



## CALIFORNIA STATE UNIVERSITY, LONG BEACH

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### BOB MURPHY ACCESS CENTER

## Notetaker Agreement

When a student's disability causes limitations to their notetaking ability, they may miss information during lectures or have incomplete notes. Therefore, on a case-by-case basis as determined by the Bob Murphy Access Center (BMAC) office, BMAC students will require assistance in the form of notetaking support for specific courses due to disability-related factors. Notetaking services provide BMAC students with information captured from another source in order to allow the student equal access to course material.

Not only does a Notetaker's service provide support to their classmates, but it enriches the Notetaker's experience in the classroom by encouraging more thorough, quality notes. Notetakers are current CSULB students who volunteer to provide their class notes for semester-long courses in which they are already enrolled or in other classes for which a request for Notetaking services has been made.

### Notetaker Requirements

- **Confidentiality** Notetakers must maintain confidentiality as it relates to students with disabilities.
- **Attendance** Notetakers are required to attend every scheduled class and review sessions from the beginning to end in which they are registered to take notes.
  - Should a Notetaker miss a class, it is the Notetaker's responsibility to obtain notes of the same or better quality from a classmate within the same course and section.
  - Notetakers who are aware of any upcoming extended absences must inform the BMAC student in advance of the absence so that a substitute Notetaker may be put into place prior to any absences.
  - If a Notetaker withdraws from the course, the Notetaker is expected to notify BMAC as soon as possible.
  - There may be instances where the BMAC student is present in class taking notes; Notetakers should continue to take notes. If the BMAC student is absent from class and requires notetaking, they must show the Notetaker an Accommodation Letter from BMAC requesting notetaking during class absences.
- **Content/Format** Notetakers must take clear, accurate, detailed/thorough and legible notes.
  - Notes should be typed or written in pen and have the date of the class session that the notes are being recorded for.
  - It is recommended that notes be typed; a specific accommodation may indicate that notes must be typed.
  - Courses requiring formulas/drawings are not required to be typed.
  - Any notations that a professor writes on the board must be taken down as notes, as well as any assigned homework assignments, upcoming exam reminders, and/or review sessions, etc.
  - If symbols and/or abbreviations are used, they must be described in a key legend.
  - Notetakers are encouraged to elicit feedback on the quality of notes from the BMAC student, however Notetakers are not expected to reformat the style of notes.
- **Delivery** Notes are to be submitted to the BMAC student in a timely manner, within 2 working days of the class meeting.
  - Email – it is recommended that notes be emailed to the student.
  - Copies – notes can be copied/scanned for the student at the BMAC office in Student Success Center, Room 110. **In the virtual environment** BMAC recommends using an app such as CamScanner to make copies of hand written notes/formuals.
  - Photos – due to image quality, photos of individual pages of notes are not acceptable, unless otherwise indicated as agreeable by the BMAC student. An App such as CamScanner may provide higher quality PDF photo conversion.



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#### **BMAC Student Responsibilities**

As a BMAC student, I understand that:

- It is my responsibility to attend all courses unless my disability impacts my ability to do so, in which case I will notify my professor of these instances in advance. Should my disability directly impact my ability to attend class for more than 3 consecutive meetings, I agree to notify BMAC immediately and meet with a BMAC staff member.
- If I am absent from class and require notetaking in my absence, I agree to show my Notetaker an Accommodation Letter from BMAC approving notetaking accommodations while absent.
- I must take notes in class to the best of my ability regardless of the presence of a Notetaker in the same class.
- Any notes that I receive from my Notetaker can be used for personal study purposes only; I may not sell, distribute, copy, or share the class notes that I receive as an accommodation.
- I understand that any violation of this agreement will result in suspension of BMAC services or if applicable, be brought to the attention of the Office of Student Conduct and Ethical Development. If I have any questions or am not receiving complete notes within the specified time frame of 2 working days, I will contact BMAC for assistance.

