

Note Taking Services

Training and Reference Guide

Services to Students with Disabilities
California State University San Bernardino
5500 University Parkway, University Hall -183
San Bernardino, CA 92407

Our Mission

The mission of Services to Students with Disabilities (SSD) is two-fold. First, SSD ensures that reasonable accommodations are provided to allow equal opportunities for individuals with disabilities at California State University, San Bernardino (CSUSB). Second, SSD promotes disability awareness throughout the CSUSB campus and local community. Services are available to individuals with a verified temporary or permanent disability and are free and confidential.

Who receives this service?

In order to ensure appropriate accommodations, student needs are assessed on an individual basis. To receive services there must be appropriate and current documentation to support the need for services, unless qualified SSD staff members can make this determination of need. Note-taker coordination services are provided to students who have a verified disability that prevents them from effectively taking their own notes. This service must be recommended by the student's SSD counselor/coordinator.

How does the recruiting process work?

Students with disabilities who are determined to be eligible for note-taking services will be provided with a note-taker. Although students are always encouraged to be involved with the note-taking selection process they will not be asked or required to recruit their own note-taker by the SSD Office. Once a note-taker is located, SSD will send an email with that person's name and contact information to the student requesting a note-taker.

What are the benefits of being a note-taker?

All students providing note-taking services for the SSD Office will receive Priority Registration for the next quarter in which they are enrolled. If you decide to

provide this valuable service for one of our students, we will ensure that your Priority Registration request is handled in a timely and efficient manner. Studies have shown that there are many benefits to being a great note-taker. For instance, notes from class are usually the clearest and greatest indicator of what the student should expect on the test.

By taking notes during class, the student has their attention focused on the professor, which helps them to have greater concentration, understanding, and retention of the material. The student becomes an active participant in the class rather than an uninterested listener or daydreamer. Providing this service not only assists our students but will also sharpen your skills for taking quality notes and improving your overall performance in your classes.

What is my responsibility as a note-taker?

The responsibility of the note-taker is to take notes in class and make them available to the student requesting the service by the next school day. However, if the requesting student does not attend class on any given day, it is their responsibility to receive notes for the class. Note-takers who are not taking the class themselves but have agreed to provide their services will leave after 20 (twenty) minutes if the student with a disability does not attend class. Students who utilize note-takers will obtain carbonless (NCR) paper from SSD and provide it to their note-taker for note-taking.

Students who prefer to use their own paper or take their notes on a laptop can bring their notes to SSD for free photocopying. As a note taker it is your responsibility to notify the SSD Office if you will be unable to attend the class for any reason. Failure to provide legible notes in a timely manner or attend class on a regular basis could result in a cancellation of your services as a note-taker and the rights to Priority Registration.

The SSD Office recognizes that taking notes is an essential skill and powerful tool in the learning process. For those students whose disability may prevent them from taking effective notes, it could place them at a serious disadvantage in the academic process. Therefore, it is imperative that these services be made available to students with disabilities, giving them a greater chance at completing their goals successfully. The SSD Office appreciates your assistance in ensuring that students with disabilities receive the opportunity for academic success along with all other students.

Helpful Hints

Purpose of Note-Taking

In order to take efficient notes, the student must listen carefully to what is being said during the lecture. Lecture notes should represent a concise and complete outline of the most important points and ideas, especially those considered most

important by the instructor. Taking lecture notes can aid in clarifying ideas not fully understood in the text and elaborate certain areas the text may mention only briefly.

Active Listening

Passive listening is what you may do casually while watching television, a sporting event, or in light conversation. In contrast, active listening is when you listen attentively making sure that you understand the information that is being conveyed. When you listen actively you not only hear the information but also understand the purpose of what is being said.

