

Clemson University / Student Disability Services Guidelines for Volunteer 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.
 5. If you must miss class, please make arrangements with the professor or with another student to obtain notes for your student. Please make sure to notify the student of the change for that day.

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: Please make sure to register with Student Disability Services as a notetaker for this semester. Although this is a volunteer position, we would like to acknowledge your participation each semester with a certificate that can be included with your resume in a job or graduate school application packet.

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 the e-mail is

sds-l@clemson.edu