



**EMORY**  
UNIVERSITY

**Accessibility Services**  
**Office of Equity and Inclusion**

## **Notetaking Services Handbook**

Accessibility Services  
1946 Starvine Way, Suite 310  
Decatur, GA 30033

## **INTRODUCTION**

The Office of Accessibility Services (OAS) at Emory University is committed to providing services that facilitate the academic and personal goals of the students it serves. Students with documented disabilities enrolled at Emory University are entitled to reasonable and appropriate academic accommodations in accordance with Federal laws including Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act, as amended in 2008. Emory is committed to equal opportunity in the recruitment of, admission to, participation in, treatment in, or employment in the programs and activities operated and sponsored by Emory.

This handbook is designed to provide an overview of how OAS expects notetaking services to be provided at Emory. This handbook includes the qualifications notetakers must possess to provide services for Emory, their responsibilities/duties, compensation, ethics, and other practical information for notetakers.

## **OVERVIEW OF NOTETAKING SERVICES**

Notetaking services provide equal access and can contribute to the success of students who are deaf or hard of hearing, or students who have other disabilities. Watching an interpreter or speechreading an instructor does not allow the student time to take notes. By using a notetaker, students who are deaf or hard of hearing can devote their full attention to the lecture, class discussions or demonstrations, or other learning activities. In addition, students who have learning disabilities experience challenges with processing speed, comprehension, and/or poor handwriting skills. Some students with visual disabilities may have to rely on audio and would need supplemental notes in an accessible format to utilize screen reader technology.

Depending on the curriculum design, instructors may choose to offer complete notes to all students in their classes. These may be instructor notes (or those prepared by a teaching assistant) that are posted on Blackboard.

Instructors have options in posting notes. Instructors may:

- Post their own complete notes;
- Post the complete notes of a course teaching assistant; or
- Assign students to teams and rotate responsibility for each team to create a complete set of notes for posting each week. This approach has the added benefit of having students work in teams and share responsibility for each other's learning.
- In some cases, an instructor may be required to provide access to lecture notes or PowerPoint if this type of accommodation is warranted.

If an instructor chooses not to post open notes for all students, notetaking services can be provided.

## **OVERVIEW OF ROLES AND RESPONSIBILITIES**

### **Notetaker Coordinator**

The Notetaker Coordinator is a staff member in OAS. This staff member serves as the contact person for the notetakers, students, faculty, and administrators. The main duties of the Notetaker Coordinator include:

- Recruiting and training student notetakers;
- Scheduling notetakers in classes where they are needed;
- Managing the day-to-day operations and troubleshooting, when necessary; and
- Evaluating the quality of notes provided to students.
- Notetakers will be obligated to submit notes within 12 hours after class.
- Students who receive notes will be sent course notes within 24 hours after the class.

## OAS Responsibilities

1. Determine eligibility for notetaking services.
2. Provide student with class announcement for instructor.
3. Orient student to notetaking process and notetaking options.
4. Troubleshoot problems with notetaking reported by students or instructor.
5. Conduct outreach to instructors who have a large enrollment of students who have notetaking approved as an accommodation.
6. Assist instructors in locating a volunteer classmate to take notes or identifying options for making notes available via other channels, for example:
  - a. Post notes on course websites.
  - b. Share copies of instructor's or teaching assistant's notes.
  - c. Identify one notetaker for all students who require that accommodation and copying notes at department office.
7. Recruiting and training notetakers.
8. Inform student and faculty member when notetaker is selected and trained within the first two weeks of class.

## Notetaker

Notetakers may be volunteers who receive a stipend and are already enrolled in the same class as the student with a disability who has this accommodation need. In some situations, OAS may determine that it would be effective to provide a notetaker who is not a member of the class if no student volunteers are identified.

