

### **Guidelines for Note-taking**

The purpose of being a note-taker is to take lecture notes for students who cannot take notes due to disability-related reasons. Students who may require note-takers are students with hearing impairment, physical impairments, and learning disabilities.

After you have been assigned as a note-taker by the Office of Diversity & Inclusion (ODI) for a student(s) in your class, please adhere to the following:

- Share your lecture notes with the student.
- Record all pertinent content.
- Make your notes complete and clear enough to understand when you come back to them.
- Explain all abbreviations or acronyms when using them for the first time.
- Share the notes within 12 hours of the end of each session.
- Attend all class sessions.
- In case you are unable to attend a class, arrange for a substitute note-taker, or deliver notes from another student as soon as possible.
- Notify the office immediately of any note-taking concerns or absence from class.