

# Apprenticeship Success Centre Contract For Peer Notetaking Services Between Student and Notetaker

Valid for: Apprenticeship Program \_\_\_\_\_ Level \_\_\_\_\_ Year \_\_\_\_\_  
Support Services Rep: \_\_\_\_\_

A Peer Notetaker is a volunteer student enrolled in a course who provides copies of their notes to a fellow student on weekly basis throughout the term. To access this service, the student requiring assistance with notetaking must be registered with the Apprenticeship Success Centre and receive approval to access this accommodation from their representative.

## 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 Support Services Representative.
2. The Student and Notetaker will complete and sign this form.
3. The Student will e-mail the form to the Apprenticeship Success Centre at [apprenticesuccess@algonquincollege.com](mailto:apprenticesuccess@algonquincollege.com) (or drop off in person).
4. The Notetaker will share notes, either in paper form or electronically, on a weekly basis. Carbon paper is available upon request.
5. Your Apprenticeship Success Centre representative will contact the Student at the end of the term to evaluate the notetaking service. It is the responsibility of the Student and 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 \$50.00 cheque per course.
  - N.B. Notetakers will be issued a T4A slip should honorarium exceed \$500.00.
  - A Co-Curricular Record can be a valuable addition to academic transcripts. Visit the following website to learn more: [algonquincollege.com/ccr](http://algonquincollege.com/ccr).

## Important Information For Students And Notetakers

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

- Student and Notetaker work together at making notes as comprehensive as possible.
- Both parties 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?

- No. It 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?

- 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 Apprenticeship Success Centre 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 time frame 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: \_\_\_\_\_