

DSP may release your name and e-mail address to the student(s) you are serving.

INITIAL HERE _____

48-Hour Deadline: Note-takers' notes are due to the DSP student(s) within a 48-hour window of time from the conclusion of each class period.

INITIAL HERE _____

Confidentiality: When e-mailing more than one student a copy of your notes, you must blind carbon copy (BCC:) each of the students to keep their e-mail addresses private from one another.

INITIAL HERE _____

Questions and Concerns: If I encounter any questions or concerns, I will immediately notify the DSP staff.

INITIAL HERE _____

If chosen, you will receive an e-mail notification from DSP's Note-Taking Staff with instructions how to register as the note-taker. An Authorization Form will also be attached, and this form will contain unique codes that you will need to register as the note-taker online. Make sure to read the guidelines and responsibilities for note-takers below. Note-takers will be required to agree to all of the terms and conditions listed.

Note-Taker Responsibilities:

1. **Register to become the note-taker ASAP:** Once DSP's Note-Taking Staff selects you to be the note-taker for a class and e-mails you with the Authorization Form, you will have only three days to register online at DSP's website. If you do not register within these three days, the Authorization Form will no longer be valid and another note-taker will be selected.
2. **Confidentiality:** All information regarding the student(s) that you are taking notes for should remain confidential. Do not disclose this information to anyone, including your friends, other UC Berkeley faculty/staff outside of DSP, or other DSP students who are also receiving your services. Refer these people to contact DSP's Note-Taking Staff (dspnotes@berkeley.edu).
3. **Who notes are provided to:** The only DSP students whom you are responsible for providing notes to are those listed on your DSP online account.
4. **DSP students who add or drop the class:** DSP students who are approved for notes in this class may add or drop at anytime. It is important that you check your DSP online account periodically throughout the semester to view these students. If a DSP student drops the class, s/he will no longer appear in your portal and you will no longer need to provide her/him with notes. If a DSP student adds, s/he will appear in your portal. Please contact this person to discuss how and when notes will be provided. To check the DSP students you are responsible for providing notes to, go to dsp.berkeley.edu, and under DSP CONTRACTOR PORTAL select "MANAGE note-taker courses and status." You will need to provide notes to these DSP students who add the class at no additional charge to DSP.
5. **Starting date of providing notes:** The date that a DSP student makes a request for note-taking services on the DSP website will be the starting date of receiving notes from the note-taker. Therefore, it is your responsibility to make sure to check this date, which can be found at your DSP online account. If a DSP student asks for notes BEFORE the starting date, inform her/him to contact DSP's Note-Taking Staff at dspnotes@berkeley.edu.
6. **DSP student attending class:** DSP note-taking services are NOT designed or provided as a substitute for class attendance. If you notice that a DSP student is not attending class, please inform DSP's Note-Taking Staff at dspnotes@berkeley.edu.
7. **Tardiness or absences:** If you are tardy or absent from class, you are still responsible for providing the notes you missed (either by asking a friend, fellow classmate, or a GSI). Not doing so may result in decreased pay or termination. Inform DSP at dspnotes@berkeley.edu if you know you will be absent.
8. **Note-Taking service:** You are only responsible for providing notes for the specified class that you were hired for and to provide notes starting from the date when the DSP student requested such services. If asked to perform other duties (i.e. providing notes before their request date, assisting with homework or other class assignments), please inform DSP's Note-Taking Staff at dspnotes@berkeley.edu.
9. **Make contact with the DSP student:** Introduce yourself to the DSP student(s) as soon as you are hired. Note-takers and DSP students are BOTH responsible for communicating directly with one another to discuss how and when notes will be provided, input regarding the quality of the notes, etc.
10. **Only one note-taker is allowed per class:** If you find out that another person is also a note-taker for this class, please inform DSP's Note-Taking Staff immediately at dspnotes@berkeley.edu.

I have read and agree to these responsibilities as a note-taker. My schedule for future courses will be published to DSP staff and they may contact me about future opportunities. I understand that my note-taking position can be terminated at any time or my compensation reduced if I do not adhere to all of these responsibilities.

Applicant's Signature

Today's Date

Revised 8/23/2007