Note Taking Guidelines

- **Notes should be given to the student at the end of each class.** Check with the student regarding the quality, comprehension and legibility of your notes. Don’t be offended by constructive criticism and be aware that each student will complete a "Note Taker Evaluation Form" at the end of the quarter. This information will verify that you fulfilled the note taking responsibilities.

- If you don’t know who you are taking notes for, ask your instructor to identify you as the note taker so the students who need notes are aware that a note taker has been provided.

- Do not ask the student about their disability or other personal information related to their disability. There are many reasons a student may need note taking services (vision, hearing, learning disabilities, or physical limitations).

- It is important to arrive on time to class. Test information and instructions are often given during the first 5—10 minutes of the session.

- You are encouraged to exchange contact information with the student, to be used as a courtesy, in case either of you is absent from class.

- A student who receives note taking assistance is expected to be in class in order to receive notes for the day. Unless the student notifies you in advance or there is a special circumstance, you are under no obligation to provide notes for that day.

- Inform the student in advance of any planned absences. **A note taker who is frequently absent or late will not be eligible to receive the stipend.**

**Notes Should Contain:**

- Detailed lecture information, including main points, explanations and examples
- All board work
- Class discussion, including questions, answers, and comments where appropriate
- Explanation of diagrams, charts, film strips, etc.
- Details about exams and quizzes
- All information regarding homework assignments If possible, clarify where the information came from. For example, the lecture,

**Thank you** for volunteering to be a note taker! Your interest in assisting a fellow classmate is greatly appreciated.

As a note taker, your role is to provide clear, complete and legible classroom notes in a timely manner. It is the student’s responsibility to use these notes appropriately to complete assignments and to arrange for any tutoring, if needed. Tutoring and classroom assistance are not the responsibility of the note taker, but clarification of your notes may be needed at times.

**A $50 stipend** is available to students who fulfill their note taking duties and complete the necessary paperwork to process payment.

⇒ Contact Access Services as soon as possible to complete an A-19 Invoice Voucher.

⇒ Complete a Direct Deposit Form (available on our webpage) or provide a copy of your BankMobile account information to Accounts Payable at the College Service Center, 2nd floor.

⇒ For questions about the Direct Deposit form, contact Accounting Services at 360.475.7140.

Please note that the stipend may be prorated if the student drops the course early in the quarter, the request is initiated after the 5th week, or more than one student in the class needs notes.