4 3 2 1

#### Completeness of notes:

5 4 3 2 1

#### Organization:

5 4 3 2 1

#### Keeping up with lectures (speed):

5 4 3 2 1

#### Legibility:

5 4 3 2 1

#### Listening Skills:

5 4 3 2 1

#### Concentration during lectures:

5 4 3 2 1

**Authorization:** I hereby give the Jennifer Keeping AccessAbility Centre permission to confirm my grades.

**Signature:** \_\_\_\_\_