

Date: \_\_\_\_\_

Semester: \_\_\_\_\_

## **NOTETAKER GUIDELINES**

\_\_\_\_\_ is a student in your \_\_\_\_\_ class, Class # \_\_\_\_\_. This student has a disability that makes it very difficult or impossible for him/her to take notes. The student needs someone in the class who would be willing to share his/her notes. The college office that serves students with disabilities called **Special Services** will help you in providing this vital assistance.

**In return for volunteering to share your class notes, we will authorize one of the following incentives:**

- **Certification of Service** **Special Services office**
- **\$25 Gift per Semester (based on performance)\***

**Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**We require you come to the Special Services Office in the Student Services Building during the first 2 weeks of the semester to register as the note taker for the above class. You must complete 13 weeks of satisfactory note taking to be eligible for the incentive. \*One Gift Card per volunteer per semester.**

There are two ways you can share your notes with your student:

1. Use special paper called (NCR). This is a two-part paper that transfers what you write onto the second sheet. Using NCR paper will allow you to give a set of your notes to the student after each class. The Special Services office will supply the NCR paper to your student who will give it to you on a weekly basis. The NCR paper will come with holes punched in it which will allow you to keep the paper in a three-ring binder.
2. Or, you may stop by the Special Services office after each class and we will photocopy your notes, give you your copy back and give the student his/her copy of the notes. Our office is open daily between 8:00 and 4:00.

At night or on weekends, we will authorize you to copy your notes in the college **Copy Tech** office in the College Services building next to the cafe.

### **GENERAL SUGGESTIONS FOR SHARING YOUR NOTES:**

- Take notes as you normally would and give a copy of the notes to the student right after each class.
- Write legibly whether handwriting or printing.
- Use dark ink (not pencil) to ensure clear copying.
- If using NCR paper, make sure to place a piece of cardboard between each NCR sheet and the ones below it and apply enough pressure to make sure that your writing goes through to the second sheet of each NCR paper set.
- As you can imagine, the above student will be relying on you to always come to class on time and keep your absences to a minimum. Furthermore, if you have to drop the class, please try to notify the student at least a week in advance to allow him/her to find another volunteer notetaker in your class.
- If the student does not notify you that he/she will be absent, you are not responsible for sharing notes for that day. The student with whom you are sharing notes may not substitute attending class for your notes.

### **GENERAL SUGGESTIONS FOR TAKING NOTES:**

- Copy **all** the information from the board or other visual presentation (e.g., PowerPoint)
- Don't write down everything you hear. Write down: clear, organized key words, short sentences, and main points.
- Copy all assignments, references and special notices. Include due dates, room numbers, addresses, page numbers and book titles.
- If unsure of a word's spelling, write (sp?) next to or above the word.
- Use a ? if you are unsure about a fact
- Use symbols to call attention to important words (underline, CAPS, circle, box, \*, !)
- When the instructor says, "This is important", write it down exactly and add: \*\*\*\*
- Draw through mistakes with one line only. This saves time and allows you to recover that part if it becomes important.
- If your notetaking style uses your own abbreviations and symbols, provide a key to aid in reading the notes.
- Review the following note taker tutorial and training: <http://projects.pepnet.org/notetaker/>  
This will help you be a better note taker which you personally benefit from!

On behalf of the student and your instructor, thank you very much for your assistance.

**Special Services Program**