



## **PROCEDURES INVOLVING VOLUNTEER NOTE TAKERS**

### **STUDENT'S RESPONSIBILITIES:**

After receiving your DSS ID card, you should make contact with your instructors after class on the first day. At that time, show them your DSS ID card, which indicates that you need a volunteer note taker. Make sure that the professor is aware of the procedure involved in requesting a volunteer note taker. This procedure is that on the second day of class the instructor will ask for a volunteer to take notes for another person in the class. The student who volunteers should go up to the instructor's desk after class. At that time, after class, you should go up to the instructor's desk to meet the volunteer.

You and the volunteer will need to exchange names, phone numbers, and email addresses to communicate during the semester concerning the notes taken. Encourage your note taker to come by the DSS office to make copies of his or her notes. These copies can be left at the DSS office for you to pick up, or you may accompany the note taker to our office and get the notes at that time.

Please remember that in the event your note taker's notes are illegible or difficult to understand, you need to notify your professor immediately. And if your note taker is having excessive absences, you need to notify your professor immediately. Also, keep in mind that having a note taker is not an excuse to miss class. The note takers are not required to take notes for you when you fail to attend class.

Finally, please always remember that your note taker is a volunteer.

### **PROFESSOR'S RESPONSIBILITIES:**

On the first day of class the student will present the DSS ID card and ask that you request a volunteer note taker. At the beginning of the second day of class, explain that a volunteer is needed to take notes for a student in your class and that the volunteer should come up to your desk after class to meet the student with a disability who needs the note taker. Please do not identify during class the student with a disability who needs the note taker.

After a week, please check the note taker's notes to see if they are complete and in a form that will be helpful for the student.