

**Note-Taking Program**  
**Services for Students with Disabilities (SSD)**  
**Student Administration Building 140**  
**(661) 654-3360**

**Overview**

Students can use their academic skills to help other students by volunteering for the Note-Taking Program. If you are a good note-taker, you may use your ability to provide a valuable service to the campus community and receive academic credit as well. CSUB offers a course through which students can receive credit for note-taking, **General Studies 166 (GST 166)**. **GST 166** is a two-unit course taken on a credit/no credit basis and is designed to encourage students to get the most out of their volunteer experience. There should not be an additional tuition increase for most students (**excluding out-of-state, Extended University, International Students, and < 6.0 units**).

Obtaining a note-taker can be achieved by asking a fellow student, the course instructor, or SSD for help. After the first class or two, students will generally know to what extent class notes will be needed in the course. Very often, students will ask a fellow student in the course to be a note-taker. You may have had the same student in another class or recognize a friend or acquaintance you're familiar with. The next step would be to ask the course instructor for help in obtaining a note-taker. The instructor can make an announcement at the beginning of class or may recommend someone from a previous course. If necessary, SSD can contact the instructor to make the same request to solicit a volunteer note-taker and possibly receive course credit. Once arranged, the SSD student will need to contact the note-taker to meet and exchange notes.

## **Student Responsibilities**

It is important for students to realize that by requesting a note-taker, they are entering an agreement with the department of Services for Students with Disabilities. This agreement states that students must:

- \* Be available for the timely exchange of notes.
- \* Attend all classes for which notes are taken/received. Note-taking as an accommodation is not a substitute for class attendance.
- \* Be attentive as possible during class.
- \* Notify the note-taker in advance, if possible, of any expected absences
- \* Notify the course instructor and SSD if there is need to drop the course or be absent for an extended period of time.
- \* Relate to each other in a professional manner.

Students are not required to use their own paper. Special carbon paper is provided by the SSD department. If this paper is not available, the note-taker can bring their notes to our department for duplicating. Remember, the regular and timely exchange of notes is critical to the student for whom the notes are provided. Effective study strategies rely on the ability to review class notes on a regular and immediate basis. If you would like to participate in this program, or if you have any questions, please feel free to contact SSD. We are located in Student Administration – Building 140, which is up the ramp in Parking Lot F and next to the Academic Advancement Center. You may also reach us at (661) 654-3360, or visit [www.csub.edu/UnivServices/SSD/](http://www.csub.edu/UnivServices/SSD/) for more details.

## Note-taker Responsibilities

Thank you for volunteering to be in the Note-Taking Program. This course is designed to allow you to use your academic skills in order to help out a fellow student. Your service is greatly needed and appreciated. We hope that this will be a rewarding experience for you.

GST 166 is a two-unit (2.0) credit/no credit based course than can be taken a total of four times to receive eight (8) units but only once per quarter. ***In order to receive credit*** for this course, you must complete the following:

- 1.) **Log:** Each note-taker will keep a log, or similarly agreed upon system, of the dates when the notes were taken. Upon exchanging notes, the SSD student will initial the log indicating they have received the notes for that date.
- 2.) **Summary:** The summary consists of a one to two-page paper written by the note-taker explaining the events that occurred over the course of the quarter. The paper should give the note-taker's feelings and opinions on the whole community service experience. This is due on the last class day of the quarter.
- 3.) **Review:** The student and note-taker may be required to complete an oral or written evaluation. If there are problems or concerns regarding the note-taking process, please contact SSD as soon as possible. This evaluation will be taken into consideration when credit is being issued for the course.

Note-takers will be provided with NCR paper to be used for taking notes. You may pick this up from SSD. You are *not* required to use your own paper. If any

additional copying is needed for the course, please bring it to the SSD office for duplication. Please return any unused NCR paper to SSD.

Note-takers:

- Should notify the SSD and the student if the note-taker is dropping the class or will be absent for an extended period of time
- Are just responsible for taking notes during class times
- Should make sure notes are legible and clear but not be compelled or obligated to re-write or clean-up notes just for the student
- Must maintain confidentiality of the student for whom notes are taken

Remember, you are providing a valuable service to the campus community. The SSD student is depending on you for the timely exchange of notes in order to study effectively. If you have any questions at any time during the quarter, contact SSD at (661) 654-3360.