

Instructions for Note-Takers

Note takers are very important to the access of the student. Students who need note-taking services generally need sentence summary notes which reflect the statements of the instructor and comments of other students in complete sentences with simple structure.

When taking notes:

- Attend class each time it meets.
- Keep all information about the student you are note taking for confidential.
- Students who are eligible to receive note taking services ONLY if they are in attendance.
- Arrive at class on time.
- Record all references, assignments, and special notices accurately and in detail.
- Number, title, and date each page.
- Write clearly and legibly. Printing may be preferable.
- Record all the principle points made by the instructor. Write them in complete sentences.
- Write in sufficient detail so that the notes have meaning without additional explanation.
- Include all diagrams, examples, and board work in notes.
- Define difficult concepts and unfamiliar key words. Clarify new vocabulary as much as possible.
- Include as many examples, jokes, and class discussions as possible.
- Organize material clearly. Emphasize main points and indent minor points and examples.
- Spell correctly.
- Do not use abbreviations unless they are commonly accepted or defined in the notes.
- Keep your personal opinions out of your notes.
- Do not answer questions for the student in class. All questions should go to the instructor.
- It is the student's responsibility to obtain the NCR paper.
- It is important not to take too much paper at a time since it may get damaged and be unusable.
- Use individual sheets on a hard surface.
- Never stack several sheets of NCR paper while taking notes because the writing will go through.
- Use a ball point pen so your writing will go through both pages of the NCR paper. **PRESS HARD!**
- At the end of class time, define a regular time and place to give the notes to the student for whom you are taking notes.
- Separate the NCR paper. The original is given to the student and the copy is kept by the note-taker.