



*Department of Student Affairs and Dean of Students
Office of Adaptive Services*

Note Taking Assistance

The Office of Adaptive Services (OAS) recognizes that note taking and developing note taking skills are part of the learning process and that taking notes can play an important part in helping students to retain information.

OAS provides note-taking assistance for qualifying students who have need for such services and who are in courses where there is a clear demonstration of need. OAS will work with the student and professor to identify individuals within the classrooms who may volunteer to take notes or share notes. Audio recording of class lecture as a support for auditory learners is also recognized.

Professors—OAS encourages the use of universal design in terms of instruction and course structure. Access to PowerPoints, handouts, chapter outlines, etc. should be provided whenever possible. Professors should post handouts in the FSW portal or other online course management system for students who are eligible for access to notes/or use reading software and screen readers (Please note, Word documents and PDFs are more compatible than JPEG).

Procedure

1. Requests are processed in order of receipt—a personal meeting with an Adaptive Services Specialist is recommended.
2. A note taker is assigned by the Adaptive Services Specialist.
3. OAS will send a *Note Taker Assignment E-Mail* to both student and note taker.
4. The assigned note taker will email the student and request information regarding note taking preference (outline, bullets, sentence, etc.)
5. After class sessions, note taker will scan the notes and will provide as an attachment via email to the student within 24 hours. The original notes are stored in the student's OAS file.

Student Responsibilities

1. I am responsible for reading material prior to class and taking notes as I read. This approach can promote learning and will aid in preparation of class lectures.
2. I understand notes provided by the professor and/or note taker are to complement my notes.
3. I understand the note taker is not required to sit by me during class nor save a seat if I am late to class.
4. I understand if I am more than 15 minutes late for class or choose not to attend class, there will be no note taking assistance provided for the class that day. I will email my note taker of my absence and/or if class has been cancelled or moved.
5. I understand all communications will be via email with my assigned note taker. Neither cell phone calls nor texts will be utilized between the student and the note taker as privacy will be respected.

Student's Name (Print)

Student's Signature and ID #

Date

Note Taker Responsibilities

1. I understand that I will contact the student via email to obtain information regarding preferences.
2. I will be punctual and respect the confidentiality of the student.
3. I understand during class lectures my cell phone will be turned off.
4. I will contact the professor before class and introduce myself as a note taker from OAS.
5. Within 24 hours of each class lecture, I will scan notes and email to student while placing the hard copy in the student's OAS file.
6. Along with notes, I will include important dates of upcoming tests, guest speakers, and extra credit assignment details if/when mentioned during class.

Note Taker's Name (Print)

Note Taker's Signature

Date

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