**­ Peer Note Taker Request**

Dear Student:

**Listed below are your responsibilities when requesting a peer note taker:**

* Contact your instructor to discuss the need for class notes in a timely manner, preferably on or before the first day of class.
* Inform your instructor if you choose to remain anonymous to the peer note taker.
* If you don’t want to remain anonymous, meet with classmate(s) who are willing to help and arrange a mutually convenient way to make and receive copies of their notes.
* If you do want to remain anonymous, ask the professor to inform the note takers(s) to take a snapshot of the notes and email them to the professor, and ask the professor email the notes to you.
* Meet with the instructor after receiving notes to review the accuracy and quality of the notes. At that point you can determine if a new note taker will be needed for the class.
* Let your professor and DRS staff coordinator know immediately if you are not satisfied with the notes or if you are not able to connect with a consistent note taker.
* Notify your note taker and professor if you decide to drop or withdraw from the class.
* Adhere to classroom attendance policies or note taking services may be discontinued. In most cases, this service is not intended as a substitute for class attendance or taking your own notes, but as a supplement to your own notes.

The use of peer note takers who are capable and interested in sharing copies of class notes has been effective at Temple University for many years. If this process does not work for your particular need or situation, it is crucial that you explain the situation to your DRS coordinator so that other arrangements can be made. If you have any questions or problems regarding notetaking or other academic adjustments, please talk with your DRS coordinator as soon as possible.

Best wishes for a successful semester.

Dear Professor:

Disability Resources and Services (DRS) requires your assistance in locating a peer note taker in your class willing to share a copy of class notes with a classmate who has a disability.

**Listed below are steps and options that you can to take to facilitate support:**

* Make an announcement aloud and over the Canvas site (script below) in class that a peer note taker is needed, without identifying the student(s) needing the service. If you receive no response from the first announcement, please use the second announcement giving students the incentive of trying new software/hardware for taking notes.
* Or, approach a student that you believe would be a good note taker and request their assistance in filling this vital class need.
* Or, ask if the student who requires notes already knows of a classmate willing to supply copies of his/her notes.
* Alternatively, you may supply the student(s) with copies of your own course notes.
* You may agree to meet periodically with the student to review their course notes for appropriateness and missing information.
* You may have your course captioned and provide it to all students for review.
* You may ask all students to take turns uploading notes to Canvas. This is a Universal Design technique that eliminates the need for individualized accommodation.
* If you have any questions or concerns about how to best facilitate notes for the student, please

contact the DRS coordinator whose name appears at the bottom of the student’s accommodation letter.

**NOTETAKER REQUEST - 1st ANNOUNCEMENT**

**(If a note taker cannot be found within a week, please use the second announcement with an added incentive)**

Disability Resources and Services is looking for a peer note taker in this class willing to share a copy of class notes with another student. This is an excellent community service and an opportunity to help improve your own learning techniques. If you are interested or would like more information, please see me at the end of class today to discuss peer notetaking and options on how best to get the notes to the student.

**NOTETAKER REQUEST - 2nd ANNOUNCEMENT- (added incentive)**

Disability Resources and Services is looking for volunteer note takers for this course. If there are any students interested in piloting exciting new technology to take these notes please let us know. Your participation will not go unnoticed! In exchange for your crucial feedback and involvement with this note taking technology, we will be offering incentives throughout this piloting period. Feel free to reach out with any questions about this great opportunity.

If you are interested in the pilot program please contact Disability Resources and Services @ drs@temple.edu or call to schedule an appointment @ 215-204-1280

Dear Peer Note Taker:

Thank you for agreeing to share a copy of your class notes with a student in this course. Disability Resources and Services (DRS) appreciate your cooperation and your generosity in this effort.

Please complete the form at the bottom of this page and return it to DRS. We will send you a letter of appreciation for your efforts at the end of the semester, which documents this volunteer activity.

To make this notetaking service most beneficial to everyone involved, review these tips for sharing notes effectively.

* Write clearly and leave space for notes at a later time. If abbreviations or codes are used, include a legend on the first set of notes.
* Include all important information in the notes you will be sharing, even if you know these points already.
* Arrange for backup notes if you expect to be absent from class. DRS encourage students to use two or more sets of notes so that all important points can be included.
* Arrange for photocopying notes on a daily basis. DRS can provide paper for you upon request, and we have a self-serve photocopier at 100 Ritter Annex for our volunteers.
* If you believe you cannot provide good quality notes to the student on a consistent basis please let the professor and DRS know immediately so a replacement can be found in a timely manner.

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Please complete this form and return it to DRS at 100 Ritter Annex.

PEER NOTE TAKER DATA

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City, State and Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Receiving Notes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_