



STUDENTS WITH DISABILITIES SERVICES

Note Taker Accommodation Procedures

With approval from Students with Disabilities Services, students who have a disability that impacts their ability to take notes may utilize a copy of class notes provided by a fellow student who serves as a volunteer note taker.

Identifying a Note Taker:

Choosing a note taker is an opportunity for you, as a student with a disability, to practice self-advocacy skills. You have an opportunity to determine what information you specifically need from a note taker (concepts, charts, numerical details, etc.). You also have a unique opportunity to practice negotiating and collaboration skills that will be essential to you in later semesters.

It is your responsibility, as the student requesting the note taker accommodation, to locate and recruit an individual who will volunteer to be a note taker. Instructors are not required to give notes to students.

There are several ways to locate a note taker in your class:

- Ask a student you know personally. If you don't know anyone in the course, observe someone in your class who takes comprehensive class notes and if he or she is willing to serve as a note taker.
- Consider trading notes with other classmates. Others do not have to know that you are using notes as an accommodation.
- Ask to borrow notes and take responsibility for making your own copies. (You can use the copy machine located in SDS.)
- Work with a study group where exchanging notes is a regular practice among the students in the group.
- Suggest to your instructor that lecture notes be placed on Canvas or in the library for all to review.
- Suggest to your instructor that there be a "class note taker" each day. The responsibility for notes rotates among participants in the class so that no one student is responsible every day.
- If you are unable to locate a note taker, you may ask your professor to make a recommendation or to ask the class if anyone is interested in becoming a note taker. Speak to your professor about confidentiality before they make such an in-class announcement.

Your Responsibilities:

- Having a note taker does not relieve you of the necessity to attend class.
- If you do not attend class, the note taker is not obligated to provide you with materials from the missed class. Contact SDS for assistance if your disability creates attendance issues.
- Work with your note taker to ensure that you get the class notes in a timely manner.
- The note taker accommodation is most effective if you develop a one-to-one (1:1) relationship with your volunteer note taker.
- If you have any difficulties in obtaining notes or in identifying a note taker, please contact your SDS Coordinator as soon as possible. Be sure to let your volunteer note taker know that they can receive recognition for their activities through Bullsync, <http://involvement.usf.edu/cocurric.htm>



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Procedures for Note Takers

Note taker accommodations are approved by Students with Disabilities Services. They are provided as a reasonable academic accommodation for students who have a disability that interferes with their ability to take notes in class. The provision of note taker services for students with disabilities is an important responsibility, and your work is appreciated. Following are some guidelines to assist you in your role.

Note Taker Responsibilities:

- Maintain the confidentiality of the SDS student. Please do not divulge the name of the student for whom you are taking notes, or any information about that student.
- Attend class regularly and where possible, notify the student if you will be absent from class. This will give the student the opportunity to make alternate arrangements. If you do not know the student for whom you are taking notes, please notify your instructor when you will not be present to provide notes.
- Take legible, accurate, and complete notes of every class, lecture, and discussion session.
- Provide legible copies of your notes to the SDS student in a timely manner.
- Notes may be delivered directly to the student approved for the service or to the course instructor.
- Communicate directly with the student for whom you are taking notes.
- If the student receiving accommodations does not attend a class session, contact your course professor or SDS for guidance.

Note Taker Recognition:

SDS can provide a letter to a civic or student organization certifying that you provided voluntary note taking services for a semester. Typically, note takers spend about one hour a week on note taking duties outside of class. Thus, SDS can certify that a student taking notes in one class provided approximately 15 hours of community service over the course of a semester.

Students utilizing Bullsync can visit the CCT website at <http://www.involvement.usf.edu/cocurric.htm>.

Volunteer note takers pursuing formal recognition must complete the on-line training and present the Certificate of Training Completion. PEPNet maintains an online Note Taker Training module, <http://www.pepnet.org/training/notetaker>. This module is useful for all students and note takers. Completing this tutorial may enhance your personal note taking skills and assist you with communicating more effectively with your volunteer note taker.

Making Copies of Notes:

SDS provides a copier in the SDS lobby for note taking copies during business hours (8 AM to 5 PM, Monday through Friday).