

NOTETAKER HANDBOOK

Student Accessibility Services
6174 Carson Hall, Suite 125
Hanover, New Hampshire 03755

Hinman Box 6174
Phone: (603) 646-9900
Fax: (603) 646-3727
Email: Notetaking@Dartmouth.edu

Table of Contents

Notetaker Job Description	2
Notetaker Responsibilities	
Notetaking Format	
Notetaking Protocol	3
Writing Comprehensive Content	
Listening for Content	
When Taking Notes	
Sending Notes to the Recipient	4
Recipient Requests for Anonymity	
Employment & Payment Information for Notetakers	5-6
Employment Information	
Payment Information	
Timesheets	
Work-Study Students	
First Paycheck	
Picking-up Your Paycheck	
Frequently Asked Questions	7-8
When Sending Notes Guide	9
Recommended Scanning Apps	10
Detailed Kronos Instructions	11
Additional Notetaking Resources	12-13

Notetaker Job Description

It is the responsibility of notetakers to succinctly record the main points presented in each class. This means that a notetaker must highlight important key topics or themes that the professor or instructor emphasizes during lecture or in discussion, define new vocabulary, and format all of this material and information in a style that best communicates the content and purpose of each class.

Notetaker Responsibilities

The service you provide as a notetaker for Student Accessibility Services is a *legally mandated service, ensuring* that Dartmouth College remains in compliance with equal opportunity and civil rights laws such as the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Providing notes and maintaining confidentiality of the recipient are critical requirements of these laws.

Responsibilities:

1. It is very important that you attend every class throughout the term.
2. Sit near the front of the class or in a place where you can hear clearly and see everything written on the board or presented in a slide.
3. Within 24 hours after class ends, send a digital file either as a Microsoft Word document or as a PDF as a blind copy (BCC) email to the recipient(s) and to DartmouthNotetakingServices@Gmail.com of each scheduled class, x-hour, and/or lab session.

*Failure to comply may result in termination.

Please track all of your hours, dates, and terms worked for your own records, as well as whom the supervisor is. You may need this information when applying for future positions. If you would like to find out whom the current supervisor is for your records, please email Notetaking@Dartmouth.edu.

Notetaking Format

Student Accessibility Services prefers that notetakers type their notes for every class, but we also understand that in some courses, the material may be difficult to type out due to the complexity of the information. If you are the notetaker for a course in which the information is better conveyed via handwritten notes or drawings, please let the Notetaking staff know. Otherwise, here are some general guidelines to follow when formatting your notes:

- At the top of each page, record the **DATE**, **PROFESSOR**, and the **NAME OF THE CLASS/COURSE NUMBER**.
- Number the pages either at the top or the bottom of the page.
- If you need to hand write the notes, use dark ink and write on only one side of each page.
 - If this is the case, please write neatly and make sure that the scan of each page is complete and can be easily read by the recipient(s).
- When typing notes, if you use shorthand of any kind, please be sure to put a key at the top of your page for the recipient(s) so that they can understand what you have written.
- Please leave plenty of space along the borders and on the pages so that the

- recipient(s) can add their own comments.
- Write down all related information presented about the class, including:
 - Any changes to an assignment
 - Important due dates for papers
 - Any changes in class times/meetings
 - Upcoming exam information
 - Study session meeting times

Notetaking Protocol

Writing Comprehensive Content

The content of your notes is *very important* and the main reason why we provide notetaking assistance. The content of your notes should be “rich,” meaning that your notes should provide a full summary and outline of important key terms, processes, and developments. Additionally, notes that have complete content are those that contain full sentences explaining complex ideas and theories, delineate important comments made by your peers during class discussions, and record the questions and examples that your professor asked and/or presented to the class. Some important guidelines that notetakers should try to adhere to when writing notes are listed below.

- Write down anything written on the board, or any changes announced in class.
- Provide any information that the professor repeats or emphasizes.
 - Keep an eye out for the way in which a professor distinguishes important points from the more general information (e.g. change in voice tone, gestures, repetition, illustrations on the board, references to the texts, and words/phrases such as “remember,” “most important,” “this is the point,” etc.).
- Record all numbered or listed information.
- Note every term and its definition.
- Illustrate any examples or diagrams.
- Present any new vocabulary and/or idea(s).

