

Faculty Note Taker Instructions

It is the student's responsibility to approach the professor if he/she feels as though he/she needs a note taker within the first three weeks of class. Here are the following guidelines for requesting a note taker:

Upon a student requesting a note taker, professor should:

- Announce in class that a student in the course is in need of a note taker (**For obvious reasons do not share the students' name or point the student out**).
- Explain that a volunteer is needed who would simply take notes as he/she would normally.
- Notes can be taken on NCR paper available at the Teaching and Learning Center or notes can be typed and a copy taken to the Director of Academic Support, who will provide the student with a copy.
- Instruct the student volunteer to contact the Teaching & Learning Center if NCR paper is needed. We can be reached at tlc@monmouthcolleged.edu or 309-457-2257.
- If a note taker is not provided for the student within the first three weeks of class, the Teaching and Learning Center staff will assist the professor in finding a note taker for the student.
- Please feel free to contact Kam Williams at 309-457-2214, for any questions.