

The University of Tampa Note Taker Accommodation Process and Policy

Overview:

Based on documentation and the intake meeting with a student, a note taker may be assigned as an accommodation for a student with a disability. Note takers are only assigned when requested via *Accommodate* by Symplicity. All students at The University of Tampa have access to *Accommodate* by Symplicity, and all students with approved accommodations will be able to view and request their accommodations via *Accommodate*. During the intake meeting for new students, Student Disability Services reviews the policy and procedures regarding the note taker accommodation, to include criteria for student note takers, and protocol for reporting issues.

Process Detail:

If a student who has been approved for the note taker accommodation requests a note taker in a course via *Accommodate* by Symplicity, Student Disability Services will reach out to the class and ask for a volunteer note taker in the course through *Accommodate*. The communication goes directly to the Spartan email accounts of students on the class roster. The general text of this communication can be found on page 5 of this document.

When responses are received, a “Note Taker Information Form” is sent out to those who have responded with interest. Prospective note takers must fill out the “Note Taker Information Form” and submit to Student Disability Services (see page 4).

Student Disability Services will select a note taker from those who have applied 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

The responsibilities listed on the “Note Taker Information Form” 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.
 - In some instances, the note taker will be required to type their notes so that the student with the accommodation can open the notes in a text-to-speech software or screen reader.
- Note takers must inform Student Disability Services as soon as possible if they are unable to fulfill their responsibilities as a note taker so that a replacement may be found.

Although accommodations are not retroactive, when note takers are selected or hired, they are instructed to upload all notes that have been taken thus far for that course.

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

Alternatives to Volunteer Note Taker:

In the event that a volunteer note taker cannot be found within two weeks of the request date, Student Disability Services will attempt any/all of 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 Disability Services will discuss the format of the course with the student and the barriers faced by the student. Between the student and Student Disability Services, an alternate accommodation will be agreed upon and implemented.

Hired Note Takers:

In addition to volunteer note takers recruited from the requested course, Student Disability Services has a pool of hired note takers that they can assign to classes as needed. Hired note takers may or may not be enrolled in the course for which they are taking notes. Hired note takers are paid through Federal Work Study.

Student Disability Services has an open job requisition, on Workday, during the fall and spring semesters for students who wish to apply for the note taker position. A position description can be found on page 6 of this document.

Student Disability Services will add the hired note taker to the course roster on *Accommodate* if the hired note taker is not already enrolled in the course. The hired note taker will then be able to access the course in order to submit their notes on the Note-Taker Network.

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). This will ensure that students are requesting note takers for courses where this will serve as an appropriate accommodation.

Students who request note takers must download their notes from the Note-Taker Network on *Accommodate* unless Student Disability 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 Disability Services. It is the accommodated student's responsibility to let Student Disability 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 note taker is not performing their responsibilities at a satisfactory level, Student Disability Services will begin recruiting for a new note taker for that course. If multiple volunteers responded to the initial email, Student Disability Services will contact those students first to see if they are still interested in serving as a note taker. Otherwise, Student Disability Services will reach out to the enrolled students again to see if another student may be interested. Student Disability 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.

The University of Tampa
Academic Excellence Programs
Student Disability Services
Disability.services@ut.edu

NOTE TAKER INFORMATION FORM

As a note taker for Academic Excellence Programs, you are assisting students registered with Student Disability Services. To provide this service, it is important that we can rely on you to provide effective and complete notes on a timely basis. You need to have good class attendance and post your notes to the Note-Taker Network on *Accommodate* by Symplicity within 24 hours of each class.

Note takers are required to be in good academic standing and have legible handwriting, or be willing to type their notes when necessary.

Our students rely on this accommodation, so please submit your notes in a consistent and timely fashion. If you have concerns or become unable to fulfill this responsibility, please notify the office so that a replacement can be found. Thank you so much for your service!

By signing, I agree to follow the above guidelines.

Printed Name: _____ UT ID Number: _____

Contact Number: _____ Hours Per Week: _____

Cumulative GPA: _____ Academic Major: _____

Course Code and Semester: _____

UT Email Address: _____

Start Date: _____

Do you have another on Campus Job?: _____

Signature: _____

Email Communication to Enrolled Students in the Course Regarding Volunteer Note Taker Opportunity:

Dear [student first name],

Interested in *earning volunteer hours* while assisting fellow students? Student Disability Services is seeking a note taker for your **COURSE CODE** class. This opportunity enables you to provide a valuable service to one of your fellow students, simply by taking notes in class as you normally would and submitting a copy to *Accommodate* by Symplicity.

To be a note taker, you must attend every class and submit these notes to *Accommodate* by Symplicity within 24 hours. You must be in good standing, take good notes, and have legible handwriting and/or be willing to type your notes. You must also be willing to provide any notes that you have already taken this semester.

If you are interested in this opportunity, please email eschoepp@ut.edu. Don't wait, spaces are filling up fast!

The University of Tampa - Academic Excellence Programs

Peer Note Taker Position Description

Duties:

Assist students registered with Student Disability Services by:

- Taking detailed and organized notes on all facets of course material
- Upload legible copies of notes within 24 hours of each class meeting to *Accommodate* by Symplicity
 - Note: some note takers may be required to type their notes
- Attend class on time and on a regular basis
- Keep accurate records of all note taking and when notes are submitted
- Submit time sheets on a consistent basis

Qualifications:

- Current undergraduate or graduate student at UT
- In good academic standing at UT (2.0 GPA or higher)
- Legible handwriting or ability to type notes
- Ability to maintain regular attendance and be punctual
- Ability to scan and upload notes on *Accommodate*

NOTE: Note takers are hired on an “as needed” basis each semester. If you are selected as a note taker, you are only hired for the current semester and are not guaranteed the position after the completion of the semester.