

HI EVERYONE!!!

Sorry to add to your list of emails, but this is an important one, I would suggest saving it! My name is Annie Kouri and I am writing to let you know what is going on with the note service for our class. This is a long email with a TON of information so bear with me and read carefully! First, I would like to introduce you to your note service committee, if you have any questions, they may be able to help, or they will make sure your questions get to me.

Treasurer—Anah Ali
Secretary—Patrick Horrigan
Recorder—Lisa Van Gamert
Recorder—Namrita Gogia
Copier—Tam Dang
Copier—Jason Miiller
Copier Nam Dinh
Stuffer—Nhambi Otuwa
Stuffer—Wendy Svetanoff
Stuffer—Danielle Wang

Second, I want to reiterate what a privilege it is to belong to the note service, and remind you that we all want to receive quality notes, so work hard! Everyone will receive notes the first week of school. However, if you would like to continue to participate in the note service, you need to **sign up** with our treasurer, Anah Ali, Wednesday, Thursday, or Friday of this week. He wanted me to tell you that he will be sitting on the left side of the lecture hall in a Brazilian soccer jersey. So try to find him before or after class or right before lunch might be the best time. Also, if you know you are going to sign up, could you **PLEASE** send me an email by tomorrow (anniekouri@creighton.edu), so that I have some individuals to take notes for everyone this week. For those individuals taking notes next week I will send you an email by tomorrow afternoon to let you know, so be looking for that.

The cost is \$40 to cover the price of copies, batteries, etc. Your only responsibility is to take notes on two lectures a semester. That's how it worked last year, so hopefully that's how the schedule will work this year. Think of it this way, if you take five hours to comprise a good set of notes for your classmates twice a semester, you will put in 10 hours of work and receive 1000 hours of work in return!!!

The basic procedure for the note service is as follows:

After the first week, a schedule of who has what lectures will be posted on the class website and mailed over the list serve. It will probably just be alphabetical. Following class, you will use the MedCast recording, your notes, the professor, and other resources to make a complete set of notes of that lecture following the guidelines below. By 7:30am the next morning, the notes need to be delivered to one of the copier's, Tam Dang, mailbox and emailed to the secretary, Patrick Horrigan (patrickhorrigan@creighton.edu), to be put on the website. Notes will be delivered at lunch that day to students' mailboxes. Also, strikes will be handed out to individuals who are late or do not follow the guidelines (details are below).

Guidelines for Notes:

Standardized versions of notes are easier to read and study from, so even though this may seem like an assignment, and it may not be the way you yourself like to take notes, this is the template you need to follow. Also, we can hopefully save a few trees this way by not having so many pages to copy. Most lectures should run 4 – 6 pages in length.

- Use Arial or Times New Roman, size 10 – 12, single spaced.
- Keep all margins at 0.5 inches.
- The header should look as follows:
 - o Your name, your email address
 - o The class and lecture #: The topic being covered that day
 - o The professor's name, the date that the lecture occurred
- The pages should all be numbered in the upper right corner.
- Include page references to the text; also include tables, graphs, diagrams, and an explanation of any unusual terms.

- For pictures, only include them if you add something to them, they are critical to understand an explanation, or they are not found in our textbooks.
- Bold headings and key vocabulary words. Italicize page references.
- Please do not just regurgitate the information. Add to it, organize it, and make it concise. Talk to the professor, and your classmates. The whole endeavor should take 4 – 6 hours. Again, you only have to do this twice a semester; in exchange, the other 100 and some days you will receive detailed notes from which to study.
- Only include material that you wouldn't mind others reading if they happened to get a hold of it.
- Please print the pages with good quality ink on good, non-punched, single-sided paper.
- If you have any questions about the format, please feel free to contact me (anniekouri@creighton.edu) at any time!

Strikes:

These are the policies that will guide our class to produce effective notes that are distributed in a timely manner so that everyone stays happy! These were set in place by previous classes and were shown to be successful keepers of order and fairness. As in anything, however, there will be exceptions made in emergency situations.

- Notes must be handed in by 7:30am the day after the lecture (on Friday, this means Monday of course). If they are not done by this time, the student will receive a strike. If the notes are not done still by 7:30am two days after the lecture (or before the associated exam, which ever comes first) the transcribing student will receive a second strike and be removed from the note service.

- On the Friday before an exam, the notes pertaining to the exam must be emailed to the whole class (med-2011@creighton.edu) by 7:30am on Saturday morning. If there are questions about these notes, just e-mail me and I'll try to help.

- If you switch days with a classmate, you and the other student must email me the change no later than one day prior, otherwise the person on the master list will be held accountable if no notes are produced.

- To maintain effective, high-quality notes: If any five separate complaints are filed (emailed to me) about a transcriber, the note service committee will meet to discuss the warrant of the complaints and may assess a strike to the transcriber.

- If a student receives a strike for the quality of their notes, they will have 2 days from the time of notification to redo the notes, or they will be given a second strike. The student will also have to pay \$5 to Treasurer for the cost of distributing the new notes.

- After two strikes a student will be taken off of note services. Any payments they may have made are forfeited to the class funds. Also, strikes carry over semester to semester.

- Strikes will be assessed for noncompliance with above format specifications*, for plagiarism, and for disregard of the transcription purpose of notes.

*After considering the limited amount of deterrence achieved by assigning strikes for inconsiderate margins, along with the side effects of wasting class funds and the eventuality of someone actually getting two strikes for format issues, the note service committee will be offering a choice of “strike or seven” for format taboos. That means that any student who is inconsiderate of the need to conserve paper-copying funds by straying from the suggested format will receive a strike **OR** they may contribute \$7.00 to the note service fund (the price of an extra page distributed to the whole class) and the strike will be removed from the record. No one wants to see a capable note transcriber kicked out of note service for format issues. HOWEVER, it is the responsibility of this committee to insure the timely and cost-effective delivery of quality notes, so paper-wasting habits cannot be ignored or go without reprimand. “Strike or seven” will allow students who mistakenly wasted paper to literally pay for their errors. This policy only applies to strikes for infractions of format policy, NOT strikes for content!

Some Final Notes and Reminders:

- The days lecture can be found on the MedCast website. Make sure before your assigned day that you know where this website is and you can access it.
- Everything is due on the following morning by 7:30am (paper copy in the copier's mailbox and the emailed copy to the secretary).
- Notes will be out by 1:00pm the day after the lecture (given that they were received on time).
- If you lose a copy, or did not receive one in your mailbox, contact the secretary, Patrick Horrigan, on how to get a new one.

- Notes for any class the day before an exam, which do not pertain to the exam, may be turned in the morning after the exam at 7:30am. For example, anatomy lecture notes for Friday can be turned in on Tuesday morning when there is an MCB test on Monday. This does not apply to MDQs!
- Remember that mistakes happen! If you notice an error in the notes, email the secretary who will update the notes online. A new set of printed notes will not be distributed.
- Any modification of these policies will be emailed to you.

If you have any questions about this extremely long email feel free to contact me!

Annie Kouri
anniekouri@creighton.edu