

Student Note Taker Instructions

The Teaching and Learning Center thanks you for volunteering to help another one of your fellow students! Listed below are directions on how to be a volunteer note taker for another student:

1. Attend class every day and take solid notes. Try your best to take complete, legible notes. Be sure to add a header to your notes to include class, date, page #, and topic/chapter.
2. You may want to come by Poling Hall, 2nd floor, at the Teaching and Learning Center and pick up carbon copy paper to take your notes on. If you choose not to use carbon copy paper, you can photo copy your notes following class at Poling Hall (The Teaching and Learning Center will help you copy them for free)., COPIES MUST BE SUBMITTED TO THE TEACHING AND LEARNING CENTER WITHIN 24 HOURS.
3. If you are ever absent from class, it is still your responsibility to submit notes to the TLC for the student (the 24 hour deadline may be extended during extenuating circumstance). Please obtain another student's notes and then provide a copy of those to the professor. Use your best judgment in selecting another student's notes; remember they are to be of equal quality to your notes.
4. Please include in your notes a copy of class announcements including, but not limited to, any changes to the syllabus, assignments given verbally, and messages about postings on Moodle.
5. Although a note taker is voluntary, the student will be compensated with a gift from the book store at the end of the semester.

FAQs

1. Will I know who I am taking notes for?
 - a. Probably not. Some students are comfortable in sharing their needs with a note taker, but most choose to stay anonymous, which is their right. If you do know who the student is, you are under an obligation to keep their identity confidential. Communicating through the professor is what most note takers do.
2. Why do students need a note taker?
 - a. Students need note takers for multiple reasons, but it is not that they are being lazy. Students may need a note taker due to an auditory processing disorder which prevents a student from being able to listen and write at the same time. Another reason may be a physical impairment which prevents a student from having the ability to hand write at the speed necessary to take notes. There are other reasons as well, and the Teaching & Learning Center would be happy to discuss them in detail with you at your request.

3. What are the benefits to me?

First and foremost, serving as a note taker you are also guaranteeing yourself high quality notes for the class, and some extra motivation to go to class every day. The Teaching & Learning Center will be happy to provide you with a certificate of completion at the end of the semester for your volunteer work. You can use this certificate as proof of completed volunteer hours that you may need for another activity on campus (just be sure that serving as a note taker is an approved activity before counting on your hours!). Finally, you get that warm and fuzzy feeling from helping someone else out!

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