## Notetaker Responsibilities

1. Participate in notetaker training at OAS prior to any assignment.
2. Turn in the *Volunteer Notetaker Services Agreement form (Appendix B)* to OAS at the start of the semester.
3. Attend class on a regular basis and take comprehensive, legible notes. Notetakers should convey the information accurately, giving the content and the spirit of the speaker, to the best of their ability.
4. Notes must be typed for all classes with the exception of courses that rely on formulas and/or graphs:
  - a. Upload word document to [oas\\_notetaking@emory.edu](mailto:oas_notetaking@emory.edu);
  - b. Any handwritten notes can be delivered in the following forums:
    - i. Scanned and emailed to [oas\\_notetaking@emory.edu](mailto:oas_notetaking@emory.edu); or
    - ii. Delivered during OAS office hours (i.e. 8am – 5pm) for copying.
5. Notes must be submitted within 12 hours after class.
6. Make an effort to arrange for notes to be made available to the professor when you are unable to attend class. Finding someone in the class may be helpful since he or she will be familiar with the subject matter and available without notice. Discuss arrangements for substitute notes with the instructor and notify the OAS Notetaking Coordinator.

7. Notetakers should not take notes in the absence of students, unless they are asked to do so by OAS. OAS will contact notetakers if a student has notified the office of an absence.
8. Notetaking is a confidential service. Notetakers will not know who will be receiving the notes. If the notetaker becomes aware of the student for whom they are providing notes, do not disclose to anyone the name of the student or any information about that student.
9. Follow ethical guidelines as established by Emory. Notetakers only take notes. They are not expected to act as tutors, explain course information, share personal opinions, or advise students.
10. Notify OAS if notetaker will be absent from class and a suitable notetaker is needed.

## **Student**

Students are responsible for requesting notetaking services in a timely manner for classes or other activities. In general, students are expected to attend all of their classes and arrive on time. If it is necessary to miss a class session, students should notify OAS as soon as possible. For notetaker requests outside of the regularly scheduled class times, students should complete the *Notetaker Request Form (Appendix D)* at least one week before the event (or as soon as they are aware of the need). Whenever possible, students should take their own notes to supplement the notes provided by the notetaker.

## **Student Responsibilities**

1. Request notetaking as a reasonable accommodation as set forth in their accommodation plan.
2. Submit a class announcement to the instructor and request that he or she read it at the beginning of the first two class periods.
3. Provide feedback about the quality and consistency of the notes to OAS. If there is a problem with the notes, consult with OAS and/or instructor for additional feedback. If a resolution is not found, discuss options for recruiting a new student notetaker with OAS.
4. Attend class on regular basis. Notes are not a substitute for attending class.
5. Report any difficulties to OAS Notetaking Coordinator.

## **Faculty**

Faculty members will be asked to assist in recruiting notetakers for a particular class or recommend students who might be effective notetakers. If the notetaker is not a member of the class, handouts and other materials should be shared with the notetaker.

## **Faculty Responsibilities**

1. Receive notification (via email) that notetaking is a reasonable accommodation for a student with a disability who is enrolled in a particular section of a class being taught **this** term.

2. Read the class announcement during two consecutive class periods to assist in recruiting a notetaker, or ask a specific student or teaching assistant to take notes for the student, or provide a hard copy of the instructor's notes to the student (see *Appendix F*).
3. Notetaking is a confidential service. Do not disclose to anyone the names of students receiving any access services, or any information about them.
4. Immediately notify OAS of any difficulties in locating a notetaker or with any other concerns regarding a notetaker.
5. Assist student in identifying a temporary notetaker for the first two weeks of class during OAS recruitment and training.

## **PROCEDURES FOR RECRUITING AND IDENTIFYING STUDENT NOTETAKERS**

### **Recruiting Procedures**

Notetakers are most often student peers, usually classmates, who serve willingly for a small stipend. They may be identified prior to the start of the term by the student if they have provided this service successfully in the past.

If a student has not identified a preferred notetaker ahead of time, notetakers may also be recruited during the first class session by the instructor or the student receiving the accommodation. The instructor will make an announcement indicating that there is a need for volunteer notetakers for this class.

Instructors may be able to identify specific students who perform more successfully than others or those who appear to take productive notes. Students may seek the assistance of the professor for help in identifying notetaker, if the student chooses to do so.

