



**MORENO VALLEY COLLEGE  
DISABILITY SUPPORT SERVICES**

**Note Taker  
Training**

# THANK YOU FOR VOLUNTEERING!

**Here are a few items you need to complete:**

- ❖ Read and review the Note Taker Policies and Procedures
- ❖ Fill-out the Note Taker Contract
- ❖ Obtain a Note Taker Timesheet
- ❖ Review this PowerPoint presentation and sign the completion form

# WHY DOES DSS PROVIDE NOTE TAKING ACCOMMODATIONS?

In compliance with Americans with Disabilities Act, Section 504 and Title II, notetaking services are provided to students registered with the Moreno Valley College Disability Support Services (DSS) department, whose disability impairment(s) prevent the student from taking notes during course lecture. Note-taking services are provided to begin to eliminate the competitive disadvantage under which the students with disabilities function; however, it is impossible to fully compensate for a disability.

## BENEFITS FOR THE STUDENT RECEIVING NOTES:

- Allows student to focus on the instructor.
- Provides student with accurate information.
- Increases student's confidence.
- Gives student the opportunity to participate in classroom discussion.
- Supplements the student's notes

# BENEFITS FOR THE NOTE TAKER

- ❖ Note takers may be compensated at the end of the semester.
- ❖ Note taking is a valuable experience that students can include on their resumes.



# NOTE TAKING GUIDELINES

When you sign and return the Note Taker contract you are agreeing to the following guidelines:

- ❖ Respect the student's right to privacy by keeping his/her name and all information regarding his/her disability confidential.
- ❖ Attend class and be on time. If you must miss class, inform the instructor so that a substitute may be found.

# NOTE TAKER GUIDELINES (CONT.)

- ❖ Document hours and obtain instructor initials on the Note Taker Timesheet provided by DSS.
- ❖ Provide notes to student in a timely manner.
- ❖ Inform DSS of student's repeated failure to attend class.
- ❖ You are not a tutor and not obligated to provide notes for classes not attended.
- ❖ Note takers should follow up with DSS if there are any questions or concerns.

# NOTE TAKING MATERIALS



- ❖ Student can provide note takers with NCR paper. This can be picked up at the DSS office, LIB 230.
- ❖ Note takers may use their own paper and make free copies at the DSS Office.
- ❖ Note takers may take notes on a laptop and email directly to the student or the DSS office according to the student's preference.



# STRATEGIES TO ASSIST YOU IN TAKING MORE ACCURATE, COMPLETE, AND ORGANIZED NOTES

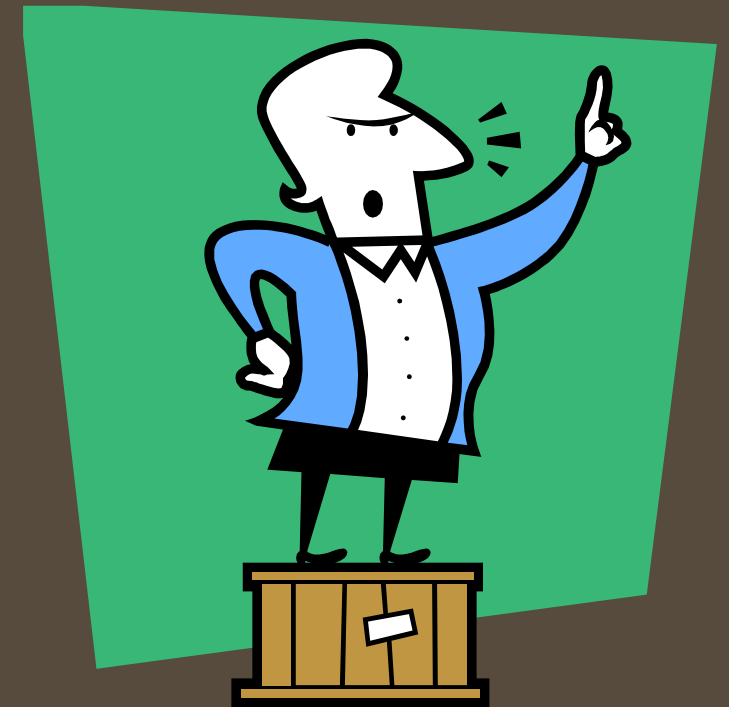
- ❖ Put a heading and date on your notes for each class session.
- ❖ If possible, use similar note taking format throughout the semester.
- ❖ Leave margin space on the paper for the student to add his/her own comments later.
- ❖ Make sure your handwriting is legible.
- ❖ Correct spelling errors and make sure all abbreviations have been properly identified.

# OTHER STRATEGIES

## Lecture Clues

- Right before a professor presents important lecture points he/she may say something like, “it is really important to remember that...” or “you should remember that...”

*Professors say these statements to let students know that the information that follows is really important stuff.*



## OTHER STRATEGIES (CONT.)

### Notes off the board (or overhead/PPT)

- If the professor writes or spells words, write them down along with detailed information about the word. Usually, a professor will spell new vocabulary or really important words. If the professor places information on the board or overhead/PPT, it should be in your notes.



CONGRATULATIONS!  
YOU HAVE COMPLETED THE MORENO VALLEY COLLEGE  
DSS NOTE TAKER TRAINING.

SEND EMAIL TO [DSS@MVC.EDU](mailto:DSS@MVC.EDU) VERIFYING  
COMPLETION OF NOTE TAKER TRAINING.