

Clemson University / Student Disability Services Guidelines for Faculty Members Regarding Requests for Notetakers

When you have a student with a documented disability that has requested the services of a notetaker, Student Disability Services (SDS) would appreciate your help in identifying someone that could serve in that role. If you have more than one request from the same section, possibly, one notetaker could meet all identified needs. The following strategies are suggestions. If you are still not able to find an appropriate notetaker, please contact us at Student Disability Services (656-6848). Thank you so much for your help.

Strategies:

1. Ask for a volunteer. The following announcement may be helpful

There is a need for a volunteer notetaker in this class. Although this is not a paid position, notetakers will receive certificates at the end of the semester that can be used as part of a job or graduate school application packet. If you are interested in being a notetaker, please see me after class. Please bring a copy of your notes for me to review to help in choosing someone appropriate. Thanks for your interest in helping a fellow student.

2. Identify someone you know from a previous class or someone who seems to be doing a good job with notes and ask them privately if they are interested in helping out.
3. Make copies of your own notes and/or PowerPoint's to share with students.
4. Ask a teaching assistant to take notes to share with the whole class.
5. Ask your students if they would be interested in identifying a "Notetaker for the Day" each day who would share their notes with the whole class via Blackboard.

Thanks so much for your help in making sure that students with documented disabilities receive appropriate accommodations.

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