

# GOLDEN GATE UNIVERSITY

## *School of Law*

### NOTE TAKER RESPONSIBILITIES

#### Student Copy

#### CLARITY

Note takers must give careful consideration to the purpose for which notes are being taken. The note recipients may not be able to hear or see the lectures, or for other reasons are not able to take adequate notes. These students **MUST** be able to understand the notes provided to them. In particular:

- While no one expects a verbatim transcript of the lecture, your notes should reflect the content of the lecture in adequate detail to be independently comprehensible.
- Shorthand, symbols, and abbreviations should be avoided or a key provided.

#### TIMELINESS

- Note takers are required to submit notes, by e-mail, **within 24-hours**.
- Note takers are also responsible for filling any gaps in their notes caused by absences from class – it is your responsibility to obtain replacement notes from a classmate. **Make sure all notes are dated.**
- Finally, note takers must attend and take notes for any review sessions prior to exams in which the professor will be present.

#### NOTE IDENTIFICATION

- The notes for each day should be clearly labeled as follows:
  - class date, course title, course section, and professor.
- Your name should **NOT** appear on the notes, to protect anonymity.
- If class is cancelled or if a lecture is supplanted by a special activity, submit a one-sentence notice of that event within the mandated time frame. Include the proper label information: class date, course title, course section, and professor.

#### ADDITIONAL MATERIALS

- Note takers are **NOT** expected to provide the recipients with a course outline, briefs from your casebooks, or any other “work-product” of your own studies outside the scope of the lecture.
- Note takers also are **NOT** responsible for providing extra copies of course syllabi, handouts, or supplemental materials; the recipients should obtain all such materials themselves.

#### PAYMENTS

- Payment will be made at the end of the semester. You will receive \$75 per course, per semester. To receive payment you must turn in a full set of notes.
- **If you turn in only half a semester or do not complete the agreement (i.e. meeting deadlines), no payment will be made.**
- **Payment will only be made for notes turned into Siobahn Stiles within the above stated guidelines.**

#### AGREEMENT

I am a student in good academic standing (GPA 2.5 or above except for Special Problems, Solving Legal Problems, and Legal Analysis classes). I have read the “Note-taker Responsibilities” listed above, and agree to fulfill those responsibilities to the best of my ability. If, for any reason, I believe I will be unable to complete those responsibilities in a timely manner, I will promptly contact the ADA Program Coordinator to make appropriate alternative arrangements.