### **Qualification Criteria for Paid Student Notetakers**

In order to provide notetaking services, notetakers should have the following qualifications:

- Willing to participate in notetaker training
- Good English skills
- Good organizational skills
- Legible handwriting
- Good typing skills
- Ability to listen and store information while writing or typing with speed and accuracy
- Familiarity with course content, which may include majoring in this class subject
- Demonstrate dependability
- GPA of 3.0 or above

In addition, notetakers must:

- Adhere to the confidentiality guidelines
- Agree to abide by the conditions outlined in this handbook
- Abide by state and federal laws, rules, and regulations
- Attend any meetings required by OAS
- Participate in any notetaker training that OAS offers.

## **Prior to the Beginning of the Semester**

Notetakers who have previous experience in this role may share their schedules with OAS prior to the start of a new semester and inform OAS that they wish to serve as a notetaker.

Notetakers are expected to have the required textbooks and related materials for their courses.

## **Performing the Assignment**

OAS will notify instructors prior to the first day of each semester that a student with a disability has been approved for a notetaking accommodation and will be enrolled in their course. OAS will outline the procedures for communication and accommodations.

Once a notetaker is identified and trained by OAS, the notetaker should introduce him/herself to the instructor to make the notetaking assignment proceed smoothly.

To provide the best possible notetaking services, the notetaker should consider the following:

- Effective seating arrangement
- Effective viewing of blackboard and visual aids
- Placement away from windows and/or glare

As is appropriate for any student in the class, the notetaker should make sure that she/he has a copy of the course syllabus. In addition to regular class assignments and expectations, note any scheduled class cancellations, videos, and tours for the semester.

The notetaker will notify OAS if any problems arise during the semester. This might include difficulty understanding the instructor or other similar issues.

If the student for whom the notes are being taken does not show up for class, the notetaker is not obligated to share notes from that class session.

If the notetaker knows he or she will be absent prior to the class session, he/she may seek out another classmate as a substitute and notify the instructor and OAS of this substitution. For unplanned absences, the student receiving the service should notify OAS of the need for notes from that class session.

## **Notetaker Supplies**

All notetakers must use a laptop to compose their notes for all course with the exception of classes that rely on graphs and formulas.

- Notetakers must use their personal computer/laptop. OAS is not responsible for supplying this equipment.

- Notes must be submitted to [oas\\_notetaking@emory.edu](mailto:oas_notetaking@emory.edu) within 12 hours after each class.
- If there are any technical issues, the notetaker is responsible for contacting the OAS Notetaking Coordinator at [oas\\_notetaking@emory.edu](mailto:oas_notetaking@emory.edu).

For handwritten notes, the notetaker will follow the above information when applicable as well as the following:

- The notetaker will need to ensure legibility of the notes as well as a complete set of notes.
- Copies of the notes should be provided to OAS by scanning and emailing to [oas\\_notetaking@emory.edu](mailto:oas_notetaking@emory.edu) or dropping off to the OAS office (i.e. between the hours of 8am-5pm) within 12 hours after class.

## **GENERAL INFORMATION**

### **Qualities of a Good Notetaker**

- Is interested in class
- Ignores speakers' faults in delivery
- Listens for concepts
- Pays attention
- Discourages distractions
- Regards difficult material as a challenge
- Listens for clues as to importance

## **PROVIDING EFFECTIVE NOTES**

### **Appearance of Notes**

- Main topics should be clearly defined.
- Use wide margins and indentations to separate information.
- Use effective formatting cues such as capitalization, underlining, and asterisks.

### **Language**

- Help facilitate reading by employing simple sentence constructions when needed.
- Define new vocabulary in simple terms.
- Give examples when needed.

### **Organization**

- Consider reworking the notes to put them in a clear logical sequence of information or outline. This may include checking spelling, adding emphasis, providing organizational strategies, completing words, adding punctuation, etc.

### **Assignments and Tests**

- It is crucial that all information is recorded in detail concerning classroom expectations including assignments and tests.



### **Feedback from Student**

- Adapt the notes to meet the student's language and instructional needs.

### **Mechanics of Notetaking by Hand**

- Record course name and date at top-right corner of the first page and number each page.
- Use plenty of white space.
- Write with black fine-point pen.
- Write legibly.
- Allow blank spaces for missed information.
- Use correct spelling.
- Use a cover page to clearly indicate the course name, date, any homework assignments, and other highly important information.