Listening for Content

Notetakers must be active listeners that look for meanings and descriptions through the professor’s implications. Notetakers should use the following list of tips and tricks when listening in class to try and pinpoint important information.

- Look for signs that indicate a change of topic or direction through words like “*but*,” “*however*,” “*on the other hand*,” etc.
- Ask questions when permitted. If you are unable to ask a question, record it in your notebook or on your typed document so that you can ask the professor later about any confusion or clarifications that you might need.
- After class, review your notes and fill-in sparse or incomplete gaps that you remember from the lecture, but did not have time to record.

When Taking Notes

It is possible that your recipient may have visual processing disabilities and neat/legible

handwriting (for classes such as Math, where it's too difficult to type notes) in black/dark ink that can withstand magnification is important. Scanning notes does result in loss of pixel quality, therefore the best quality before scanning notes is important.

When sending scanned notes, please be sure that the scan is straight, legible, and send as a PDF file. This allows recipients to easily read, manipulate, and save material as needed.

Sending Notes to the Recipient

The general policy for notetaking services suggests that notetakers send class notes by blind copying (BCC) to their recipient(s) every time.

Please always remember to send your notes to DartmouthNotetakingServices@Gmail.com

Notes should be digitally sent to the recipient(s) in accordance with one of the following protocols depending on the course. If it helps to prevent confusion, or to reinforce safe practices, please feel free to BCC (blind copy) all recipients, even the Notetaking Services' email account.

1. Handwritten notes should be written in dark ink, scanned, saved as a PDF document, and then sent over email. Please do not send out scans in other formats, such as .JPEG - PDF documents are a more accessible format and easier to open.
2. Typed notes should be saved either as a Word document (.DOC, .DOCX), or as a PDF document, attached to the email, and then sent to the recipient(s).
3. Use a *Livescribe Pen*, or any other kind of "smart pen," to write your notes, save them in a file, then attach the files to an email, and send them to the recipient(s).

If you have any questions, please communicate with the SAS Notetaking Staff via email by using the Dartmouth account: Notetaking@Dartmouth.edu.

When the recipient(s) requests anonymity...

Recipients who request anonymity set up a separate email account to use specifically for notetaking purposes. Some examples of anonymous email accounts may include addresses such as "thankyouforthenotes@gmail.com," or "dartmouthnotesthnx@yahoo.com," etc. If the student requests anonymity, it is important to remember that the SAS notetaking staff will inform you of the email account that your recipient will use to receive your notes. Even if your recipient has not requested anonymity, you must still blind copy (BCC) them when emailing them the notes.

Employment & Payment Information for Notetakers

Employment Information

Once you are hired as a notetaker, and this is your first time being hired by the College, you will need to complete the following paperwork:

- I-9 Form: Employee Eligibility Verification

To complete the I-9 Form, complete Section 1 on the date of hire, online at <http://dartgo.org/i9>. Then, you must complete Section 2 by the 3rd day of work in person to show your original documentation (no photocopies or scanned documents are accepted) to one of the following:

1. a Dartmouth College trained I-9 division representative (found online at <http://dartgo.org/i9reps>)
2. the Payroll Office at 7 Lebanon Street, Suite 309 (between 10 a.m. and 3 p.m. Mon-Fri)
3. the Human Resources Office at 7 Lebanon Street, Suite 203 (between 8 a.m. and 5 p.m. Mon-Fri)

To view the list of acceptable original documentation, please refer to this website: <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>

To view the W-4 and set up Direct Deposit (should you choose) please visit <http://www.dartmouth.edu/~hrs/employee/> and select the appropriate icon under Employee Self-Service.

FERPA Training

FERPA stands for *The Family Educational Rights and Privacy Act*. It is important that every notetaker completes the FERPA training within the first week of hire, since you will have to work with confidential materials and need to know College's policies and procedures pertaining to the use of Banner and other sources of confidential student information. The FERPA training consists of two options: (1) online FERPA Tutorial and (2) actual FERPA Training offered by Dartmouth College. Notetakers may ask their supervisor about attending the FERPA training at Dartmouth College. To complete the online FERPA Tutorial, please go to the following link:

<http://www.dartmouth.edu/~reg/guides/ferpa/>.

