ACCkommodation Services & Interpreting
Ohlone College
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Please note: The topics featured in the table of contents is not a complete list of all the information provided in this handbook. It is a selection of the most popular topics with links for quick reference.

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INTRODUCTION

A Notetaker is a peer student in the same class as a student registered with DSPS who is requesting notetaking accommodations. Notetaking is a supplementary accommodation to assist with information gathering. Peer-Student Notetakers are a vital link in providing accommodations at Ohlone College, and we greatly appreciate your service.

The purpose of this handbook is to help you be a successful notetaker at Ohlone College. You are expected to adhere to the policies and procedures outlined here. Doing so will ensure a successful semester for you and the student(s). At the end of the semester, you will receive an award for your service. **Failure to follow all policies in the handbook can result in forfeiture of your award(s).**

You **may not** be a notetaker if any of the following apply to you:

- If you have requested notetaking accommodations for the class which you volunteer to take notes
- You are on academic probation

You **will not** receive priority registration as a notetaker if any of the following apply to you:

- You have 100 or more lifetime units
- You are currently qualified to receive notetaking services yourself
- You are on academic probation
- You have an outstanding balance on your account
- You are a high school student

You will not receive a book voucher if any of the following apply to you:

- You drop the class for which you are the notetaker.
- You are inconsistent or the quality of your notes is poor and you must be replaced.
- You do not follow the procedures and policies outlined in this handbook.

NEW AND RETURNING NOTETAKERS

All notetakers, new or returning, are expected to view the [Being a Notetaker video (MP4)] each semester.
HOW TO BECOME A NOTETAKER

Usually, if a notetaker is required in the class, the instructor will make an announcement the first day or week. When this happens, notify the instructor that you are interested; most classes require only one notetaker, regardless of the number of students who need the service. In the case that there are multiple volunteers, it is up to the student(s) and the instructor to choose.

Once selected, you must complete and sign the Notetaker Contract. Please note: this is a binding contract. You should read the entire document before you sign it. When the contract is completed, you must meet with the Accommodation Services Specialist or representative in the Accommodation Services & Interpreting Department to formally accept the role of Notetaker and be eligible for an award.

Select one (1) of the following options for submitting your contract:

1. **In person:**
   a. **Fremont Campus:** go to the Accommodation Services & Interpreting Office, Room 7122, Building 7, first floor. (JoyDawn Olla: (510) 659-6513; jolla@ohlone.edu)
   b. **Newark Campus:** go to the Newark Student Services Center, Room NC1312, first floor, Wing 3. (Steven Yuen: (510) 742-3156, syuen9@ohlone.edu)

2. **Email:** you may send the Accommodation Services Specialist a .pdf or .jpg

3. **Fax:** a signed contract may be faxed to (510) 659-6290, but you will need to reply to follow-up correspondence or phone call to confirm your participation.

4. **During the first week,** ask the instructor to introduce you to the student(s) for whom you will be providing notes. At this meeting (usually before or after class), it will be determined how the notes will be taken and passed along to the student(s).
NOTETAKING PROCEDURES

You should approach notetaking no differently than if you were taking notes for yourself and voluntarily sharing them with a classmate. The purpose of this assignment is not to be burdensome to you; the programs intends to benefit student(s) and notetaker alike. Remember what Les Brown says, “Help others achieve their dreams and you will achieve yours.”

FIRST WEEK

This section provides some suggestions about important points to discuss when you meet the student(s) who will receive your notes. You want to discuss and agree to procedure such as:

- **How/When:** make an agreement about how and when the notes will be exchanged (some considerations: daily or weekly; emailed or left in the class folder at Accommodations office; etc.).

- **Show notetaking style:** check with the student(s) to be sure they understands your notes and handwriting.

- **Other:** Ask if there are any other needs or changes concerning the way notes are taken. Determine how you will take the notes: plain paper, carbon paper, or electronic.

Once you have established a process for exchanging notes, please follow it. Know when and where you will copy and exchange notes. Be reasonable when selecting a specific date and time to do it.

Examples of agreement to distribute notes:

- Immediately after class, I will go to the Accommodation Services Office to drop off the notes.
- We meet every Tuesday at 10:00am near the Library to exchange notes.
- My notes are edited and emailed on Thursday nights at 7:30pm.
- I clean up my notes on Friday mornings while studying. I take a picture and text it to the student.

ACCEPTABLE NOTETAKING FORMATS

- **Plain Paper:** This is regular notebook paper. It is recommended for use in classes with multiple students requesting copies. If you choose to do this, you must make special arrangements to have the notes copied.

- **NCR Paper:** This is special paper for notetaking and only an option for if you are taking notes for one student. You write on the top sheet and it makes a copy on the sheet underneath. Right after class, you can separate the two sheets, keeping one and giving the other to the student. This paper is preferred at Newark because copier availability is limited. This paper can be picked up at the Accommodation Services office in Fremont or the Newark Student(s) Services Center.

