Notetaker Handbook
CLASS Office
Augsburg University
WELCOME!

The Groves Lab provides services to students with disabilities. The CLASS Office works with students with learning, attentional, psychiatric and other cognitive disabilities as well as those with physical disabilities. The Lab is located on the second level of the Lindell Library in room 216.

Notetakers are responsible for taking copious notes during class periods, which they are responsible for emailing to assigned students who have been found eligible for this accommodation by the CLASS or Access office.

The Notetaker is a member of our student worker team and is therefore expected to maintain the privacy of students receiving services from the CLASS Program

BECOMING A NOTETAKER

With your cooperation, the student has a chance to concentrate on the content of the information given in class, rather than the mechanics of writing it. This shifts the emphasis from ‘what is to be learned’ to ‘how to learn it’, which may make all the difference in regards to grading, tests, and a student’s ability to demonstrate their knowledge.

Your notes will be a valuable study aid for the student. By being aware of how you organize information from the class on paper, your notes may become better, clearer and more useful to you, as well.

We encourage you to solicit feedback on the quality of your notes from each of the students you are serving. Additionally, students receiving notes from you will evaluate the services they received. The purpose of these evaluations is to monitor the quality of the notes students receive, as well as to ensure that they receive adequate information to succeed in their classes. It will also assist you to become a better notetaker.
DUTIES AND RESPONSIBILITIES

1. You should arrive on time to the class and introduce yourself to the professor as the assigned notetaker. (This helps in clarifying the Notetaker’s role in the classroom.) Sit at the front of the classroom when possible. If you will not be attending class, or will be late or leaving early, please find someone else in the class who can supply notes to you for the student you are taking notes for.

2. Write detailed notes clearly and legibly. Keep in mind that your notes will be emailed, which may require that you press harder while writing. (Students with low vision especially need clear handwriting.) Be mindful of the color ink you are using to take notes; black or blue ink transfers best when copying them. If a concept doesn’t make sense to you, please connect with the professor to clarify the topic after class. Reflect this clarity in your notes.

(Please review “Notetaking Tips” later in this Handbook.)

3. Each set of notes should contain the following information:

   (1) Date
   (2) Course Number
   (3) Name of the Professor
   (4) Lecture Title – if applicable
   (5) Page Number on every page (allows for better organization)

4. Bring your completed class notes to the Groves Computer Lab, Lindell 216, within 24 hours after the class has taken place. There is a copier available in the lab to email the notes to the CLASS Office for the student(s) you are taking notes for.

5. When emailing your notes, please be sure the subject line is as follows: Course Name with Section Letter followed by the Date of the Class (for example: HIS 249A Notes - 6/13/11). When emailing, please insure you also send the notes to the CLASS Office email: notetakers@augsburg.edu with every set of notes sent.

6. If the student(s) you are taking notes for was not in class, please email the notes to the CLASS Office only at notetakers@augsburg.edu. In the message of the email, please put in the words “No Show - Student Name” (for example No Show – George Smith) in the message area of the notes. Our office will contact the student regarding this absence.

7. If you have any concerns or are unsure about a situation, please contact the CLASS Office’s Assistive Technology & Accommodations Specialist at 612-330-1353 or at notetakers@augsburg.edu. Please refrain from making a decision about whether or not a student will or will not receive copies of notes due to a situation in class. Please bring these concerns to our office.
THOUGHTS TO CONSIDER WHEN NOTETAKING:

**THE STUDENT**

* Do you know if they have special preferences or concerns about the class notes?
* Do you know if their disability affects how they will use or read their notes?
* Does the student know all your abbreviations?

You may be requested to provide the notes in an electronic format by typing them and sending them to the student via e-mail. If you are not able to meet this request, please speak with the Accommodations Assistant.

**THE CLASS**

Math and science classes will have details and examples as a large part of your notes.

Writing classes emphasize themes and textual evidence to support them.

History classes will obviously contain several dates and names, which will show up on tests.

Art classes may require writing short descriptions of pieces of displayed art.

**THE PROFESSOR**

Consider the professor’s style of presenting:

* Are the most important points written?
* Does the lecture follow an outline that you should copy?

Providing the student with a copy of a Power Point presentation is not sufficient in covering the information from a specific class period. You must make notations on verbal information given by the professor or other students in the class that support data presented on the slides.

If class discussion and participation are an emphasis, it is important to note questions and answers that occur in the classroom.
NOTETAKING TIPS

• Listen intently to the lecture; the instructor may outline the lecture in the first few minutes. Often, important details are covered in the last 5 - 10 minutes of class time.

• Write as many meaningful facts and details as you can:
  - Write everything the instructor puts on the board.
  - Record technical facts, names, dates, equations, and examples.
  - Clues indicating something important: repetition of definition, change of voice, body language, verbal cues, etc.

• **Circle or star assignments and announcements, such as test dates.**

• To make notes easier to read and more effective as a study aid:
  - Use one side of the paper.
  - Leave blanks when you are unsure (ask instructor after class).
  - Use correct spelling (write “sp?” above it and then correct it later).
  - Use white space (separate main ideas with a line or two).
  - Mark a point of emphasis (circle, underline, use stars, etc.).
  - Underline definitions - include them verbatim and use abbreviations carefully (list the abbreviations and what they represent).

• Make note of any idea or word repeated often in the classroom.

• Pay attention to **Opening, Concluding, or Transitional Phrases:**

  “The following items,” or “In addition,” or “On the other hand,” usually come before an important topic or example and may show the structure of a lecture’s beginning, middle, or end.

• When the Professor glances at his/her notes, it usually means that an important point is about to be made.
STUDENT WORKER INFORMATION

- The notetaking position in the CLASS Office/Groves Computer Lab is a stipend student worker position.
- Students are paid $100.00 for notes that are submitted in a timely manner and also for each course at the end of the term.
- If it is a half-semester class, students will be paid $50.00 for notes submitted for each course, in a timely manner.
- If it is determined that notes were not submitted in a timely manner or were not submitted for each course, the student may be paid $50.00 or may be paid nothing at all. This will be determined by the Accommodations Specialist.

ETHICS AND PRIVACY

Any information regarding a student’s disability shall be maintained in a private manner and shall not be shared with others. Notetakers do not have access to a student’s file, or information about the individual for whom they are taking notes for, unless specifically given by the student.

Notetakers provide a valuable service to our program. Thank you for assisting us in providing a positive experience for the students in the CLASS Office.