

Contract For Peer Notetaking Services

Between Student and Notetaker

Valid for: Fall Winter Spring Year: _____

Student Support Services (SSS) Rep: _____

A Peer Notetaker is a volunteer student enrolled in a course who provides copies of their notes to a fellow Student on a weekly basis throughout the term. To access this service, the Student requiring assistance with notetaking must be registered with the appropriate Student Support Service and must receive approval from their SSS Rep.

Steps

1. The Student will find a Notetaker by asking a peer from their class. If the Student is not able to find a Notetaker, they may request assistance from their Professors or SSS Representative.
2. The Student and Notetaker will complete and sign this form.
3. The Student will email the form to the Welcome Centre (welcomecentre@algonquincollege.com).
4. The Notetaker will share notes on a weekly basis through electronic means. After COVID-19 closures are lifted, carbon paper can be obtained at the Welcome Centre.
5. An SSS Representative will contact the Student at the end of the term to evaluate the notetaking services. It is the responsibility of the Student, not the Notetaker, to provide feedback regarding the class notes.
6. After the Student confirms successful completion of the contract, the Notetaker can choose to receive either an honorarium or a Co-Curricular Record (CCR):
 - An honorarium is one \$50 cheque per course.
 - N.B., Notetakers will be issued a T4A slip should honorarium exceed \$500.
 - A Co-Curricular Record can be a valuable addition to academic transcripts. Visit the following website to learn more: <https://www.algonquincollege.com/ccr/>.

Important Information For Students And Notetakers

Why is the relationship between a Student and a Notetaker important?

It is important for the Student and Notetaker to work together at making notes as comprehensive as possible. Both parties should agree on how and when notes will be shared, the format in which the notes will be taken (e.g., typed vs. handwritten), the use of abbreviations, and necessary content to include.

Is the peer notetaking service a replacement for attending class in person?

The peer notetaking service is not a substitute for attending or participating in class. All students are responsible for their own attendance and academic success. Peer notes are intended to supplement class materials; they do not replace them.

What happens if the Notetaker misses class?

Notetakers, like all students, may have legitimate reasons for which they cannot attend class. It is advised that contact information between Student and Notetaker be exchanged in advance. When possible, the Notetaker is to contact the Student if they will be absent from class. Alternate arrangements can then be made by the Student for notetaking assistance (e.g., ask another classmate for a copy of their notes that day).



What happens if a problem is encountered between the Student and the Notetaker?

If difficulty arises and attempts have been made to improve the situation, the Student is to contact their SSS Representative. The following are some examples of possible challenges and suggested solutions:

- **Problem:** Notetaker uses abbreviations that Student does not understand.
Solution: Student to ask Notetaker to include a key word list of commonly used abbreviations.
- **Problem:** Information such as assignment requirements, calculations, formulas, etc. discussed in classes are not always included in the notes.
Solution: Student to ask Notetaker to please write this information down in their notes.
- **Problem:** Notetaker is not providing the notes in a timely manner.
Solution: Student to discuss with Notetaker an agreed-upon timeframe to receive the notes. Typically, Students receive course notes before the next class.

What features are key to good notes?

As a Notetaker, please be sure to: a) make notes easily readable, b) include important information and highlight major topics discussed in class, c) include information written on the board, d) include homework assignments detailed in class, and e) use abbreviations that are understandable.

Contact Information

Student Name: _____ Notetaker Name: _____

Student Algonquin e-mail: _____ Notetaker Algonquin e-mail: _____

Student ID Number: _____ Notetaker ID Number: _____

For Notetaker Only

Preference: Cheque Co-Curricular Record

Courses For Which The Student Needs Notes:

1. Course Title: _____ Code: _____

2. Course Title: _____ Code: _____

3. Course Title: _____ Code: _____

4. Course Title: _____ Code: _____

5. Course Title: _____ Code: _____

6. Course Title: _____ Code: _____

7. Course Title: _____ Code: _____

8. Course Title: _____ Code: _____



Agreement Between Student And Notetaker

I have read, understand, and agree to all of the information listed on this form. If I am the Notetaker, I agree to my name and contact information being entered into the Notetaking or Co-Curricular Record Databases for the purpose of distributing honorarium and co-curricular recognition. If I am the Notetaker, any information regarding the Student that I acquire in the course of being a notetaker is considered confidential and shall not be disclosed to anyone. This information includes the Student's name, student number, contact information, and the Student's use of the peer note-taking service.

Student Signature: _____

Date: yyyy-mm-dd

Notetaker Signature: _____

Date: yyyy-mm-dd

For Office Use Only (to be completed by SSS Departmental Officer)

Student file number: _____

Value of cheque to be issued: _____ Co-Curricular Record to be issued: Yes No

Funding Type:

BSWD Other Funding Agency (please specify: _____) Not Funded

Notetaker was sent cheques on yyyy-mm-dd

Request for Co-Curricular Record sent on yyyy-mm-dd

Notetaker Signature: _____ SSS Officer's Signature: _____