## **RECRUITING AND IDENTIFYING NOTETAKERS**

### **Application Forms**

All notetakers should complete an application form, which documents any certificates of proficiency, formal education, and years of experience.

### **Handbook Guidelines**

All notetakers will be expected to adhere to the guidelines set forth in this handbook.

### **Notetaker/Student Interaction**

Notetakers should not have social conversations with any students during class time. Visitation should be done before and after the class. If another student from the class asks for information about what notetakers are doing, the notetakers should let the student know that they are unable to discuss it during class but could answer before or after the class. When answering questions from faculty and other students about notetaking, the notetaker should keep in mind confidentiality and provide only general information.

### **Confidentiality**

Any information that is obtained through communication facilitation should never be disclosed. Anything that occurs while on the job should NEVER be disclosed to another student or professor, even if the students are friends or know each other.

Notetakers should bring problems or concerns to the OAS Notetaking Coordinator and avoid discussing issues among themselves. Discussing these issues within the proper channels is not breaking confidentiality.

*See Appendix D for Notetaker Code of Ethics*

### **Inclement Weather**

If the weather appears hazardous, please refer to the inclement weather policy for Emory University.

### **Other Notetaking Assignments**

During the semester, there may be times a notetaker will be asked to take notes for extracurricular events. As these requests come in, the OAS Notetaking Coordinator will contact notetakers to determine who is available. If a notetaker accepts an assignment for which he/she will have to return to the campus, the notetaker will be given credit for his/her time.

All notetaker requests for anything outside of regularly scheduled classes should go through OAS.

### **COMPLAINT PROCEDURE**

If OAS receives a complaint about a notetaking situation from students, faculty, or staff, the notetaker involved will meet with the OAS Notetaking Coordinator. Depending on the severity of the complaint and/or whether the same complaint has been previously made, a decision may be made to terminate the notetaker's services. OAS will work directly with the faculty member to identify additional notetakers in the class.

**APPENDIX A  
Notetaker Application Rating Form**

|                                                    |                                         |                                        |                                       |
|----------------------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------------|
| <b>Notetaker's Name:</b>                           |                                         | <b>Email:</b>                          |                                       |
| <b>Interview Date:</b>                             |                                         | <b>Phone/text:</b>                     |                                       |
|                                                    |                                         | <b>Starting Rate:</b>                  |                                       |
| <b>Appearance</b>                                  |                                         |                                        |                                       |
|                                                    | <i>Unprofessional</i>                   | 1                                      | 2                                     |
|                                                    |                                         | 3                                      | 4                                     |
|                                                    |                                         | 5                                      | <i>Professional</i>                   |
| <b>Writing Skills</b>                              |                                         |                                        |                                       |
| <b>Legibility</b>                                  | <i>Inappropriate</i>                    | 1                                      | 2                                     |
|                                                    |                                         | 3                                      | 4                                     |
|                                                    |                                         | 5                                      | <i>Appropriate</i>                    |
| <b>Spelling</b>                                    | <i>Inaccurate</i>                       | 1                                      | 2                                     |
|                                                    |                                         | 3                                      | 4                                     |
|                                                    |                                         | 5                                      | <i>Accurate</i>                       |
| <b>Points of emphasis</b>                          | <i>Unclear</i>                          | 1                                      | 2                                     |
|                                                    |                                         | 3                                      | 4                                     |
|                                                    |                                         | 5                                      | <i>Clear</i>                          |
| <b>Use of illustrations &amp; diagrams</b>         | <i>Inappropriate</i>                    | 1                                      | 2                                     |
|                                                    |                                         | 3                                      | 4                                     |
|                                                    |                                         | 5                                      | <i>Appropriate</i>                    |
| <b>Completes sentences when possible</b>           | <i>Inadequate</i>                       | 1                                      | 2                                     |
|                                                    |                                         | 3                                      | 4                                     |
|                                                    |                                         | 5                                      | <i>Adequate</i>                       |
| <b>Clear use of abbreviations</b>                  | <i>Inappropriate</i>                    | 1                                      | 2                                     |
|                                                    |                                         | 3                                      | 4                                     |
|                                                    |                                         | 5                                      | <i>Appropriate</i>                    |
| <b>Organized information</b>                       | <i>Unclear</i>                          | 1                                      | 2                                     |
|                                                    |                                         | 3                                      | 4                                     |
|                                                    |                                         | 5                                      | <i>Clear</i>                          |
| <b>Examples noted</b>                              | <i>Inaccurate</i>                       | 1                                      | 2                                     |
|                                                    |                                         | 3                                      | 4                                     |
|                                                    |                                         | 5                                      | <i>Accurate</i>                       |
| <b>Sufficient margins</b>                          | <i>Unclear</i>                          | 1                                      | 2                                     |
|                                                    |                                         | 3                                      | 4                                     |
|                                                    |                                         | 5                                      | <i>Clear</i>                          |
| <b>Questions &amp; answers noted</b>               | <i>Inappropriate</i>                    | 1                                      | 2                                     |
|                                                    |                                         | 3                                      | 4                                     |
|                                                    |                                         | 5                                      | <i>Appropriate</i>                    |
| <b>Speaker indicated</b>                           | <i>Inadequate</i>                       | 1                                      | 2                                     |
|                                                    |                                         | 3                                      | 4                                     |
|                                                    |                                         | 5                                      | <i>Adequate</i>                       |
| <b>Page, number title, date, name included</b>     | <i>Unclear</i>                          | 1                                      | 2                                     |
|                                                    |                                         | 3                                      | 4                                     |
|                                                    |                                         | 5                                      | <i>Clear</i>                          |
| <b>Overall Performance</b>                         |                                         |                                        |                                       |
| <b>Areas to work on:</b>                           |                                         |                                        |                                       |
| <b>Evaluator's Comments &amp; Recommendations:</b> |                                         |                                        |                                       |
| <b>Rating:</b>                                     | <input type="checkbox"/> Outstanding    | <input type="checkbox"/> Above Average | <input type="checkbox"/> Satisfactory |
|                                                    | <input type="checkbox"/> Unsatisfactory |                                        |                                       |