Payment Information

Notetakers are paid Dartmouth's minimum wage, at an hourly rate (\$7.75/hour) for the classes in which they are enrolled. Those who are taking notes for classes in which they are not enrolled are paid at a slightly higher rate (\$8.25/hour).

Timesheets

After training, SAS will enroll you in Kronos. Timesheets need be filled out as you submit notes, and completed every 2 weeks via the Kronos database online before 11:59 PM on second Saturday of pay period. Failure to enter work time in Kronos for more than 3 pay periods will result in the Finance Center removing your Kronos account access. If you receive notification from the Finance Center that you have been removed from Kronos, you

must contact Notetaking immediately to avoid Notetaking Services making the assumption that you have quit your job without proper notification. Please always click 'Save' (the orange disc) when you are finished entering hours, otherwise the information will be deleted when you exit Kronos. You can access training materials and a log-in link for the updated Kronos at: <http://dartgo.org/kronos>

When filling out your time, it is extremely important to remember to not "round-up" your time. For example, if you are taking notes in a class that is scheduled during the 9L time period, then you must record that you worked from 8:50 AM to 9:55 AM, as opposed to "rounding up" your time by recording that you worked from 8:50 AM to 10:00 AM. While "rounding up" may seem intuitive, our office adheres to a strict budget and cannot account for those extra minutes if the class actually ended at 9:55 AM.

1. Fill out your hours as you work them. Please DO NOT pre-fill out your time sheets.
2. Carefully and thoroughly check your hours, and class schedule dates, before submitting your time sheets in Kronos.
3. If you receive notification of an error on your time sheet from the Notetaking Services Staff, you must correct your error BEFORE NOON on the Monday following the weekend Kronos time submission. This email is also sent to the Finance Center.

If you dispute the correction, you must contact Notetaking to reconcile the issue. Notetaking will then contact the Finance Center to let them know the agreed-upon resolution prior to payroll cut-off.

Any overpayments issued by the Payroll Office due to errors in time reporting will require you to pay Payroll the overpayment amount back directly.

Once a pay period ends, any late hours that you forgot to add or for which you need to be paid retroactively must be done by paper timesheet submitted through our office. Do not add late hours to the Kronos timecard for the new pay period. Please email Notetaking@Dartmouth.edu for any required assistance with your timesheets/Kronos reporting.

Work-Study Students

If you are part of the work-study program at Dartmouth, please notify the Human Resources staff (the same office where you will fill-out your I-9), and they will let you know the other forms and steps that you need to complete.

First Paycheck

If this is your first time as a Dartmouth student employee, it can take up to one month to receive your first paycheck. Returning student employees should receive their first paycheck according to Dartmouth's "Payroll Schedule," which can be found online at: <http://www.dartmouth.edu/~control/payroll/yearlypayschedules.html>

Picking-up Your Paycheck

The location of your paycheck will depend on whether or not you chose to utilize direct deposit by setting up direct deposit on the Employee Self-Service website (<http://www.dartmouth.edu/~hrs/employee/>). If you did not choose to use direct deposit, then your check will be located in your Hinman Box, unless you indicated otherwise. If you did choose to receive your paychecks via direct deposit, then your paystubs will be sent to

your Hinman Box, and your paycheck into your bank account.

To update where to send your paper check if you leave campus for a term, please update your Banner page, and activate the forwarding address in Banner. Once you have graduated, your mail will be forwarded for 90 days.

Frequently Asked Questions

For whom am I taking notes?

You will be taking notes for another student (or students) in the class, who have been approved to receive notetaking services based on a documented disability through Student Accessibility Services (SAS). Sometimes students who receive notes, or the “recipients” request anonymity, in which case, you will not know the name of the person for whom you are taking notes. Regardless of whether or not you know the identity of the recipient, however, it is of **utmost importance** that you **NOT** reveal the recipient’s identity by talking about notetaking either inside or outside the classroom environment.

How important is confidentiality if I already know the recipient?

