Note Taker Tips and Guidelines

Responsibilities:
• Attend all class/lab sessions and contact the Coordinator, Learning Commons (Wendy Gupta; 336-249-8186, ext. 6432) if unable to attend a class/lab session
• Take detailed notes regarding all aspects of class/lab
• Take notes that are meaningful, accurate, and legible
• Submit notes in a timely manner
• Complete training as required by the Coordinator, Learning Commons
• Maintain confidentiality related to student(s) being served

General Guidelines:
• Introduce yourself to the instructor and the person you are taking notes for
• Complete “Note Taking Log” each class session (these should be turned in by the end of the last class session in order to receive payment for the course)
• Only take notes for the student
  o Note takers should not give answers to the materials

Format:
• Write clear notes that are easy to read and understand (you may type notes on a computer if you own a laptop and print them in the Learning Commons – this is optional)
• Record the date, class, topic and instructor at the top of the page
• Number your pages
• Use dark ink and write on one side of the page.
• Highlight important items with asterisks(*) or draw circles or boxes around critical information that the instructor points out as important (this should only be done if indicated important by the instructor)

What to write:
• Listen carefully and writing down anything that the instructor puts on the board or is presented on a computer
• If the instructor refers to the text, mark the page number on the notes