Volunteer Notetaker Training
Thank You for Volunteering to be a Notetaker for a student with a disability!
Items You Need to Complete

• Review this PowerPoint presentation in its entirety.
• Click on link at the end of the presentation to take quiz
• Submit quiz (no quiz, no priority registration!)
Why is Note-taking an Accommodation?

• The Government has established laws to protect the civil rights of citizens/students with disabilities.

• For further information, go to the following websites:
  - American with Disabilities Act (ADA)
    www.ada.gov
  - Section 504 of the Rehabilitation Act of 1973
    www.hhs.gov/ocr/504.html
Who is eligible for Note-taking Services?

There are many different reasons why students registered with Disability Services may qualify for a note-taker. Examples include:

- Students who are hard of hearing or deaf
- Students with low vision or who are blind
- Students with dexterity/motor skill difficulty
- Students with learning disabilities
Academic situations where a note-taker might be needed

- Class or lab lectures
- Class discussion
- Class guest speakers
- Video or films
- Field trips or experiential learning
The Benefits for the Student Receiving Notes

- Allows student to **focus on the instructor**.
- Provides student with **accurate information**.
- **Increases student’s confidence** – student knows that he/she is receiving accurate information.
- Gives student **access to classroom information** that might have been missed.
- Gives student the opportunity to participate in **classroom discussion**.
- Supplements the student’s notes and provides **a tool for note-taking improvements**.
Benefit of being a Volunteer Note-taker

For sharing your notes with a SNAP student, we offer you *Priority Registration* for the next major semester.

*(Not applicable to Juniors and Seniors)*

You can also earn 60 community service hours for your service which can be added to your resume or digital profile.

*(Letter generated upon request)*
Volunteer Note-taking Guidelines

• Take clear, concise notes using a **blue** or **black** pen. Use a **dark** pencil for math and accounting classes.
• Bring your notes to the SNAP office at least **twice a week** to be copied.
• If you use a computer, you may email your notes **or** you may use your smart phone to photo-copy your notes directly from note-pad.
• Send your notes to **SNAP@cofc.edu**. The notes will be forwarded on to the SNAP student.
• **Attend class every day.** If you miss a class and copy someone else’s notes, please make an extra copy for the SNAP student.
Note-taking Strategies to Ensure Good Notes

- **Do not use color pens** because they do not copy or scan clearly. Use a **black** or **blue** pen only.
- Use **dark lead pencils for math and accounting courses** because light colored lead will not copy or scan clearly.
- Put a heading and a date on your notes for each class session.
- If possible, use a similar note-taking format throughout the semester.
- Leave margin space on the paper for the student to add his/her own comment later.
- Make sure your handwriting is legible.
- Correct spelling errors and make sure all abbreviations have been properly identified.