As mentioned earlier, note recipients may choose to identify themselves to you via email. If this is the case, you should never approach the student in class, even if you have a personal relationship with them. If a student discloses to you that they are receiving your class notes, then you are expected to keep any shared information between the two of you confidential by corresponding through email and forwarding your correspondence to the notetaking staff to either our Gmail address (DartmouthNotetakingServices@gmail.com), or our Outlook address (Notetaking@Dartmouth.edu). This is standard protocol even if you are simply checking in with the student to make sure that they received your class notes from that day. Breaking the confidentiality of any recipient is cause for termination.

Will the Professor know that I am a notetaker for their class?

Yes. The Notetaking staff will contact all the professors who will have notetakers in their classes. We strongly suggest, however, that you introduce yourself either at the start of term, or when you are hired as a notetaker for SAS. If the professor has any further questions, feel free to provide them with our Outlook email address, Notetaking@Dartmouth.edu. If the professor inquires about whom you are taking notes for, please do not share this information. Please let them know that it is confidential information, and he or she can get in touch with SAS directly for more information about this policy.

Will I be paid for taking notes?

Notetakers at Dartmouth can be paid for the time that they are present in classes, x-hours, formal study sessions, or labs in which they are taking notes. This does not include exam periods, or any other voluntary meeting, unless otherwise approved by someone from either the notetaking staff, or the SAS office. Some people will choose to be a notetaker for a class that they are not enrolled in. It is important to let someone from the notetaking staff know whether or not you are enrolled in the course because the pay rate is different.

What if I drop the class for which I am the notetaker?

In the case that you decide to drop a class in which SAS already hired you to take notes, then you must first notify the SAS notetaking staff as soon as possible. When you notify the staff, you have a few different options, depending on the circumstances.

- If you decide to drop the class, you **MAY** continue to sit-in on the class as a notetaker, thereby keeping your job.
- If, however, you are not able to continue as the notetaker in the class for any reason, please contact the SAS office, and your recipient(s) as soon as possible so that we can begin to search for your replacement. We do ask that you keep your notetaking commitment until the staff finds a replacement.

My emails to the email provided bounce back. What should I do?

Please contact SAS and the notetaking staff as soon as possible by sending an email to Notetaking@Dartmouth.edu and we will contact your recipient to find out why the notes are not going through to the email address that they provided.

There is a strict “no laptop” policy in my class but I need to type the notes. What should I do?

First, you should talk with the professor after class and explain that you are a paid notetaker for another student in the class. Second, if the professor has any further questions or concerns about notetaking, please invite the professor to contact SAS notetaking by sending an email to Notetaking@Dartmouth.edu, and we will communicate with the professor on your behalf.

Other people in the class have asked if I would also give them my notes. Is this okay?

The arrangement that SAS made with you is to provide a legally mandated service for a *bona fide* disability–related academic adjustments. If you choose to share your notes with other students outside of this arrangement, it should be consistent with the protocols of the class and not included in the emails that you send out to your recipient(s) for confidentiality reasons.

What if I am too sick or have an emergency that prevents me from attending class?

Please contact SAS immediately, and if you are able, please also try to find a replacement for those classes that is someone that you trust to take comprehensive, legible notes; and contact the note recipient that you will not be able to attend class for that day. Please then send that person’s notes per the usual protocol and within the normal time-frame (if possible). Please note, if you are absent from class, you cannot be paid for a peer’s notes.

I have not been paid. What should I do?

Contact Payroll either by emailing their office (Dartmouth.Payroll@Dartmouth.edu) or by calling their office at (603) 646-2697. If you still have trouble, please let us know by emailing our staff at Notetaking@Dartmouth.edu, or by calling our office at (603) 646-9900.

