

The University of Tampa Note Taker Accommodation Process and Policy

Process Detail

Student Accessibility Services uses a digital notetaking system to fulfill notetaker requests. Implementation of the notetaking accommodation is handled through the Testing Center. Notetaking Express allows the student to record the lecture and send it to Notetaking Express where they listen to it, take notes on it, and send it back to the student within a day. For all students who need notetakers, this is the primary way in which we fulfill notetaking requests.

When a student who has been approved for notetaking submits their request for a letter of accommodation, a request for notetaking automatically gets sent to the Testing Center. The Testing Center then creates a student's Notetaking Express account, where the student receives an automated email from Notetaking Express that details their username and password to access the Notetaking Express system. From there, students can use Notetaking Express as they wish. Students only have access to Notetaking Express recordings on a semester by semester basis.

Alternatives to Notetaking Express:

If a student who has been approved for the note taker accommodation has a disability related concern as to why Notetaking Express will not fulfill their accommodation needs, Student Accessibility Services will work to find them a volunteer notetaker.

To find a volunteer notetaker, Student Accessibility Services will reach out to the class, via email, and ask for a volunteer note taker. The email goes directly to the Spartan email accounts of students on the class roster.

Based on this email recruitment, Student Accessibility Services will select a note taker and provide them instructions on the responsibilities involved. Note takers are selected based on factors such as:

- GPA (all note takers must be in good academic standing)
- Major
- Previous experience
- Class standing (first -year, sophomore, junior, senior)
- Handwriting or willingness to type notes

Note taker responsibilities, which are indicated in the recruitment email, are as follows:

- Note takers must submit effective and complete notes via Accommodate's Note-

Taker Network on a timely basis (within 24 hours of the date the notes were taken in class)

- Note takers must have good attendance
- Note takers must be in good academic standing
- Note takers must have legible handwriting or be willing to type their notes
- Note takers must inform Student Accessibility Services as soon as possible if they are unable to fulfill their responsibilities as a note taker so that a replacement may be found.
- Notetakers receive one volunteer hour for every hour they are in class taking notes.

If the accommodated student has any concerns with their note taker, they are advised to contact Student Accessibility Services as soon as possible. Based on the reported issue, Student Accessibility Services will either contact the note taker to provide additional instruction or will replace the note taker if necessary.

In the event that a volunteer note taker cannot be found within two weeks of the request date, Student Accessibility Services will attempt the following alternatives:

- Contact the course instructor to provide notes to the student or to recommend a student as a note taker for the course.
- Hire a paid note taker to attend the course and take notes (see Hired Note Takers section).
 - This option may not be appropriate for all courses. For example, a hired note taker may not be placed in a major specific Chemistry, Biology or Physics course, as the information presented may be too complex for a student who is not enrolled in that course or program.
- Contact the student who requested the accommodations and see if an alternate accommodation can be put into place for that course. Student Accessibility Services will discuss the format of the course with the student and the barriers faced by the student. Between the student and Student Accessibility Services, an alternate accommodation may be agreed upon and implemented.

Responsibilities of Accommodated Students

Any student approved for a note taker accommodation must request a note taker for their courses via Accommodate. Students may request note takers for any/all of their courses when submitting a Semester Request on Accommodate. Students should not select the note taker accommodation for courses where they will not be using this accommodation. When requesting a note taker, the student should consider the format of the course (i.e., lecture based vs. experiential). These considerations will ensure that students are requesting note takers for courses where this will serve as an appropriate accommodation.

If approved for and utilizing a volunteer notetaker: Students with volunteer notetakers must

download their notes from the Note-Taker Network on Accommodate unless Student Accessibility Services has made an alternate arrangement. On occasion, note takers may submit their notes directly to the accommodated student if the accommodated student so chooses and this is approved by Student Accessibility Services. It is the accommodated student's responsibility to let Student Accessibility Services know in a timely manner if their note taker is not performing their duties, or if there are issues with the quality of notes submitted by the note taker.

Unsatisfactory Note Taker

If a volunteer note taker is not performing their responsibilities at a satisfactory level, Student Accessibility Services will begin recruiting for a new note taker for that course. If multiple volunteers responded to the initial email, Student Accessibility Services will contact those students first to see if they are still interested in serving as a note taker. Otherwise, Student Accessibility Services will reach out to the enrolled students again to see if another student may be interested. Student Accessibility Services may also reach out to the instructor of the course and ask for recommendations for a volunteer note taker based on good standing in the course. The new note taker, once assigned, will be asked to submit all of their notes from the beginning of the semester.