Note taking in AIM – Directions for Faculty

Providing note taker assistance is a cooperative effort between the professor, student and the SSD Office. SSD utilizes the faculty assistance in order to recruit a note taker. We greatly appreciate your assistance in the following.

1. If the student has not reached out to you regarding their accommodation requests, we suggest you reach out to them. (the student who sent the Letter of Accommodation to you.) Discuss how notes (as well as other accommodation requests noted in the Letter of Accommodation) can be provided in your class.

2. If requesting a Peer Note taker is the outcome of the discussion, find out if they already have a note taker in mind. They may have previously worked with a student from another class who they prefer. You or the student can contact the potential note taker asking them to be a note taker for this class. Direct them to our department website to the "Becoming a Note taker" tab (found here: https://www.cocc.edu/departments/disability-services/note-taker-application.aspx) they will fill out a short application to become a note taker and fill in the CRN(s). Our system will match them to the student who requested the note taker and both will be anonymous to each other. Once we have matched them, you and the student will receive an email notification regarding a note taker has been assigned to your class.

3. If there is not a note taker in mind, announce to the class (do not identify the student to the class under any circumstances) "There is a student in our class who needs a copy of the class notes. If you have at least a 2.5 GPA, take accurate and legible notes, and regularly attend class, please see me at the end of the class."

4. Once a note taker is identified either through the student or your announcement, direct the note taker to our 'Become a Note Taker" tab https://www.cocc.edu/departments/disability-services/note-taker-application.aspx to fill out the short application along with their CRN of the class, or contact Nancy Blair-Madison, Administrative Assistant, LIB #010, by email disabilityservices@cocc.edu for assistance.

** If you are not successful in recruiting a note taker, you may directly ask a student in class, and you may announce the bonus of receiving a stipend (we only use this part of the announcement as a back-up in order to recruit willing students who want to do a good job). Otherwise, if we still do not receive interest, we may request a copy of faculty notes or loan a digital recorder in order to capture the lecture.

5. Once a note taker has signed up and has been matched to the student, Nancy gives the note taker instructions on how to upload their notes to our system. Our department monitors the notes that are uploaded including if the student has viewed the notes that are being provided for them.