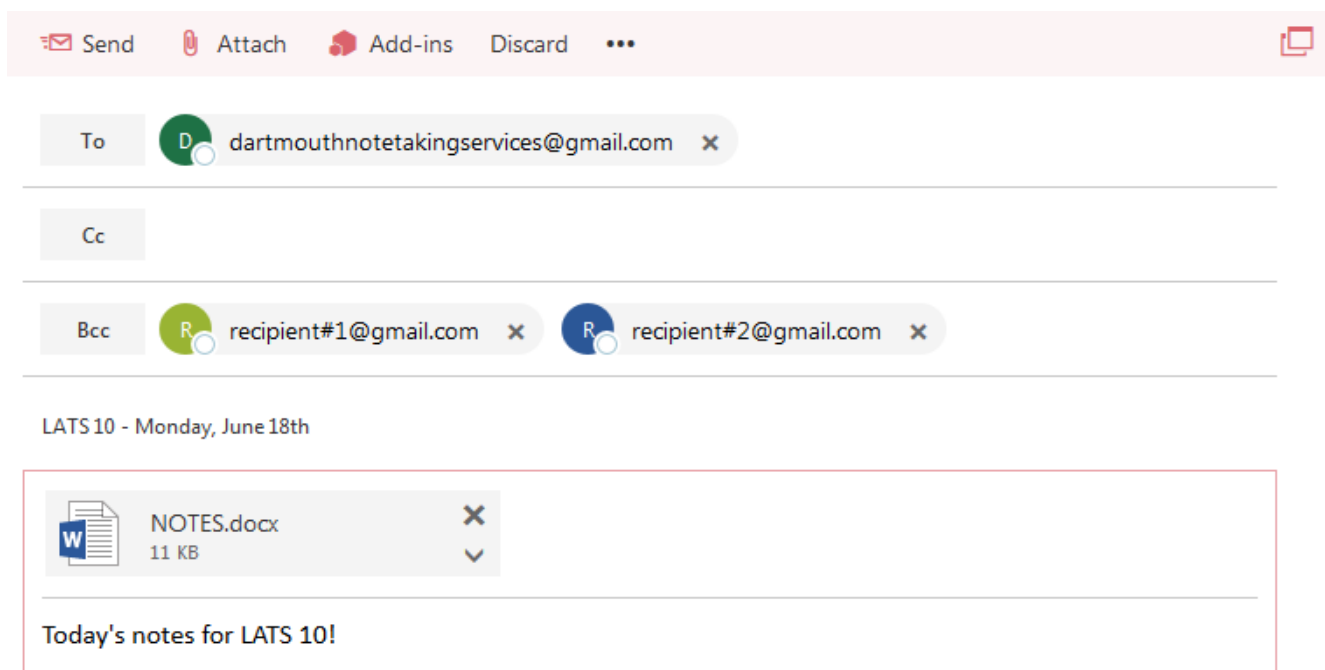
For any other questions, or concerns...

Please call our office at (603) 646-9900, or email the Notetaking Staff at Notetaking@Dartmouth.edu. Please also feel free to stop by the Student Accessibility Services Office, located in Carson Hall, Suite 125. Notetaking Services is located in the same suite as the Undergraduate Deans. Our normal operating hours are from 8 AM - 12 PM and 1 PM - 4:30 PM, Monday through Friday.

WHEN SENDING NOTES PLEASE REMEMBER TO...

1. **BCC your recipients** through the email addresses (single or multiple) provided by SAS. Remember to send notes to: DartmouthNotetakingServices@Gmail.com

2. **Include a clear subject heading** each time you send class notes. The heading should include the course number (e.g. PSYC 25) and date (e.g. Monday, June 18) for which the notes were taken, and if the class notes were taken for an X hour.




Regular communications (e.g. questions) should be directed to Notetaking@dartmouth.edu.

3. **If a class is cancelled** please send a quick email to DartmouthNotetakingServices@Gmail.com. Such an email should simply include a subject header that states, for example, *PSYC 25 class cancelled Wednesday, June 20*.

4. Send all notes within **24 hours** of each class. Example- Friday's notes must be sent by Saturday afternoon at the latest.

RECOMMENDED SCANNING APPS

		
Scannable for Evernote	Tiny Scanner	iScanner
iPhone: Yes Android: NO Cost: Free Easy to use: Yes	iPhone: Yes Android: Yes Cost: Free Easy to use: Yes	iPhone: Yes Android: Yes Cost: \$5 Easy to use: Yes

Scanners located in Baker-Berry Library:

- The Orozco Room- Project Room: Baker, Ground Level
- Berry, Level 3, behind West side elevator
- Berry, Lower Level, outside the classrooms

Overhead scanner: Berry Main Street, near stairs to Novak Café

Did you know? GreenPrint locations are now scanning stations as well.