**APPENDIX B  
VOLUNTEER NOTETAKER SERVICES AGREEMENT**

I, \_\_\_\_\_, agree to share my notes with a student enrolled in  
(Notetaker)      First Name      Last Name

\_\_\_\_\_  
Course Name      Course #      Section #

**Notetaker will:**

1. Turn in the *Volunteer Notetaker Services Agreement* form to OAS at the start of the semester.
2. Attend class on a regular basis and take comprehensive, legible notes. Notetakers should convey the information accurately, giving the content and the spirit of the speaker, to the best of their ability.
3. Notes must be typed for all classes with the exception of courses that rely on formulas and/or graphs:
  - a. Upload word document to [oas\\_notetaking@emory.edu](mailto:oas_notetaking@emory.edu);
  - b. Any handwritten notes must be scanned and emailed to [oas\\_notetaking@emory.edu](mailto:oas_notetaking@emory.edu).
4. Notes must be submitted within 12 hours after class.
5. Make an effort to arrange for notes to be made available to the professor when you are unable to attend class. Finding someone in the class may be helpful since he or she will be familiar with the subject matter and available without notice. Discuss arrangements for substitute notes with the instructor and notify the OAS Notetaking Coordinator.
6. Notetakers should not take notes in the absence of students, unless they are asked to do so by OAS.
7. Notetaking is a confidential service. You will not know who will be receiving the notes. If you are aware of the student for whom you are providing notes, do not disclose to anyone the name of the student or any information about that student.
8. Follow ethical guidelines as established by Emory. Notetakers only take notes. They are not expected to act as tutors, explain course information, share personal opinions, or advise students.
9. Notify OAS if you will be absent from class and a suitable notetaker is needed.

