NOTE TAKING ASSISTANCE – GUIDE FOR FACULTY

The accommodation of Notetaking is a reasonable accommodation and is as important as extended time on an exam. Notetakers are generally peer students who are willing to regularly share copies of their notes.

A student may solicit his or her own Notetaker and may not need your assistance in announcing the request. However, if a student requests your assistance in obtaining a Notetaker, and has Notetaking Assistance as an accommodation you will receive an email informing you of this. You will then choose one of the following ways to help with recruitment of a volunteer:

- Invite a Disability Center Senior Notetaker to visit class to explain Notetaking opportunities
- Read an announcement in class and/or show a Disability Center provided slide
- Add the Accommodations Coordinator to Canvas or Blackboard profile to post announcements
- Instructors may also select a class Notetak

When making the announcement, please keep the following points in mind:

- Keep the announcement confidential by stating that the Disability Center is seeking a Notetaker. You should not use the student’s name.
- This is a volunteer opportunity. For students who attend class and take notes regularly, this assignment is easy. There are benefits for being a Volunteer Notetaker:
  - The satisfaction of knowing that you have helped someone.
  - The experience looks great on a resume!
  - Notetakers report taking better notes and listening more attentively.
  - Notetaker Stipends are provided at the end of the semester for those who are consistent and timely with note submissions.

When you have a student volunteer to be a Notetaker you can direct them to contact the Accommodations Coordinator at mudcnotes@missouri.edu who will instruct them on how to sign-up as a Notetaker and how the program works.

If you receive no response to your request, please make a second announcement. It does sometimes take two attempts. If there are still no volunteers, please contact our office. We can assist! If you have questions or concerns, please contact the Accommodations Coordinator at 884-8931 or by email at mudcnotes@missouri.edu.