



# **Office of Disability Services**

## **Note Taker Training**

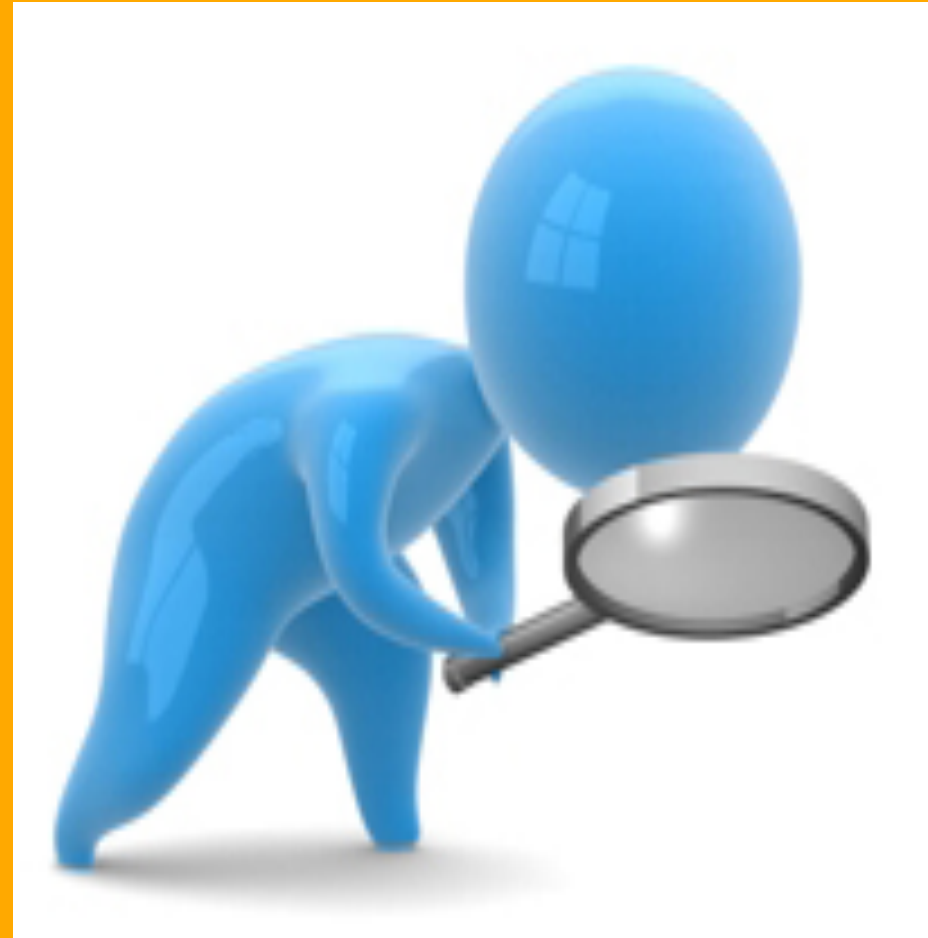


# Attention!

Students interested in becoming a Note Taker must come to the Office of Disability Services on the 3<sup>rd</sup> floor of Sanford Hall. Please bring your concise student schedule with you. There you will complete a Note Taker Application Form and attach your schedule. Note Takers are hired on a first come first serve basis. The Director, Mrs. Oliver, will notify you by your GSW e-mail address if you have been hired. Once you receive the e-mail, quickly contact her to confirm the position. You will then come to her office to complete the Note Taker Employment Packet. Once the paperwork is done, you will complete the On-line Note Taker Tutorial and return the Training Certificate to Mrs. Oliver. You will be contacted by email from accounting that you have been hired, you must not start taking notes until you have completed their instructions.

# REQUIREMENTS!

- Be in good academic standing.
- Attend class daily.
- Be on time for class.
- Stay in class until class ends.
- Complete the online training tutorial.
- Complete the training certificate.
- Have good organization and listening skills.
- Legible handwriting



# Problems?

**If for any reason you are unable to continue taking notes, please contact Mrs. Oliver in the Office of Disability Services as soon as possible.**

**If problems continuously arise or you don't meet the delivery timelines, a replacement will be sought.**

**If any notes are omitted, it is the note taker's responsibility to provide that information by speaking to a class member or the instructor.**



# Qualifications

**Note Takers must maintain confidentiality! Note Takers must not reveal the student's name that he/she is taking notes for to anyone other than the Disability Services staff members.**



# Note Taking Procedures

- Write notes only on one side of the paper with a blue or black pen.
- At the top of each page of notes, write the student's initials, the date, the instructor's name, and the course name.
- Type notes if handwriting is unclear.
- If abbreviations are used, provide a key for the student.
- Make accurate notes of all assignments, due dates, videos, presentations, or anything written on the board.
- Underline, circle, or star main ideas, definitions, key terms, etc.
- Information regarding quizzes and tests should be written accurately.



# Copying Procedures

- Come to the third floor of Sanford Hall.
- Locate the Copy Room.
- Make copies of the notes and then staple them.
- Locate the student's initials on the cubby that is located in the hallway. Place the notes there.
- Deliver notes after each class period if time permits.
- Deliver notes the following day if you are unable to come after the class.
- Sign and date the form on the clipboard each time you deliver notes.



# Time Card

Please be prompt when filling out your on-line Time Card! This should be done every 2 weeks.



I'm struggling to do my timesheet:  
Do you remember if I laid an egg on Tuesday?



# Thank You!

**We appreciate your willingness to help another student that has an academic accommodation. Being a note taker is a very important job because it helps a student in need. Note takers assist students with academic accommodations obtain relevant classroom discussion and therefore improve the opportunity for success.**



# **The Office of Disability Services Note Taker Training Certification of Completion**

**I verify that I have completed the Note Taker training.**

**Print name:** \_\_\_\_\_

**Sign name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please print this page, sign and return to the Office of Disability Services.**