**Notetaker:**

\_\_\_\_\_  
Signature      Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City      State      Zip

\_\_\_\_\_  
Email Address      Phone #

## APPENDIX C Notetaking Services Contract

### General responsibilities include:

- Notify OAS in a timely manner if you are unable to attend class to complete notetaking service
- Comply with Emory and OAS policies and procedures
- Provide a reliable way to be contacted (phone and email)
- Maintain student confidentiality
- Complete OAS notetaker training
- Contact OAS if any problems arise
- Complete paperwork in a timely and accurate manner

### Handwritten Notes:

- Write legibly, using paper and a pen that reproduces well on a standard copier (e.g. avoid pale colors of ink)
- Label each day's notes with:
  - Notetaker's name
  - Title and section of the class
- Label each page of notes with:
  - Date
  - Page number (if more than 1 page for single class period)
- Delivery options of notes
  - Scan and Email to [oas\\_notetaking@emory.edu](mailto:oas_notetaking@emory.edu)
  - Make copies of the notes on the OAS copier (or other copier as pre-arranged)
  - Deliver notes to OAS (or other entity as agreed) on the same day they are taken

### Notes Taken on a Laptop:

- Run spell-check prior to sending the document
- Label each day's notes with:
  - Notetaker's name
  - Title and section of the class
- Label each page of notes with:
  - Date
  - Page number (if more than 1 page for single class period)
- Name the file: {class name, date of notes, professor's last name} Example: *BIOL206 10-4-09 Engel*
- Deliver notes promptly via email to OAS and the recipient (if known to you) on the same day they are taken

### Term of Contract:

- One Semester
- OAS will terminate a service provider for breach of confidentiality, incompetence, negligence, providing unusable notes or copy, or inconsistent performance

### Stipend:

- Compensation will be distributed at the end of the semester via check.
- For notes, \$25 per credit hour shall be awarded as a stipend for a completed contract

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I, \_\_\_\_\_, ID # \_\_\_\_\_ agree to the above contract.  
Print Name

I can be reached by phone \_\_\_\_\_ or email \_\_\_\_\_

I will provide notes for the class(es) listed.

Class: \_\_\_\_\_ Professor: \_\_\_\_\_ Section: \_\_\_\_\_

Class: \_\_\_\_\_ Professor: \_\_\_\_\_ Section: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**For OAS Use:**

Anticipated Stipend: \$ 50 \$ 75 \$ 100 \$ 150 \$ 200 Other \$ \_\_\_\_\_

Processed by OFFICE staff: \_\_\_\_\_ For: \_\_\_\_\_  
Print Name Print Client's Name

OFFICE Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature/initials

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**Stipend Processed**

Date: \_\_\_\_\_ By: \_\_\_\_\_

## APPENDIX D



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**Accessibility Services**  
**Office of Equity and Inclusion**

### Notetaker Request Form

#### Notetaker Request Policy

I understand that I must comply with the following requirements in order to receive notetaking as an accommodation at Emory University.

1. It is my responsibility to request a notetaker during the first week of class.
2. I will attend classes, as scheduled. If I miss class, it is my responsibility to obtain notes for the class I missed. Notetakers are not to share their notes for absences not directly related to accommodations I am eligible for, as indicated in my accommodation letter.
3. I understand all notetakers must complete the Notetaker training and submit the Notetaker Agreement Form once recruited.
4. I will be contacted by the OAS Notetaker Coordinator as soon as a notetaker has been identified and trained. I will also be contacted by OAS in a timely manner if a notetaker cannot be found, and at that point informed of my other accommodation options.
5. I understand that it is my responsibility to communicate to OAS ([oas\\_notetaking@emory.edu](mailto:oas_notetaking@emory.edu)) if the notes I receive are unclear, not received within twenty-four (24 hours) of the course, not appropriate for my needs based on my disability, or if I no longer require the service.
6. I understand that if I do not follow any of these agreements, OAS may suspend these services until a resolution can be reached.
7. If I have made arrangements to pick up my notes from OAS, I understand that if I do not pick up within two (2) weeks my note-taking services will automatically be suspended and a letter or e-mail will be sent regarding the policy and procedures of receiving the service. The services will remain suspended until I meet with an OAS staff member.

