PROCEDURES FOR VOLUNTEER NOTE-TAKERS

1. Attend each class period. At the beginning of the semester, arrange for someone to be your back-up note-taker in the event that you miss any class periods.

2. Arrive on time for each class period and stay for the entire class period. It is important to take all notes given during class.

3. You may or may not know the student that you are taking notes for. If the student identifies themselves, you will give the notes directly to the student after class. If they wish to remain anonymous, you will drop the notes off in a folder at the Learning Commons at some point the same day as the class meets.

4. The Learning Commons will provide you with a carbon notebook so that you will not need to make copies of your notes. In some instances it may be necessary to make additional copies of your notes. If this is the case, a member of the Learning Commons staff will assist you on how to do this.

5. If you cannot fulfill your volunteer responsibilities, please notify the Learning Commons as soon as possible so we can identify a replacement volunteer note-taker for that course.

6. Please contact the Learning Commons at 332-2898 if you have any questions or concerns. We greatly appreciate your willingness to be a volunteer note-taker. You play an important and vital role in the academic support of a fellow student. For this reason, it is crucial that the above procedures are implemented and followed with a sense of responsibility and reliability. Thank you again for your commitment.