

Clemson University / Student Disability Services Guidelines for SI Notetakers

Taking notes for a student who, because of a documented disability, needs a record of what transpires during class is a serious responsibility. Having those notes available is much appreciated by the students involved and by the Student Disability Services (SDS) Office. The following guidelines should help all involved function effectively.

- Policies:**
1. Notetakers must maintain confidentiality regarding the student who is receiving the notes. The student may elect to identify themselves to you but in many cases, you will not know who is receiving the notes.
 2. The instructor will work with you to develop a system for getting notes to students. You must ensure that the notes are available for the student within 24 hours of the class meeting. SDS can cover the cost of making copies or can provide ncr (no carbon required) paper.
 3. Students must be in class and alert to be eligible to receive your notes. Notetaking is not a substitute for attending class or paying attention. Please confer with the instructor if you have questions about a particular situation.
 4. If the student must be absent, they should ask another classmate to take notes for them. Your commitment is to take notes only if the student is in class and alert.

Notetaking Techniques:

1. Make sure to put a heading in the upper right hand corner of each page including the class, the instructor, the date, and the number of pages (e.g. 1 of 3).
2. Be generous about leaving white space on the pages. Skip lines between topics, leave a large margin on the left side of the paper or use other techniques that will allow the student space to put in their own comments or questions when studying.
3. Write on only one side of the paper.
4. Please be careful about handwriting. If you use a "personal shorthand", please provide students with a key.
5. To make sure that notes are accurate, comprehensive and unbiased, please make sure to include notations about student or instructor opinions such as "student comment" and "instructor agrees."
6. If spelling of specific terminology is an issue please note with (sp?).

Special Note: Since notetaking is above and beyond what you are normally expected to do as an SI Leader, we provide early registration for you each semester. Please make sure SDS knows that you are doing notes this semester. Also please know, that we expect you to volunteer to provide notes in any of your classes, should you be asked, whether it is a class with SI or not.

Thanks so much for your help! Your efforts are appreciated. Please contact Dr. Arlene C. Stewart if you have any questions or concerns about notetaking. The phone number is 656-6848 and e-mail is astewar@clermson.edu