

Note taking – 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. Find out from the student who presented this letter to you, if they wish to remain anonymous. They have been instructed by this office to let you know if they do.
2. Then 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. If so, and the student asked to remain anonymous, you can contact the potential note taker asking them to be a note taker for this class. Remember to still keep the student anonymous. If the student does not wish to remain anonymous, then offer support in helping the student contact the note taker directly. Then still follow steps 4-8.
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 volunteer note taker to see Nancy Blair-Madison, SSD Assistant, in BEC #125, to complete a position packet and to receive further instructions regarding note taking and the disability services program. If you are at the Redmond, Prineville, or Madras campus, you can direct the note taker to the front desk staff who has this information and can assist in this process. They must sign their paperwork in order to get paid! Note takers are on a first come first serve basis.
5. If the student requesting the accommodation wishes to remain anonymous, then you will collect a copy of the notes from the note taker after each class, and then **privately** deliver them to the student. You will need to find out from the student which method to deliver in (email, hard copy delivery, etc.). If the student does not have a preference of being anonymous, let them know that you will introduce the note taker to them, in order for the student and note taker to determine delivery method.

** If you are not successful in recruiting a note taker, 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.

Other notes: The note taker will also bring one document to you to sign at the end of the term, to which they will bring back to the SSD office (the student name may not be on there if they asked for anonymity.) Have the student of the accommodation letter contact this office if there are any issues with the note taking (quality of service, absences of note taker, etc.) If either student or note taker drops the class, the instructor is to contact SSD to notify us.

(Options for delivering notes can be emailing to student as an attachment, free apps on smart phones such as Evernote Scannable and Genius Scan, make a photocopy, etc.)