Electronic Signature \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Student Email:** \_\_\_\_\_@emory.edu

**COURSE NOTES ARE NOT PROVIDED** when PowerPoint or instructor notes/outlines are available (either hard copy or on Blackboard) PRIOR to class meeting times.

| <b>Class Name</b><br>i.e. BIO 101 | <b>Class Section</b><br>i.e. 001 | <b>Class Date</b><br>i.e. MTWTHF | <b>Class Time</b><br>i.e. 12:00p-2:00p | <b>Instructor's Name</b><br>First and Last | <b>Instructor's Email Address</b><br>username@emory.edu |
|-----------------------------------|----------------------------------|----------------------------------|----------------------------------------|--------------------------------------------|---------------------------------------------------------|
|                                   |                                  |                                  |                                        |                                            |                                                         |
|                                   |                                  |                                  |                                        |                                            |                                                         |
|                                   |                                  |                                  |                                        |                                            |                                                         |
|                                   |                                  |                                  |                                        |                                            |                                                         |
|                                   |                                  |                                  |                                        |                                            |                                                         |
|                                   |                                  |                                  |                                        |                                            |                                                         |
|                                   |                                  |                                  |                                        |                                            |                                                         |

Please check one of the following:

- 1. I will recruit my own notetakers. (OAS will provide recruitment letters.)
- 2. I would like OAS office to recruit notetakers for my class(es).



**APPENDIX E**  
**Notetaker's Code of Ethics and Guidelines**

1. Notetakers shall keep all assignment-related information strictly confidential.
2. Notetakers shall transcribe lectures as faithfully and completely as possible. Notetakers must learn to store information as they listen in order to record all of the major points of the lecture. Correct English is required at all times. Diagrams, examples, student questions and answers, and student comments shall be included in the notes to provide a complete picture of classroom activities. It is better to provide information students do not need than to take the chance that they will miss something important. When in doubt, notetakers should write. Most instructors provide clues either directly or indirectly about what will appear on tests. Anything which is stressed in the classroom should be stressed in notes. Teacher comments about the important items should be recorded.
3. Notetakers shall not, interject personal opinion in their notes. Just as notetakers may not omit important information, they may not add personal opinions to recorded notes. Notetakers should remember that they are not responsible for what is said and should not permit their own feelings to interfere with or add to the lecture.
4. Notetakers shall choose assignments appropriate to their experience or skill in the subject area. Familiarity with a subject promotes better notetaking. Some classes are more difficult than others either because of the nature of the class itself or because of the instructor's teaching style. If the notetaker finds a particular assignment beyond his or her capabilities, the notetaker must immediately notify the Access, Disability Services and Resources Office.
5. Notetakers shall comport themselves in a manner appropriate to the situation. Notetakers shall conduct themselves in a way that brings respect to themselves, the students, and their department.

I have read and understood my role as a notetaker. I agree to follow the Notetaker's Code of Ethics and Guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX F**  
**Sample Letter to Instructor Regarding Notetaking Services**

Dear Instructor,

The Office of Accessibility Services has determined that access to complete classroom notes for your course lectures is a reasonable accommodation. Please assist OAS to coordinate this accommodation which will support this student's learning in your class.

There are several ways in which we can arrange for the student's access to good quality lecture notes:

- Notes posted openly on the class website or Blackboard;
- Notes provided by a teaching assistant; or
- Copies of your notes.

If we can't arrange for one of these options, please assist OAS in locating a classmate who would be willing to share his/her notes by making the following announcement at the beginning of **TWO CONSECUTIVE** class periods:

***OAS is looking for qualified notetaker to share clear and concise notes. If interested, please meet me in the front of the room right after class ends today. You can also e-mail me, and I'll put you in touch with OAS. OAS will reach out to you to begin the application process. A stipend is provided at the end of the semester. Thank you.***

Do **NOT** include the student's name as part of the announcement.

If a volunteer is not identified through this announcement, please contact OAS immediately for further assistance.

Thank you for your assistance.

**APPENDIX G**

**Notetaker Volunteer Student List**

**Instructor:**

**Class:**

**Time:**

**Date:**

| <b>Name</b> | <b>Phone</b> | <b>Email Address</b> |
|-------------|--------------|----------------------|
| 1.          |              |                      |
| 2.          |              |                      |
| 3.          |              |                      |
| 4.          |              |                      |
| 5.          |              |                      |

Please scan and email to [oas\\_notetaking@emory.edu](mailto:oas_notetaking@emory.edu)