**Note Taker Rules**

1. To become a note taker:
   - Freshmen - sign-up when the student council secretary asks for people interested in taking notes.
   - Upperclassmen – sign-up when the class secretary asks for people interested in note taking.
   - All – You may only sign-up to take notes for one class unless there is a lack of students, then one person may be a note taker for more than one class.

2. Note takers must be approved for federal work study.

3. There should be 1 note taker for every 2 credits of a course.
   - Example: a 6 credit course has 3 note takers

4. After the lecture, notes must be typed and mass emailed to the respective class within two days of the lecture. The subject heading should include the class name and the date of the lecture. The notes should have the note taker’s name on them.

5. The note taker is paid 2x the number of hours spent in lecture on his/her note taking.
   - The note taker is paid for 1 hour spent preparing the notes and for 1 hour to type the notes, per hour of lecture.
   - Example: Lecture from 8am-10am = 4 paid hours.

6. Time sheets will be handed out weekly by the class secretary. Time sheets should be handed back to the class secretary the same day. The class secretary should check the time sheets to make sure that there were actually notes typed and e-mailed for each class documented for payment. If notes are missing that note taker should not be paid. The completed time sheets should be returned to the Office of Student Services.

7. A packet of notes will be distributed by the class secretary at least a day before each exam.