

Note Taker Information and Application Faculty of Agriculture, Truro Campus

Thank you for supporting your classmate(s) by applying to provide lecture notes. If chosen as a note-taker, as a token of appreciation, you will receive an honorarium at the end of term. This position will also be recognized on Dalhousie's [Co-Curricular Record](http://www.dal.ca/csc) (www.dal.ca/csc).

Note Takers are recruited through the following means: Students who require note taking may approach classmates directly or, the professor makes an in-class announcement to ask for a note taker and directs them to the Student Success Centre. Note-taking positions may also be posted on the Student Success Centre Facebook page and on the monitors around campus.

If you agree to take notes, **and are approved to take notes**, you will:

- Abide by the requirements of the Note Taker Application (please complete on reverse).
- Scan your notes and email them to acnotes@dal.ca weekly, on Fridays by 2 pm.
- Inform the Accommodations Coordinator **immediately** if you have dropped or withdrawn from the course(s) for which you are note-taking. The Accommodations Coordinator can be contacted at accessac@dal.ca, (902)896-2463, or in-person in the Student Success Centre.

Honorarium – \$100.00 per/course per/term.

Please see reverse



Note Taker Application Dalhousie University, Agricultural Campus

Name:	Student #: B00
SIN (required for payment):	Date of Birth:
Phone/Cell:	Dal Email:
Address:	Postal Code:

1. Please list all of the courses you are applying to take notes for: (Please use correct course numbers for example, AGRI 1000, CHMA 3001)

2. Please include a copy of your notes for review.
3. Please return your form with a copy of your notes to the Student Success Centre.

By signing this form, you agree to hold in confidence all information related to your role as a Note Taker, specifically; student names, and any other sensitive information obtained during your work as a Note-Taker.

Name (please print)

Signature

Please note: You will be contacted by Dal email if there is a need for a note taker in the course(s) you specified.