Visit ITS' website for full list of campus GreenPrint locations:
<https://m.dartmouth.edu/greenprint/index>

Kronos Instructions

1. If this is the first time you have been employed by Dartmouth College, then you will need to go to the Payroll Office at 7 Lebanon Street to complete the I-9 form (W-4 forms to be completed in the Employee Self Service portal). Be sure to bring appropriate identification with you. If you have a passport this is all you need. If you don't have a US passport, you will need a driver's license *and* a social security card/ birth certificate – copies will **not** suffice. A list is provided for you on the back of the Required Paperwork sheet.

2. To get paid you MUST fill out the work hours (class hours, x-hours) in Kronos.

You can access training materials and a log-in link for Kronos at:

<http://www.dartmouth.edu/~control/training/kronos.html>

3. The pay period ends every two weeks. You must fill in your work time by the second Saturday at 11:59 PM. Always click 'Save' (on the upper right side) when you finish entering hours, otherwise the information will be deleted when exiting Kronos.

This button turns orange when there is something to be saved, and grey once it has been saved.



4. Put in exact work hours. When filling out your time, it is extremely important to remember not to “round-up” your time. For example, if you are taking notes in a class that is scheduled during the 10 time period, then you must record that you worked from 10:10 AM to 11:15 AM, as opposed to “rounding up” your time by recording that you worked from 10 AM to 11:15 AM. While “rounding up” may seem intuitive, our office adheres to a strict budget and cannot account for those extra minutes.

5. Don't pre-fill in work hours. Some students make errors such as reporting work time that has no class, for example, on exam day, which results in over payment. For overpaid note takers, the student has to pay back Payroll. To avoid this trouble, please don't pre-fill the timesheet. Please double check it before the deadline of each period.

6. Choose the correct job from the drop-down lists. If you have several jobs on campus, you will need to choose notetaker from your drop-down lists: click the arrow under the column called “Transfer”. If you are a notetaker only, please also make sure the job is selected.

7. Once a pay period ends, any late hours that you forgot to add or for which you need to be paid retroactively must be done by paper timesheet (filled out using Excel) through our office. Email Notetaking@Dartmouth.edu if you need a copy of this. **Do not add late hours to the Kronos timecard for the new pay period.**

8. Questions about Payroll? Contact:

Dartmouth Payroll Office
7 Lebanon Street, Suite 309
Dartmouth.Payroll@Dartmouth.edu
(603) 646-2697

9. Problems with Kronos?

If you can't get into Kronos:

Email: kronos.admin@Dartmouth.edu with subject: Can't Access Kronos

Having Adobe Flash Player issues?

Email: help@Dartmouth.edu

Or visit their website's knowledge base: <https://services.dartmouth.edu/TDClient/KB/Search>

- search the knowledge base for Kronos or Adobe Flash Player

Or visit the Help desk: in Berry Library Level 1

Help desk phone number: (603) 646-2999

If you have any further questions, please contact the Auxiliary Service Staff at

Notetaking@Dartmouth.edu or (603) 646-9900.

Visit: <http://students.dartmouth.edu/student-accessibility/students/services/notetaking>

Notetaking Resources

The website for the Academic Skills Center at Dartmouth: www.Dartmouth.edu/~acskills , has many materials pertaining to ASC Programs, and learning strategies. Some of these include resources for how to be a better listener and notetaker in lecture environments. This website also provides resources from other institutions as well.

The Academic Skills Center offers free handouts pertaining to stress management, time management, organization tips, studying tips, and much more!

This link has handouts, instructional videos, and additional resources:
<http://www.dartmouth.edu/~acskills/success/notes.html>

A notetaking system is called the Cornell Notetaking System: This allows for the notetaking recipient to use the left column to reduce the notes his/her way, and it allows you (the notetaker) to go back and reduce the ideas your own style.

The Cornell Note Taking System

Recall Column

←---2 1/2"-----→

In this space, reduce ideas and facts to concise jotting and summaries as cues for reciting, reviewing, and reflecting.

