

NOTE TAKING OPTIONS

Starting in the Fall semester, 2009, students requesting *note taking assistance* will find a change in how the accommodations are approached by Disability Services, while still ensuring equal access to class material, lecture information, and testing alternatives.

NOTIFICATION to INSTRUCTOR forms should be picked up during an appointment with Disability Services after attending the first, and maybe second, class of the semester. What a student may or may not need in terms of notes or testing arrangements will often depend on factors such as type of course, teaching style, limited lecture time, hand-out notes/materials, information posted on Educator, etc.

NOTE TAKING OPTIONS...

With experiences over the last couple of semesters, it is important that students explore independent methods – other than an actual in-class note taker. DS staff can discuss options and alternatives to having to manage and depend on another student for notes. Current options include:

1. Using a digital tape recorder, at no cost, to capture class lectures and discussions word-for-word;
2. Ordering recorded textbooks, also as no cost, from Disability Services, or novels and other common course books, from the library. NOTE: This option should be considered as far ahead of classes starting as soon as possible
3. Securing textbooks used in many courses directly from the publisher. Chapter outlines, or full-text copies, may be available directly from the publisher that will take the place of notes. Disability Services' staff will assist in exploring the publisher's site for this information.
4. Independently accessing and utilizing the newest accommodation technology on campus: the Kurzweil 3000 Scan and Read; Dragon Naturally Speaking; Educator (all available in the Teaching/Learning Center). Instruction on how to use these software programs is available upon request.

IF A NOTE TAKER IS STILL NEEDED...

The following guidelines are to be followed by students requesting a note taker:

- 1. *The primary responsibility for securing class notes will be with the student needing the notes.*** The most dependable notes often come from someone enrolled in the same class. These students have a vested interest in taking good notes, and tend to be more accurate and thorough;
- 2.** Once a note taker is identified in the class, a student can go to the Disability Service's office to retrieve NCR paper for his or her note taker. However, for the remainder of the semester, **the responsibility for oversight of the note taker falls on the student requesting the in-class support.**
- 3.** If the above procedure **is not** successful, a note taker may still be formally hired by Disability Services as a more formal intervention effort. In the event that the employed note taker does not meet the need (e.g. attendance, accuracy, quality, etc.), the student receiving the service will be responsible for reporting poor performance directly to the Disability Services' office.