



## **Note Taking Procedures**

Thank you for being a note taker. The student you are taking notes for is receiving services from the Center for Accessibility. He/she may be hearing impaired, may have a physical impairment, ADD/HD, a learning disability, or have a health condition that may interfere with the process of effective note taking. We assume you have elected to be a note taker because you are **able to attend class regularly, capture and record accurate, detailed notes in a neat manner, and efficiently transfer the notes to the student in need.** To ensure that your notes are of high quality, an instructor or CAN Coordinator may ask to review and evaluate your notes at any point in the semester. If there is a concern about quality or delivery of notes, intervention may occur on the part of the CAN Coordinator.

### **Initial Employment Procedures**

1. Students will need to get a student employment packet from the Financial Aid Office. They will be given guidance regarding paperwork to be completed and follow-up activities.
2. Questions regarding forms and employment procedures should be directed to the Financial Aid Office.
3. Note takers will only be able to begin the work of note taking once all paperwork and training has been completed, and/or they have been given notification and clearance to begin by the Center for Accessibility.
4. Once a student has been cleared to work, the student and CAN Coordinator will meet to go over expectations and procedures.

### **Note Taking Procedures cont.**

**Note takers are expected to have the ability to accurately and clearly capture all class information. Note takers should have excellent attendance and arrive on time to class so that they don't miss any notes. The Center for Accessibility and/or the course instructor may ask for a sample of notes to verify employability.**

At the top of the first page write the day's date and the course label and section number (ex. PSY 1000-01). To protect confidentiality, do not write the name of the student you are taking notes for on the top of your paper, just use the course label and section number. Note takers are expected to take accurate notes on class announcements, lectures, videos, and class presentations. Note takers are NOT expected to take notes from the textbook, as that is a student responsibility. Students who are receiving notes

are told that they should also take notes in class to the best of their ability so they can practice and refine their note taking skills. Note taker notes are a *supplement* to existing notes, generally not a replacement for them. In addition, note taker notes are not meant to replace the student's attendance in class. If either of these issues becomes a concern, please contact the CAN Coordinator.

Note takers should copy and/or provide notes after each class period. Ideally, notes should be available to the student no more than 24 hours after class. Note takers can provide a copy of notes for the student they are assisting in one of two ways: 1) take handwritten notes, copy and log them in the Center for Accessibility, then distribute to the student in person or via the Center for Accessibility in-office carousel, or 2) take notes on a laptop and forward them directly to the student **with a copy sent to the Center for Accessibility at [can@ivcc.edu](mailto:can@ivcc.edu) within 24 hours of class time.**

Please discuss with the student and the CAN Coordinator the strategy and timeline for transferring notes. Some students don't mind disclosing their identity, and will happily talk about a way to transfer notes that will work out best for both of you. Other students who don't want their identity disclosed may elect to set up a transfer system that simply involves copying the notes and leaving them in the proper area at the Center for Accessibility. CAN staff will direct note-takers where to leave notes within the office.

Please see the attached flier for further note-taking guidelines.

### **Payment and Timesheets**

Note takers are paid minimum wage for the class time during which they take notes. Students are not required to re-work notes outside of class time. Note-takers will be paid by the hour, not per student. So, for instance, if a note taker is taking notes for 2 people in the same class, they will still get paid \$11.00 an hour; they will not be paid double because they are taking and providing notes for two students. But, if that same note taker is taking notes in a psychology class AND an English class, they will get paid for their time in each class.

Note-takers' pay will begin once they receive clearance from the Center for Accessibility. If the note-taker does not attend class, class is cancelled, or notes are not taken in class on a given day due to the structure of the class, the note-taker will not be compensated for that class period. It is the note-taker's responsibility to accurately and honestly record their hours. Instructor attendance logs and student evaluations may be used to verify services provided. If note-takers drop or withdraw from a class, they are asked to contact the Center for Accessibility immediately. Note-taking services will be compensated up until the last class period where notes were taken and provided.

Note-takers will need to complete timesheets every two weeks throughout the semester. Each note-taker will be given a schedule of pay periods and deadlines for timesheet submission. Blank copies of timesheets will be available in the Center for Accessibility. Staff will assist with initial timesheet training, and will be available for ongoing questions regarding this process. Timesheet submission is the sole responsibility of the student note-taker. If time sheets are not handed in by suggested deadlines, there is no guarantee that payment will be made. Note-takers can elect to have paychecks mailed or directly deposited into their bank accounts with proper paperwork completed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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Printed Name

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Signature

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Witness



## **Note-Taking Tips**

1. Try not to abbreviate words. If you do abbreviate, be sure to tell the student what the abbreviations stand for (by telling them or by providing a key).
2. Use underlining, highlighting, or capital letters for emphasis. Star any information you think might be on the test.
3. Keep the margins at the left-hand side and bottom of the page wide enough for the student to write additional notes.
4. For an in-class review, write down significant information so that it is clear to the student what will be covered on a test. Provide your notes to the student in plenty of advance time so they can review for the test.
5. Write down important deadlines and other announcements; this may be the most crucial part of information you pass on to the student.
6. If the student you are taking notes for is absent, be sure to give them the notes he/she missed. However, if you notice the student having excessive absences, please contact me.
7. If you withdraw from the class, or if you have any questions or concerns, please contact Tina Hardy at 224-0284 or email [tina\\_hardy@ivcc.edu](mailto:tina_hardy@ivcc.edu).