

**Blackhawk Technical College
Student Resource Learning Center
Request for Note Taker**

Student Requester: _____ Semester: _____

Course: _____ Course: _____

Instructor: _____ Instructor: _____

Days/Time: _____ Days/Time: _____

Course: _____ Course: _____

Instructor: _____ Instructor: _____

Days/Time: _____ Days/Time: _____

Process

- Instructors will be contacted and asked to make a general announcement in class for a volunteer note taker.
- The volunteer is referred to the Student Resource Learning Center to discuss expectations and complete paper work.
- Volunteers are given the name of the student requester. If you have concerns about confidentiality, please let our staff know so that we can make alternate arrangements with the note taker.

Student Guide Lines

- Note takers are asked to provide lecture notes (not textbook notes and not tutoring) in a specific class. Note takers are asked to take notes as they normally would for themselves. If you have a special request regarding your notes, please discuss it with staff.
- Attend class regularly. Having a note taker is not a replacement for attendance. Note takers are directed to provide notes for the days that the student is in class. Note takers are not required to provide notes when a student is absent.
- Have a back up plan. Note takers may occasionally miss a class. Network with the other students in your class so that you are comfortable asking them for a copy of their notes if/when your note taker is absent.
- Develop a working relationship with your note taker. Provide feedback to the note taker. Talk about what is helpful and make suggestions for improvement if needed.
- Contact Special Services staff if problems arise. For example: if you withdraw from class, if the note taker is frequently absent, if you are not receiving notes regularly... Please keep our staff informed.

I have read the guide lines and understand my responsibilities as I work with a note taker.

Signature

Date