

## **Welcome!**

We appreciate your interest in taking class notes for students with disabilities at MIT. Below is information regarding procedures and responsibilities associated with being a note taker. If you have any additional questions, please contact:

Disability and Access Services  
Das-student@mit.edu

## **Job Description**

*The purpose of note taking is to succinctly record the points of what is presented in the classroom, highlighting important key topics or themes that are emphasized by the instructor, and organizing the material in a style that will best present the content of each class.*

## **Qualifications**

- Excellent writing skills (including legibility)
- Punctual and well organized
- Committed to helping fellow students
- Strong attention to detail
- Ability to identify pertinent information related to the class or course topic

## **Expectations and Responsibilities**

- Attend classes and arrive at the appropriate time.
- Provide copies of the notes to the student(s) in the manner and timeframe previously agreed upon.
- Communicate with the student you are taking notes for on a regular basis (if you have been connected to the student by DAS, the student may wish to remain anonymous. In that case, please communicate the following with DAS):
  - Inquire about the student's preference for notes.
    - Particular style
    - Electronic vs. Hardcopy
    - Timeframe for when the student can expect the notes
  - Inform the student if you will be missing class on a particular day so they can find alternative notes.
  - Talk with the student if a problem or concern arises. If the problem persists, contact DAS.
- Maintain the student's confidentiality at all times.
- Adhere to the academic integrity of the institution.

## Hiring Process and Reporting Your Hours

- Receive approval email from DAS.
- Complete the I9 process.
- **<http://hrweb.mit.edu/i-9>**
- Email [Das-student@mit.edu](mailto:Das-student@mit.edu) once you have completed all of the required SFS forms including your I-9 form.
  - Please Include:
    - Your First and Last Name
    - MIT ID Number
    - Email Address
    - Name of the student you will be working with (if known)
    - Course Number of the class you are taking notes in
- You will receive a confirmation email once you have been inputted into the system.
  - Note: It will take approximately two weeks before you are in the system and receive your first payment.
- Submit your hours on a weekly basis through **<https://atlas.mit.edu/atlas/Main.action?tab=home>**
  - Please report your hours by 9:00AM on MONDAY morning. It is your responsibility to report your hours in a timely manner