BMAC Student Name:

BMAC Student Signature:

BMAC Student CSULB Email:

Date:

BMAC Student ID#:

#### **Notetaker Registration Process**

1. BMAC student makes a notetaking request to BMAC.
2. Upon approval of this notetaking accommodation, the BMAC student will sign the BMAC Student Responsibilities portion of the BMAC Notetaker Form and:
  - a. Identify a notetaker independently of the professor, OR
  - b. Request the Professor's assistance in retaining a Notetaker; the Professor in turn makes an announcement to the class (see BMAC for the Notetaker Accommodation Letter to be given to the Professor). Students who are interested in being a Notetaker should contact the Professor with their interest.
3. The Professor will give the Notetaker Accommodation Letter (containing the BMAC student's email address) to the interested Notetaker. *Note: there should be no more than 1 Notetaker per BMAC student.*
4. Notetaker will contact the BMAC student to exchange contact information and to discuss the preferred method of delivery.
5. Notetaker will complete the Notetaker Application Information below and will commence with notetaking for the BMAC student and follow Notetaker Agreement and Confidentiality statement.

#### **Notetaker Incentives (check all that apply)**

Course extra credit (to be determined by the professor - please check with your professor for approval)

BMAC letter of recommendation provided at the end of the semester

Certificate of BMAC Service Hours provided at the end of the semester (dependent on the number of course hours)

Recognition for senior-standing students to attend the annual BMAC Awards Ceremony and receive a community service cord from the Vice President of Student Affairs to wear at Commencement.

#### **Notetaker Registration of Service and Confidentiality Agreement**

As a Notetaker for a BMAC student, I agree to the terms and conditions stated above to complete this service from the date of signature until the last day of the course, as well as the specifications set forth regarding student confidentiality in an effort to maintain an environment in which all students can participate in a safe working and learning environment.

Notetaker Name:

Notetaker CSULB Email:

Notetaker ID#:

Course Meeting Days (check): M Tu W Th F Meeting Time:

Professor Name:

Course Name & Number:

Section #:

Notetaker Signature:

Date:



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BOB MURPHY ACCESS CENTER  
Accommodations Letter

**To:** Professor **Date:**  
**From:** Bob Murphy Access Center  
**Student:** **Course:**  
**CSULB Email:**

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The above named student is receiving services from the Bob Murphy Access Center (BMAC). Please know the student's accommodations and registration with BMAC are protected by confidentiality so BMAC asks that you do not share this letter or its contents. It has been determined that this student is eligible to receive accommodations. Due to functional limitations resulting from the student's disability which are impacting their academic and daily life at this present time, BMAC is prescribing the following course accommodation:

- **Notetaker** – In an effort to assist the student in receiving this accommodation, BMAC asks that you make the following confidential announcement to the class: *"A student in this class is in need of a Notetaker. If you are someone that can take clear and legible notes and are interested in learning more about providing this service, please see me after class to receive the appropriate registration paperwork."* Please note that in order to facilitate the transmission of notes, the Notetaker may require the use of a laptop during class. BMAC also asks for your consideration in assigning extra credit points in your course for this service to students with disabilities. If agreeable, please discuss the specifics of this information with the Notetaker.

BMAC recommends you discuss the information in this letter upon receipt to clarify any questions or concerns you may have. BMAC students have been directed to introduce themselves to the instructor of record as it is the student's responsibility to discuss their individual accommodation needs with you and make the appropriate arrangements.

**Notetakers: Thank you for providing this integral service to a BMAC student. Please contact the BMAC student immediately following receipt of this letter (email address is located at the beginning of this letter) to establish contact as well as the preferred method in the exchange of notes for your course. In addition, please provide BMAC with the accompanying *Notetaker Agreement* confirming your understanding of Notetaker responsibilities and confidentiality in order to register for the elected method(s) of compensation.**

If you have any questions or need any further information regarding our accommodations, please contact our Support Services Office at [BMAC@CSULB.EDU](mailto:BMAC@CSULB.EDU). Thank you for your continued support of our students.

**Professor Please Note:** *Please be advised the aforementioned accommodation takes effect upon receipt of this letter; the accommodation remains in effect through the University's designated final exam period.* The University must comply with federal and state laws, and the California State University policies requiring the prompt delivery of reasonable accommodations to students with disabilities. BMAC is responsible at CSULB for verifying disability(ies) and prescribing appropriate accommodations. **If you are unable to accommodate the student as prescribed above, contact the BMAC immediately.**

**ALL INFORMATION IN THIS LETTER IS CONFIDENTIAL**