

Note-Taking: Process & Responsibilities

Student responsibilities:

- Complete and submit Note-Taking Quarterly Request at the beginning of each quarter
- Select Note-Taker either independently OR from the DRC Note-Taker referrals
- For a DRC referral, read Cal Poly e-mail correspondence from DRC each quarter to obtain names and contact information of prospective Note-Takers
- After Note-Taker selection has been made, instruct Note-Taker to come to the DRC to complete training and HR employment process in order to be paid
- Arrange directly with selected Note-Taker a method of obtaining notes
- Communicate logistical needs and concerns to your Note-Taker(s)
- Report difficulties or problems to the DRC as soon as possible
- Notify DRC as soon as possible if you drop a class in which you requested a Note-Taker, or if you decide you no longer require a Note-Taker
- Regularly attend class

DRC responsibilities:

- Determine eligibility for Note-Takers based on an impairment related functional limitation
- Explain, assist, and train students in policies and procedures
- Recruit prospective Note-Takers after a written request is received from DRC student
- Communicate to DRC students the names and contact information of prospective qualified Note-Takers
- Hire Note-Takers upon request of DRC student
- Provide resources and methods for note-takers to make copies of their notes
- Compensate Note-Takers for services rendered, and offer training to Note-Takers on note-taking skills and strategies
- Evaluate student satisfaction of services
- Work with students to resolve any problems with Note-Taking services

Note-Taker responsibilities:

- Complete HR employment paperwork at the DRC
- Communicate as needed with the DRC student
- Provide comprehensive, legible notes
- Communicate problems/concerns to DRC student; if problems persist, contact the DRC
- Consistently attend classes for which you are a Note-Taker
- Provide copies of notes to DRC student regularly in the manner agreed upon
- Maintain student's confidentiality at all times

More specific information can be found on the web at:
www.drc.calpoly.edu/services/note_taking.htm **DRC Staff and your
Access Specialist are available to answer any additional questions.**