

INSTRUCTIONS TO STUDENT NOTE TAKER

HOWARD COMMUNITY COLLEGE Disability Support Services

Dear Volunteer Note Taker:

As a student you know how important it is to have good notes. Thank you so much for sharing your notes with a student with a disability! If you have any questions, you may contact us at Disability Support Services at 443-518-4606.

To make this process as convenient as possible for you and as useful as possible for the recipient, please consider the following:

How to use the carbonless copy paper:

- The student who needs the notes will give you carbonless paper to take your notes on.
- You just need to take your notes on this paper and tear apart the copies at the end of the class.
- You and the student can each have a copy that can be kept in a looseleaf notebook.

What the student hopes to see in your notes:

- Record the date, place, topic/title and presenter.
- **Please write legibly, preferably in pen.**
- **Please write down all assignments and due dates**, as well as anything written on the board.
- Please write down the **primary and secondary points, and any key concepts**. Everyone takes notes differently, but good notes do have certain aspects in common. We have found that good notes use headings and subheadings and follow a logical sequence. We have also found that useful notes give some details to flesh out the main points.
- **Highlight** important items with asterisks or draw circles or boxes around critical info. Mark important ideas, terms concepts with different colors, underlines, or asterisks. Indentation, underscoring and starring are also effective for indicating relative importance of items. Show uncertainty with a circled question mark.
- **Definitely copy:** anything written on the board or overhead, any info that is repeated or emphasized, all numbered or listed items, all terms and definitions, examples, new words and ideas.