

FACULTY NOTETAKER ANNOUNCEMENT

TO: Faculty

FROM: Disability Support Services (DSS)

DATE:

RE: Student's Name –

The above named student will need to utilize a note taker in your class. Please read the announcement below during the next class session. If no one comes forward to pick up the packet, you may need to repeat the announcement at the next class session. If you have any questions, please contact our office. Thank you.

****Please do not announce the student's name in class due to confidentiality**

FACULTY NOTETAKER ANNOUNCEMENT

THERE IS A STUDENT IN THIS CLASS WITH A DISABILITY WHO HAS REQUESTED THE SERVICES OF A VOLUNTEER NOTETAKER. THE STUDENT VOLUNTEER WILL RECEIVE A \$100 AWARD AT THE END OF THE SEMESTER. IF YOU WOULD BE WILLING TO ASSIST SOMEONE BY SHARING A COPY OF YOUR CLASS NOTES, PLEASE IDENTIFY YOURSELF TO ME AFTER CLASS. I WILL GIVE YOU A PACKET WITH INSTRUCTIONS ABOUT HOW TO COMPLETE THIS ARRANGEMENT.

**DISABILITY SUPPORT SERVICES (DSS)
SIU CARBONDALE
STUDENT HEALTH CENTER 220
Phone: 453-5738
dssSIU@siu.edu**

DSS arranges volunteers to share notes with students that have disabilities. Volunteer note takers are given a Volunteer Award of \$100 per class, per semester *only if they have provided notes for the entire semester.* If you need more information, call DSS at 453-5738.

Thank you for volunteering to assist our students.

GENERAL INSTRUCTIONS

- ◆ Go to Student Health Center 220 to sign up to be a volunteer note taker. Sign the Volunteer Statement and fill out the Volunteer Note taker Info sheet. Pick up carbonless duplicating paper on which to take notes. Give a copy of your notes to the student after each class.

- ◆ At the end of the semester, have the student sign the Note Receipt Form verifying delivery of notes throughout the semester. The deadline for turning the form in at Disability Support Services (DSS) is stated on this form. If you stop taking notes for any reason, turn your Note Receipt Form in at the DSS office immediately. You may still receive a partial award depending on circumstances.

- ◆ At the end of the semester, a Volunteer Award of \$100 will be mailed to the address you indicate on the Volunteer Note taker Info sheet. It takes several weeks to process these documents.

Remember:

- ◆ Attendance and promptness are essential. Try to find a back-up person in case you are sick. Sometimes a classmate is willing to share their notes.

- ◆ If the student you share your notes with is absent, **you do not have to share notes for that day.**

TIPS ON VOLUNTEER NOTE TAKING

- You may use carbonless duplicating paper supplied by DSS for taking notes. It is available at the DSS Office, Student Health Center, 220.
- **USE DARK INK** and write firmly on the paper so the second copy is easy to read.
- Use the best penmanship you can. If possible, print the material.
- Write down test and quiz dates as well as canceled class dates.
- If you miss something, double check with the instructor or another student.
- Try to sit near the student you share notes with.
- Emphasize important materials with an asterisk, a check, or by underlining.
- On the first page of each day's notes, put the date, the class, and the student's name.
- Make marginal notes of where the concepts discussed in class may be found in the book, if the instructor refers to it.
- Emphasize vocabulary words by underlining.
- Leave blanks whenever you may have missed something that can be filled in later.
- Write down examples the instructor uses.
- Do not use abbreviations only you understand. If particular vocabulary comes up often in the lecture, discuss with the student what abbreviations the two of you can agree on.