←-----6"-----→

Use this column to record the lecture as fully and meaningfully as possible.

The format provides the perfect opportunity for following through with the 5 R's of notetaking.

1. **Record.** During the lecture, record in the main column as many meaningful facts and ideas as you can. Write legibly.
2. **Reduce.** As soon after as possible, summarize these ideas and facts concisely in the Recall Column. Summarizing clarifies meanings and relationships, reinforces continuity, and strengthens memory. Also, it is a way of preparing for examinations gradually and well ahead of time.
3. **Recite.** Now cover the column, using only your jottings in the Recall Column as cues or "flags" to help you recall, say over facts and ideas of the lecture as fully as you can, not mechanically, but in your own words and with as much appreciation of the meaning as you can. Then, uncovering your notes, verify what you have said. This procedure helps to transfer the facts and ideas of your long term memory.
4. **Reflect.** Reflective students distill their opinions from their notes. They make such opinions the starting point for their own musings upon the subjects they are studying. Such musings aid them in making sense out of their courses and academic experiences by finding relationships among them. Reflective students continually label and index their experiences and ideas, put them into structures, outlines, summaries, and frames of reference. They rearrange and file them. Best of all, they have an eye for the vital-for the essential. Unless ideas are placed in categories, unless they are taken up from time to time for re-examination, they will become inert and soon forgotten.
5. **Review.** If you will spend 10 minutes every week or so in a quick review of these notes, you will retain most of what you have learned, and you will be able to use your knowledge currently to greater and greater effectiveness.

Here are some tips for when taking notes:

1. Don't write down everything that you read or hear. Be alert and attentive to the main points. Concentrate on the "meat" of the subject and forget the trimmings.
2. Notes should consist of key words or very short sentences. If a speaker gets sidetracked it is often possible to go back and add further information.
3. Take accurate notes. You should usually use your own words, but try not to change the meaning. If you quote **directly** from an author, quote **correctly**.
4. Think a minute about your material before you start making notes. Don't take notes just to be taking notes! Take notes that will be of real value to you when you look over them at a later date.
5. Have a uniform system of punctuation and abbreviation that will make sense to you. Use a skeleton outline and show importance by indenting. Leave lots of white space for later additions.
6. Omit descriptions and full explanations. Keep your notes short and to the point. Condense your material so you can grasp it rapidly.
7. Don't worry about missing a point.
8. Don't keep notes on oddly shaped pieces of paper. Keep notes in order and in one place.
9. Shortly after making your notes, go back and rework (not redo) your notes by adding extra points and spelling out unclear items. Remember, we forget rapidly. Budget time for this vital step just as you do for the class itself.
10. Review your notes regularly. This is the only way to achieve lasting memory.

Thank you for being a part of Dartmouth's Notetaking Services!

DARTMOUTH

STUDENT EMPLOYEE CONFIDENTIALITY AGREEMENT

I understand that in the course of my employment with the College I may become aware of or in possession of confidential information about my fellow students, the staff or faculty of Dartmouth College, or the College's processes and other sensitive information and data.

I understand that it is the College's responsibility, and therefore my responsibility, to ensure that the confidential data is only accessed by those individuals who are required to maintain, process, and/or administer such data for the benefit of those individuals.

I understand that I may ONLY access this data, both on-line and in hardcopy form, for legitimate business purposes as required to perform the duties of my job.

I understand that I may not access any information just because I have a personal interest in the information, no matter how apparently benign the information, or regardless of whether this information will be shared with anyone else.

I understand that even if I have properly obtained information during the course of performing my job, I may not share this information with anyone, including those in this department, even though these individuals may also have access to the same information, unless the sharing of such information is necessary to complete a legitimate business function.

I hereby acknowledge that I have read and understood this document and agree to uphold the standards, as well as standards required by federal and state law, to the best of my knowledge, in conducting the business of this department.

I understand and acknowledge that any violation of this duty or of this Agreement, however slight, may result in the immediate termination of my employment and/or disciplinary action through the Undergraduate Judicial Affairs Office.

Student employee signature

Printed name

Date

Megan Nemeroff

Student employee supervisor