



Center for Academic Support and Advising Services
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Volunteer Note-Taker Services for Students with Disability Services

A guide to an easier semester with our Note Taker Program

Faculty Instructions

If a student registered with Academic Support Services provides this Note Taker Form, please read the announcement below to your class. ***It is important that the student NOT be identified in front of the class for disability confidentiality reasons.***

After reading the announcement, please make sure you give the student who agreed to take notes on this Note Taker Form.

If anyone is interested in providing a copy of their notes from this class to a student with a disability, please pick up a Note Taker Packet from me at the end of class for further information. Students who volunteer need to be in good academic standing and will be eligible to receive one of the following two incentives as compensation for this service.

1. Priority registration
2. A letter of recommendation from the Center of Academic Support & Advising Services office

Note Taker Instructions

1. Individuals interested in volunteering should report to the Center for Academic Support and Advising Services office to sign up as a note taker.
2. Please contact the student via email to make arrangements for the delivery of the class notes personally with the student, or you may send the class notes to the student via e-mail.

A Note Taker Verification Form must be submitted by the student receiving the notes at the end of the semester or the Note Taker **will not** receive the type of compensation that was indicated on the Note-Taker Information Form. Center for Academic Support and Advising Services will send a reminder to the students receiving notes.



Volunteer Note Taker Information Form

PLEASE SUBMIT THIS FORM TO
Center for Academic Support and Advising Services
Lucey Administration building – 1st Floor (Across from Courtyard)

Name: _____ Student ID#: _____

Phone: _____ SHC E-mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Class you are taking notes for:

Course Name: _____ Number: _____ Sec.: _____

Do you know the student you are taking notes for? ☐ Yes ☐ No

I would like to choose the following compensation for taking notes:

___ Priority Registration (for following semester) or

___ A letter of recommendation from the Center of Academic Support and Advising services.

*** All note takers must be in good academic standing.**

Note: In order to obtain one of the above compensations, a Student Verification form must be completed by the student prior to the end of the Semester. You may pick up the form from the Center for Academic Support and Advising Services office in Lucey Administration Building - Annex (near courtyard). Helpful Tip: Get the student to sign the form after each exchange.

NOTE TAKER INFORMATION SHEET

Important timely information:

1. Turn in the Note Taker Information Form as soon as you receive your Note Taker Packet.
2. Be sure to turn in your completed Student Verification Form by the end of the semester.

Responsibilities of a class note taker:

1. Note takers need to be dependable and attend classes each day in a timely manner.
2. Note takers should copy all information from the board and overheads in addition to taking notes from class lectures. Notes should be arranged in an organized manner and must be written legibly.
3. Note takers should always include class announcements such as test dates, review sessions, assignments, and due dates in the notes.
4. Note takers should meet with the student to discuss the note taking format that will be used in the class (see number 3 in next section).

General information about note taking services:

1. Note takers **are not** required to provide notes to students for days the students are absent from class.
2. If a note taker must unavoidably miss a class, it is his/her responsibility to obtain the class notes from someone else for the student.
3. Note takers may either use carbonless paper from Academic Support Services, photocopy, or type and e-mail their notes.
4. A mutual agreement can be made between the note taker and the student concerning the manner in which the notes will be delivered (i.e., same day, next day).

Incentives for volunteer note takers

1. Opportunity for priority class registration.
2. A letter of recommendation from Academic Support Services.

SUGGESTIONS FOR THE NOTE TAKER

1. Write the class title, date and page number in the upper right hand corner of each page of

notes to help the student keep the pages in order and know if any pages are missing.

2. If you are not sure of the correct spelling of a word, write “(sp?)” above the word so the student can check the correct spelling in the textbook.
3. Make key points emphasized by using stars, asterisks, underlining, and large letters. 4. If there are no notes to take (i.e. test, group work, etc.) write the date and the reason there were no notes for the student.
4. Write notes in an organized manner, (i.e. outlining, indenting, etc.). Try not to crowd words together.
5. If something is unclear in the notes, ask the instructor after class for clarification.
6. Include all points from the lecture, regardless if the information is common knowledge. The information may be common knowledge to the note taker, but not to the student.
7. If textbook page numbers are referred to during class, make sure to record the page number references in conjunction with the lecture topic.
8. Use either blue or black ink when taking notes. Colored ink is distracting. Also, notes will be easier to read if you only use one side of the paper.
9. Include all meaningful facts and details (i.e. technical facts, names, dates, equations, diagrams and examples).
10. Reading the text and reviewing your notes before class will improve your understanding of the lecture.
11. Try and minimize the use of abbreviations. When abbreviations are used, try to make a note explaining what the abbreviations represent.
12. Try and define difficult vocabulary words when possible.
13. Establish a communication system between you, the student, and the professor/instructor by exchange of phone numbers and e-mail addresses of all parties involved.
14. Approach the student after class to discuss any concerns regarding note taking please contact the Academic Support Services office immediately.