- **Computer:** You may use your laptop to take notes. Use of your laptop for surfing the internet during class while being a notetaker are expressly prohibited. Please note: you should discuss delivery options including hardcopy with the DSPS student(s).
ACCEPTABLE DELIVERY FORMATS

The Accommodation Services Specialist can assist you with determining the best method for delivery.

- **Electronic notes**: you must exchange email addresses with the student(s). This option is only available if the student(s) agrees. If email access is an issue, you can send the notes to the Accommodation Services Specialist JoyDawn Olla (jolla@ohlone.edu).
- **Smart Phone Texting**: some students are open to receiving pictures via texting, AirDrop, or Near Field Communication (NFC). Please confirm that pictures are not blurry and that parts of the page is not cut-off before sending.
- **PDF Scanner App**: there are apps available that will convert pictures of your notes into .pdf format documents. The .pdf can be emailed to the student.
- **Hardcopy**: these are paper or printed copies of the notes which can be hand delivered to the student(s) or left in the Accommodation Services & Interpreting office (7122) to be picked up by the DSPS student(s).

COPYING NOTES

Part of your responsibility is making one (1) copy of your notes for each DSPS student. Free copies of plain paper notes can be made at the Accommodation Services & Interpreting office.

Here are all the ways to make free copies of your notes:

- Fremont Campus: Accommodation Services & Interpreting Office, Room 7112, Building 7, first floor. Any staff member can assist you.
- Newark Campus: Newark Student(s) Services Center, Room NC1312, first floor, Wing 3 (speak with staff at the counter)
- The libraries of both campuses allow free scanning to PDF email.

If you have a problem making copies, please contact the office immediately. **Do not pay to copy notes!**

NOTETAKER ABSENCES OR DROPS:

1. If you know that you will be absent for one or more class periods, it is your responsibility to notify the Accommodation Services Specialist as soon as possible.
2. If you know that you will be dropping the class, it is your responsibility to notify the Director of Accommodation Services & Interpreting (kwilmeth@ohlone.edu) immediately.
3. As a courtesy to the student(s), you should inform them and the instructor as well so they can make alternative arrangements.

RETURNING NOTETAKERS

Thank you for volunteering to be a notetaker again. It is good to refresh your memory of the procedures for notetakers. You can do this by watching the **Being a Notetaker video** (MP4).
NOTETAKER AWARDS

Awards are a way to thank you for your service as a notetaker. You can receive more than one award; however, Priority Registration and Letters of Recommendation are only offered once per notetaker per semester. Award options are subject to change without prior notice.

PRIORITY REGISTRATION

Around mid-semester, an email will be sent to you at the email address you have provided in WebAdvisor regarding priority registration and instructions on how to register. You are responsible to check your email for this information.

You will not receive priority registration as a notetaker if any of the following apply to you:
- You have 100 or more lifetime units
- You are currently qualified to receive notetaking services yourself
- You are on academic probation
- You have an outstanding balance on your account
- You are a high school student

LETTER OF RECOMMENDATION

All of our notetakers including high school students may request a letter of recommendation. Send your request to the Accommodation Services & Interpreting Director. Letters will be available at the end of the semester.

BOOK VOUCHER

Notetakers who complete their assignment will receive a book voucher at the end of the semester. There are two types of vouchers, but you will only receive one voucher type per class.

1. **$20 vouchers** are awarded to all notetakers who sign up during the first two-weeks of the semester but the DSPS student(s) does not persist beyond the add/drop period.
2. **$50 vouchers** are awarded to notetakers whose student(s) persist beyond the add/drop-period to the end of the semester.

$20 book vouchers will be available by mid-semester. An audit will be conducted the week after the end of the add/drop-period. If you your student(s)s have dropped and your services are no longer needed, you will be notified. Please consult the Book Voucher Dispersal Schedule (Appendix A) for more information.

$50 vouchers will be available after the end of the semester. Periodic audits will take place during the semester. You should continue taking notes until the Accommodation Services Specialist has informed you that your services are no longer needed. Please consult the Book Voucher Dispersal Schedule (Appendix A) for more information.

You will have one semester to use your book vouchers. Please consult the Book Voucher Expiration Schedule (Appendix B) to know when your voucher expires.

Example: I was a notetaker Fall 2017. I can use my $50 voucher during Spring 2018 or Summer 2018. My voucher expires at the first day of Fall 2018.
NOTETAKING POLICIES

RESPONSIBILITIES OF NOTETAKERS

- Be on time for class.
- Be consistent. Take notes during each class period.
- Follow the Policies and Procedures for Taking Notes.
- You are encouraged to ask questions when you cannot hear the teacher or have difficulty following the discussion.
- See the Accommodation Services Specialist for special concerns or needs that arise in any notetaking assignment. No problem is too small. Please do not try to "ride it out" or wait until it becomes a bigger issue. The Accommodation Services & Interpreting Office is here to help you.
- Read the Notetaker Handbook thoroughly and follow all policies and procedures.

