

Note Taking Services

Training & Reference Guide



Services to Students with Disabilities

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Why do students with disabilities need note taking?

Note taking is an essential and powerful tool in the learning process. For students with disabilities whose disability prevents them from taking effective notes, having a note taker in their classes is critical to their academic success.

Who receives this service?

Note taking services are provided to students who have a verified disability and their disability counselor has determined that the service is necessary.

How does the recruiting process work?

Students with disabilities who are eligible for note taking have two options:

- 1) Services to Students with Disabilities (SSD) may recruit a note taker from students in the class or
- 2) SSD students who use note taking may recruit their own note taker from students in the class

If SSD recruits the note taker, the identity of the SSD student is kept confidential. Students may receive an email before or early in the quarter in an attempt to recruit them as note takers or an SSD representative may visit classes to recruit note takers.

What are the benefits of being a note taker?

Students who volunteer to serve as note takers for SSD students who utilize the service will receive priority registration for the next quarter in which they are enrolled, however, based on California state law (Title V), students in the Over 60 Program are not eligible for priority registration but can still volunteer to serve as note takers. If you decide to provide this valuable service for one or more SSD students, SSD will ensure that your priority registration request is handled in a timely and efficient manner.

Studies have shown that there are many benefits to being a great note taker. For example, notes taken in class are usually the clearest and best indicator of what the student should expect on a test. By taking notes during class, students focus their attention on the instructor, which aids in the understanding and retention of material. Providing this service not only assists SSD students, but will also sharpen your skills for taking quality notes and improve your overall performance in the class.

What is your responsibility as a note taker?

1. It is your responsibility to take notes in every class and make them available to the SSD student **before the next class** by submitting the notes to SSD. If the class only meets once a week, it is your responsibility to submit notes **within 48 hours of the class**. If you miss a class, arrive late or need to leave early, it is your responsibility to obtain the missed notes from another student and make them available to the SSD student as soon as possible. If you are going to be absent for an extended amount of time, please call the office and inform SSD how long your absence will be so we may make the appropriate accommodations.
2. If you choose to use your own paper to take notes, you may bring them to SSD for free photocopying during regular business hours. If you take notes on a laptop/tablet, you may also email your notes to ssdnotetaking@csusb.edu. You must submit the notes to SSD before the next class meeting. SSD also accepts high quality phone snapshots of your notes via email. Photos **must** be cropped to only include the image of the notes. Images with excess spaces, background materials or poor image quality will not be accepted. If images are not of acceptable quality, you will be contacted to resend your notes or asked to come into our office to photocopy your notes. Genius Scan and CamScanner are free downloadable apps that you can use to crop and scan notes. If using these apps, notes must be emailed in JPG or PDF format and select the "actual size" option when prompted.

3. If you prefer to take notes on carbonless (NCR) paper, which SSD provides, you will need to come to the office (UH, Room 183) during regular business hours to obtain the paper. You may submit either the original (top) or carbon copy (bottom) of the notes to SSD, but the notes must be clear and readable. After regular business hours, you may submit the notes in the drop box located to the left of the office's entrance.
4. It is your responsibility to check with the instructor to determine if note taking is expected during presentations, guest speakers and/or films/video clips. If you are expected to take notes during these activities, you will include the titles of films, video clips or other identifying information. If the instructor does not require students to take notes during these activities, you will include a statement in your notes. For example, "A film was shown but no notes were taken or required." You will also include a statement in your notes if a test or quiz was taken. The best way to submit this is via email to ssdnotetaking@csusb.edu or in person. Note takers are not required to submit notes for review sessions in which attendance is optional.
5. SSD will contact you if your notes are received inconsistently, late or not at all. You must return the phone call or email within one business day and turn in any missing notes immediately. Failure to do so will result in being dropped as a note taker. Furthermore, you will be ineligible to note take for future quarters.
6. If you do not attend class regularly or fail to submit clear readable notes, your services as a note taker may be terminated and you will lose priority registration for the next quarter.

Note Taking Guidelines

PURPOSE OF NOTE-TAKING

In order to take effective notes, the student must listen carefully to what is being said during the lecture. Lecture notes should represent a concise and complete outline of the most important points and ideas, especially those considered most important by the instructor. Taking lecture notes can explain ideas not fully understood in the textbook (or other readings) and elaborate on certain areas the text may mention only briefly.