Listen for Structure

Listen carefully to figure out how the ideas of the instructor are organized and being presented. Be careful to pay attention to words or phrases that reflect the organizational structure of the lecture and it will be easier to understand. Take note of signals indicating that a change of direction is coming (such as "but," "however," "on the other hand"); these are import cues for you to notice. If you missed something ask the instructor to repeat the information, if permitted. Of course, if the instructor provides an outline using PowerPoint slides, or by simply writing on the board, take advantage of this.

Remove Distractions

Often time we all become distracted during lectures. We suggest that you "don't tempt yourself"! Put away your cell phone, magazines, and other course work, anything that may be more interesting or take your focus away from the task at hand. Remember in order to be an effective note-taker your full attention will be required.

Taking notes for someone else!

The following information is a list of practical suggestions and guidelines for taking quality notes. As you make notes you will develop skills in selecting important material and in discarding unimportant material. The secret to developing the skill of great note-taking is PRACTICE! Learning to make notes effectively will help you to improve your study and work habits and to remember important information.

Attendance

- It is imperative that you attend all scheduled classes.
- If you are not going to be in class for any reason, contact the SSD office in advance so other arrangements can be made.
- Sit as close to the front of the class as possible and comfortable. There are fewer distractions and it is easier to see and hear what is being said.

Format and Tools

- You should record the date and topic being discussed for each class meeting.
- Use dark ink and write in order, using one side of the NCR paper only.
- Number all the pages, making it easier for someone else to follow along.
- Write neatly; ensure that your notes are clear enough to understand.
- Skip lines and leave space between main ideas.
- Have a uniform system of punctuation that will make sense not only to you but to the student receiving the notes.

What to Write

- Don't write down everything that you hear; be attentive to the main points.
- Be accurate; use your own words but be careful not to change the meaning.
- If you miss a point ask the instructor to repeat the information or leave a space so that you can come back to that thought later.
- When the instructor states that something is important write it exactly as it is stated. Give a reference to the text or other source if possible.
- Don't erase a mistake or black it out completely. Simply draw a line through it and keep going, you may decide at the end you want to keep that thought.
- Although abbreviations may save time, try to avoid this at all costs. What you understand may be difficult for someone else to grasp.
- Pay close attention to anything written on the board or presented on an overhead (PowerPoint). You don't have to write down everything verbatim but be careful to take note of important points.
- Be sure to jot down all terms and definitions, numbered items, examples, new words and ideas.
- Write any information that is repeated or emphasized by the instructor.
- Err on the side of writing down too much! Excessive notes are probably not going to hurt you, but not having enough information can.
- Spend time at the end on detailed diagrams and graphs, rather than miss writing important issues during the lecture.
- Write down assignments and suggestions precisely. Ask questions if you are not sure!
- Compare notes with classmates! This may help you to recover any vital points you may have missed.

When Using A Laptop

- You don't have to worry about typing every word as long as you have the main points of the thought. You can always come back and revise the information easily.
- It is a good idea to save the information periodically throughout the lecture to ensure that information is not lost or deleted inadvertently.

- After the lecture go back and complete any thoughts or abbreviations made before you submit the notes to the SSD office.

Conclusion

Effective notes are notes that stimulate thoughts and ideas, and trigger memories of materials discussed or covered in the text. Good note-takers begin by being alert both physically and mentally. If you actively think about what is being said during the lecture and consider how the material relates to other things you know, you will be involved and more attentive.

The information in this guide is designed to provide answers to most of the general questions concerning note-taking services for students affiliated with SSD. The SSD Office would like to extend our gratitude in advance for your assistance in helping our office meet the needs of our students. You play a valuable and essential role for our office and the campus as a whole!

SERVICES TO STUDENTS WITH DISABILITIES

California State University, San Bernardino

This is to acknowledge that I have received, read, and understand the guidelines for providing note-taking services. I understand that in order to receive priority registration I will adhere to this information and report any concerns to the SSD Office immediately.

Print Name

Signature/Date

Campus Email Address

Phone Number

Coyote ID Number

Course