How To Get A Notetaker

This document contains helpful information to assist the ARC student with getting a notetaker.

The notetaker packet contains information for both the student and the notetaker.

For the Student:
- How to get a notetaker (this form)
- Notetaker application/contract form **
- Instructor announcement sheet

For the notetaker:
- Notetaker application/contract form
- Notetaker instruction **
- Carbon copy paper
- Notetaker tax form

**The student and notetaker must completely fill out their sections of the application/contract form with the correct information and turn it in along with the training certificate as soon as possible.

There are 3 ways to request a notetaker:

1. The student can talk to the professor before class begins and inform him/her that a notetaker is needed. Give the instructor the Instructor Announcement sheet and ask him/her to make the announcement or use the class email list to request a notetaker.

2. At the beginning of the first class, the student may request a notetaker by making an announcement, using his/her own words.

3. The student may also ask a friend, roommate, or person he/she knows in the class that may take good notes.

After the student has found a notetaker:

1. After a notetaker is found, the student should stay for a few minutes after class and meet with the notetaker. If more than one-person volunteers, the student should compare their notes and choose the notetaker with the best
notes. If the student is not sure about the quality of the notes, ask the instructor to read and recommend the best notes.

2. **GIVE THE VOLUNTEER THE NOTETAKER PACKET IMMEDIATELY!** The student keeps the information he/she needs and gives the notetaker the packet with the training instructions and a few samples sheets of carbon copy paper. Remember, ARC is not responsible for copying or printing costs. The student and/or notetaker may pick up additional carbon copy paper from the ARC office if needed. Typed notes are preferred, and can be emailed to the student.

3. Both the student and the notetaker should exchange contact information. The student and notetaker are expected to communicate to ensure the student continues to receive the notes he/she needs.

**What if no one volunteers the first week of class?**

1. Ask the professor to make another announcement at the beginning of class or send another email to the class list.

2. The student could ask the person sitting next to him/her

3. If there are any problems, contact your counselor immediately. The longer the student waits the harder it will be to catch up on all the notes that have been missed!

**A Good Notetaker...**

1. Communicates with the student, shares contact information and discusses the quality of his/her notes. Is the notetaker getting the information the student needs? Is the writing legible? Could you be using a laptop to take notes or typing your handwritten notes after class and emailing your notes?

2. **Is in class on time.**

3. **Attends class every time it meets.**

4. **If absent, has a back-up person in class to get good notes from.** You should check with the notetaker to be sure the notetaker has found a back-up person and ask for that person’s contact information as well.

5. **Writes down as much information as possible and as clearly as possible.** Title, date, and number each page of notes.