ACTIVE LISTENING

Passive listening is what you may do casually while watching television, a sporting event or in light conversation. In contrast, active listening is when you listen attentively making sure that you understand the information that is being communicated. When you listen actively, you not only hear the information but also understand the purpose of what is being said.

LISTEN FOR STRUCTURE

Listen carefully to figure out how the ideas of the instructor are organized and being presented. Be careful to pay attention to words or phrases that reflect the organizational structure of the lecture and it will be easier to understand. Take note of key words (such as "but" and "however") that indicate a change of direction is coming. These are important cues for you to take notice of. If you miss something, ask the instructor to repeat the information if permitted. Of course, if the instructor provides an outline using PowerPoint® or by simply writing on the board, take advantage of this.

REMOVE DISTRACTIONS

At times, all students become distracted during lectures. We suggest that you "*Don't tempt yourself!*" Put away your cell phone, magazines, and other course work, anything that may be more interesting or take your focus away from taking effective notes. Remember that in order to be an effective note taker; your full attention will be required.

Practical Tips for Note Takers

The following information is a list of practical suggestions for taking effective notes. As you take notes, you will develop skills in selecting important material and in leaving out unimportant information. The secret to developing the skill of great note taking is *PRACTICE!* Learning to take notes effectively will help you to improve your study and work habits and to remember important information.

SEATING

- Sit as close to the front of the class as possible and comfortable. There are fewer distractions and it is easier to see and hear what is being said.

FORMAT AND TOOLS

- Record the date and topic being discussed for each class meeting.
- Use dark ink and write in order.
- If you take your notes on the NCR paper provided by SSD, use only one side.
- Number all of the pages, making it easier for the student receiving the notes to follow along.
- Write neatly; ensure that your notes are clear enough to understand.
- Skip lines and leave space between main ideas.
- Have a uniform system of punctuation that will make sense not only to you but to the student receiving the notes.

WHAT TO WRITE

- Take detailed notes, but you are not expected to write everything that you hear.
- Be accurate and use your own words but be careful not to change the meaning.
- If you miss a point, ask the instructor to repeat the information or leave a space so that you can come back to that thought later.
- When the instructor states that something is important, write it exactly as it is stated. Get a reference to the text or other source if possible.
- Don't erase a mistake or black it out completely. Draw a line through it and keep going. You may decide at the end you want to keep that thought.
- Although abbreviations may save time, try to avoid this at all cost. What you understand may be difficult for someone else to grasp.
- Pay close attention to anything written on the board or presented on an overhead (PowerPoint®). You don't have to write down everything verbatim but be careful to take note of important points.
- Be sure to write down all terms and definitions, numbered items, examples, new words and ideas.
- Write any information that is repeated or emphasized by the instructor.
- After class, review your notes and fill in missing information, such as notes about detailed diagrams and graphs.
- Write down assignments and suggestions accurately. *Ask questions if you are not sure!*
- Compare notes with classmates! This may help you to fill in information that you missed.

WHEN USING A LAPTOP

- Do not attempt to type every word, but take detailed notes.
- It is a good idea to save the information frequently during the lecture so you do not lose or delete information by mistake.
- After the lecture, go back and complete any thoughts or abbreviations you made before you submit the notes to the SSD Office.

QUESTIONS?

- If you need any clarification on the note taking process or have questions, please come to UH, Room 183, or call (909) 537- 5238 and our staff or students assistants will gladly help you.



This is to acknowledge that I have received, read and understand the guidelines for providing Note Taking services. I understand that in order to receive priority registration, I will adhere to the guidelines and report any concerns to the SSD Office immediately.

Name

Course/Section/Professor

Coyote ID

Class Meeting Days/Times/Room #

Email Address

Priority Registration Quarter

Phone Number

Have you ever served as a note taker? When?

Date

Signature

For Office Use Only:

SSD Student: _____

Quarter Recruited For: _____

Check the one that applies:

☐ In Class Recruit

☐ Email Recruit

☐ Walk-In Recruit

SSD Initials: _____