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|  |  | INSTITUT**GASTON BERGER** |

**BECOME A NOTE-TAKER**

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| **ROLE** | Note-taking assistance for a student with a disability |
| **DESCRIPTION OF ACTIVITIES** | * Take notes during classes: they must be legible with no crossing out, clear, complete and coherent. Notes can be handwritten or typed.
* Number each page of the class
* Photocopy or scan class notes
* Deliver the class notes to the student concerned very *quickly*.
* Help organise notes by subject.
* Notify the student concerned in case of unavailability.
* Liaise with the Student Disability Unit: inform them of any difficulties encountered and provide an assessment of the work carried out.
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| **REQUIREMENTS** | * Be a student registered at INSA
* Be in the same class as the student needing the notes
* Have legible handwriting
* Be self-sufficient and serious
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| **CONDITIONS** | Subjects and number of hours to be defined according to each student. |
| **TERMS AND CONDITIONS OF THE CONTRACT** | **Casual administrative employment application** to be completed, with certain supporting documents: Identity card, social security certificate, student card and bank details. A charter must also be signed.**Signed timesheet** to be sent at the end of each semester to the Student Disability Unit so that payment can be made for the hours worked.**Duration:** The contract is entered into for the current academic year and is renewable every year. There may be an option to start in the middle of the year as required. |