APPEARANCE OF NOTES

The appearance of your notes is as important as the content. The student(s) receiving copies must be able to easily read them. You should consider the following when preparing to take notes:

- Write legibly whether handwriting or printing.
- Use dark ink to ensure clear copying. Consider using an erasable pen instead of pencil. Pencil marks do not always copy well.
- If using NCR paper, use a ballpoint pen and apply enough pressure to ensure a clean copy.
- If you use abbreviations, pictures, symbols, or slang in your notes, you need to provide a legend or expand in full English sentences before making copies of your notes for distribution.
- Before transmitting copies of notes electronically, send yourself a test copy to confirm that the electronic document/photo is clear and easily read.

QUALITY OF NOTES TAKEN

The quality of your notes is not judged on how they look but by the content included in the notes. The following list should provide you with an idea of what is expected to be included in your notes:

- At the top of each page please include:
  - Date
  - Class and instructor name
  - Chapters/topics discussed.
- Don’t be the judge of what information should or shouldn’t be included in the notes. Let the student(s) be the judge. Write down as much information as possible.
- Copy all information written on the board.
- Record all assignments, references and special notices accurately. Note all due dates, room numbers, addresses, page numbers, and book titles.
- Identify and record all principal points. This will be the core of the teacher’s lecture.
- If you are unsure about the spelling of a word note it for the student. Example: ribosomes (sp?)
ABSENCE POLICY

Student(s) Absences or drops:
- If a student is absent, you are not required to provide notes for the class period during which the student was absent.
- If a student drops, you should continue taking notes until you have been notified by the Accommodation Services Specialist that your services are no longer needed.

Notetaker Absences or Drops:
- If you know that you will be absent for a long period, it is your responsibility to notify the Accommodation Services Specialist as soon as possible.
- If you know you will be dropping the class, it is your responsibility to notify the Accommodation Services & Interpreting Supervisor immediately.
- As a courtesy to the student(s), you should inform them and the instructor as well so they can make alternative arrangements.

FORFEITURE OF AWARD

If we have a reason to remove you from the notetaking role due to not following policies or dropping the class, you will not receive any rewards described in this handbook.

FREQUENTLY ASKED QUESTIONS

1. Why isn’t the student picking up the notes?
   - Each student has their own preference for when they need the notes. If you are concerned, please contact the Accommodation Services Specialist.

2. I don’t know who to ask for help.
   - If you need help and the Accommodation Services Specialist is not available, ANY staff member in Accommodation Services & Interpreting Office can answer your questions or help with any problems.

3. When will I get my award?
   - See the schedule(s) in the Appendix of this handbook or the Priority Registration description.

A FINAL NOTE

We want this to be a successful experience for our DSPS students and for our Notetakers. Do not wait to ask questions. We are here to help you. This handbook can answer many of your questions; however, you may always consult with the Accommodation Services & Interpreting Department staff to answer your questions.
IMPORTANT NUMBERS TO KNOW

ACCOMMODATION SERVICES & INTERPRETING, DIRECTOR:
KELLY WILMETH
Voice (510) 659-6271
Video Phone (510) 344-5701
Email: kwilmeth@ohlone.edu

ACCOMMODATION SERVICES SUPPORT SPECIALIST:
JOYDAWN OLLA
Voice (510) 659-6513
Email: jolla@ohlone.edu

NEWARK ACCOMMODATION SERVICES TEST PROCTOR:
STEPHEN YUEN
Voice (510) 742-3156
Email: syuen9@ohlone.edu

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS), DIRECTOR:
ANN BURDETT
Voice (510) 659-6456
Email: aburdett@ohlone.edu

CAMPUS SECURITY
Voice/TTY (510) 659-6111
APPENDIX

A. BOOK VOUCHER DISPERSAL SCHEDULE

<table>
<thead>
<tr>
<th>Voucher Type</th>
<th>AUDIT</th>
<th>VOUCHER ACTIVE*</th>
</tr>
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<tbody>
<tr>
<td>$20</td>
<td>3RD Week of Semester</td>
<td>8th Week of current semester</td>
</tr>
<tr>
<td>$50</td>
<td>13th Week of Semester</td>
<td>2 weeks before the beginning of next semester</td>
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*Please note: the Bookstore has its own process, which may occasionally delay dispersal. In the event of a delay, we recommend that you purchase your books and save the receipt. The Bookstore will credit you for the voucher award total once their initial process is complete. If you choose not to purchase your book until the voucher is ready, please understand that our office is unable to waive your instructor’s requirements.

B. BOOK VOUCHER EXPIRATION SCHEDULE

<table>
<thead>
<tr>
<th>SEMESTER EARNED</th>
<th>AVAILABLE TO USE</th>
<th>VOUCHER EXPIRES First day of Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>SPRING/SUMMER</td>
<td>NEXT FALL</td>
</tr>
<tr>
<td>SPRING</td>
<td>SUMMER/FALL</td>
<td>NEXT SPRING</td>
</tr>
<tr>
<td>SUMMER</td>
<td>FALL/SPRING</td>
<td>NEXT SUMMER</td>
</tr>
</tbody>
</table>