



Student Accessibility Services

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Email: notetaker@uwindsor.ca

Note taking: Volunteer Information

This brief outline highlights some of the most basic elements of the Student Accessibility Services note taking program. More detailed information is available on our website at: <http://www.uwindsor.ca/studentaccessibility/344/volunteer-information> and we also invite you to contact our office.

- When a note taker is required, instructors will either make an announcement in class or post a notice on their Blackboard site
- Once an announcement is made complete contact Student Accessibility Services at notetaker@uwindsor.ca
- If you are matched with a student (or students) it is the student(s) responsibility to contact you and arrange a plan for exchanging notes. If you are not matched you will not be contacted
- While it is preferable that notes be typed and e-mailed within 48 hours, there may be courses where that is not possible (i.e. when there is an emphasis on formulas, symbols, charts or graphs). In those situations you can either scan and e-mail your notes from home or come to SAS to arrange doing so
- Remember you can always volunteer in courses where an announcement has not been made by emailing notetaker@uwindsor.ca.
- At the end of the term your volunteer work as a note taker can be acknowledged with a letter of thanks (upon request)

Remember:

- The student who requires your service will be sharing their information with you and protecting the identity of the student with whom you are working will always be necessary
- Throughout the course of your work with the student sensitive information may be shared with you and protecting that information is required
- It is important to that all of your communications with the student are respectful and gracious
- If you will be absent from class, or, no longer wish to act as a note taker you must let the student and SAS know so that alternate arrangements can be made
- While you cannot share the student's contact information, if you are able to secure notes from a peer for yourself when you are absent you can ask that person if you can share your notes with the student for whom you are note taking
- You can make yourself available to answer any clarifying questions the student may have about your notes but it is not expected or required that you do so
- You are not obligated to provide any information about your interpretation of the information, provide tutoring or retroactive notes (i.e. notes from before you were volunteering)
- You may contact notetaker@uwindsor.ca with any questions or concerns