

Note-Taker Instructions

Instructors:

Thank you for your assistance in recruiting a volunteer note-taker. Please keep the DRD student's identity confidential from the class.

The volunteer note-taker may know the identity of the DRD student in order to provide class notes. You may also consider instructor-provided notes per Universal Design for Learning.

For information on how to recruit a note-taker, please see the back of this form

Volunteers:

Thank you for offering to share your notes with a DRD student. Many volunteer note-takers are self-conscious, wondering if the quality of their notes will be good enough. The notes need not be perfect, and will not be judged. In reality, your help is more than appreciated!

Submit this form to the DRD Support Services Office (maps on back). A Support Services Specialist will review note-taking procedures with you, and will provide note-taking paper.

Volunteer note-takers will receive a letter of commendation.

If you are interested in earning a transferable unit for Community Involvement in addition to the commendation letter, please follow the guidelines listed below:

- Make a copy of this form for yourself prior to turning it into DRD Support Specialist.
- Enroll in CI 50 (This course is unrestricted until the second week of a semester. If you find you need an add code, contact **Kim Kinahan** at kkinahan@santarosa.edu).
- Access the Canvas shell for the course.
- Drop in to a scheduled orientation meeting (Meeting times are listed in the Canvas shell as well as on the Community Involvement website).
- Obtain all necessary information through the Orientation + Canvas shell.
- Get started!

****THIS FORM MUST BE TURNED IN WHEN YOU BEGIN NOTE-TAKING****

Deadlines exist to receive the Community Involvement unit.

To be filled out by volunteer note-taker

Date _____ Semester _____ SID# _____ - _____ - _____

Last Name _____ First _____

Phone Number _____ E-mail _____ @ _____

Course _____ Days & Hours _____

Instructors:

1. Announce to your class the need for a note-taker. If possible, show the short note-taking video from the DRD web page or read the following:

“A student with a disability is requesting a note-taker for this class. The notes need not be perfect; no one is going to judge them. You will be given NCR (no carbon required) paper to take notes with or you may email your notes directly to the student. The volunteer will receive a letter of commendation to attach to your resume or college application. The volunteer can also earn a transferable unit of Community Involvement, through the Work Experience department. Who would like to volunteer?”

2. After class, introduce the student to their note-taker, facilitate a discussion regarding how notes will be exchanged.
3. Give the volunteer this note-taker form and direct them to the DRD Support Services Office for further instructions (maps & information below).
4. If no one volunteers in a timely manner*, please refer the DRD student back to The Support Services Office. (1st week for classes meeting 1x/wk, courses with labs, or short courses 2nd week for classes meeting 2+x/wk)

DRD Support Services and Testing Offices

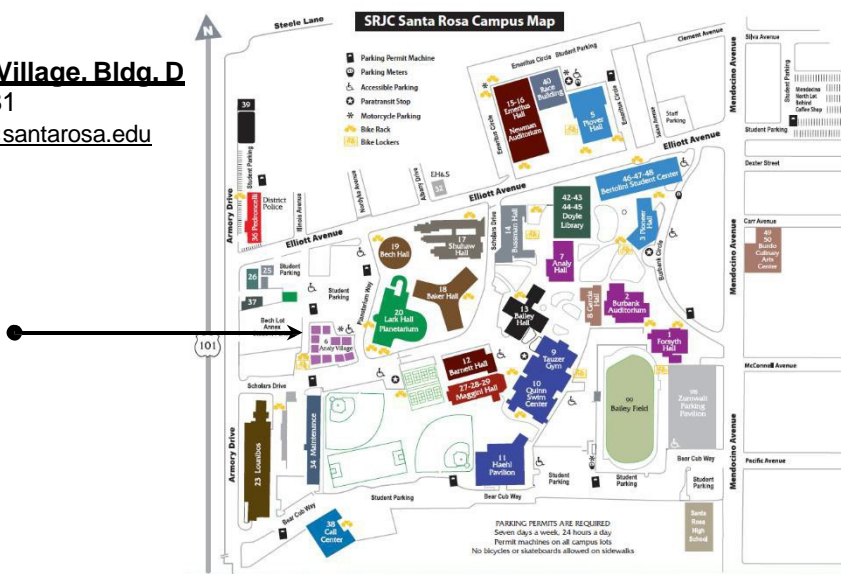
Santa Rosa: Analy Village. Bldg. D

Phone: 707-527-4581

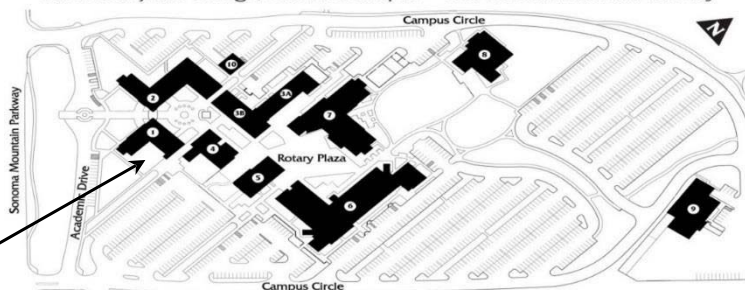
Email: drd-testing-sr@santarosa.edu

M-Th 8-5; F 8-12

Analy Village, Building D



Santa Rosa Junior College, Petaluma Campus — 680 Sonoma Mountain Parkway



- 1 100 John M. Jacobs Hall
- 2 200 Kathleen Doyle Hall
- 3A 300 E Wing (Art & Science)
- 3B Carole L. Ellis Auditorium
- 4 400 East Hall – Courtyard Café
- 5 500 Mike Smith Hall – SRJC Bookstore

- 6 600 Richard W. Call Building
- 7 700 Herold Mahoney Library
- 8 800 Physical Fitness Center
- 9 900 Maintenance Compound
- 10 1101 Capri Creek Classroom

Parking Permits Are Required
7 Days a week / 24 hours a day
Daily Permits \$4.00
Permit Machines in all Campus Lots
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Jacobs Hall, room 101