

Date: _____

Semester & Year: _____



LOS ANGELES PIERCE COLLEGE AAC

Academic Accommodation: Note-Taking Assistance Form

Attention Professor: _____

Student Name: _____ Student ID#: _____

Class Name & Number: _____

For many students with and without disabilities, having access to quality notes is an integral part of learning. If writing notes in class is a barrier for a student with a disability, accommodations may be requested. Note-taking accommodations will be presented by one or both of the following accommodation statements:

1. Copies of a classmates notes
2. Opportunity to audio record lecture

Students who require copies of class notes represent a small population of students with disabilities and meet very specific criteria when meeting with an AAC team member.

Students who have the opportunity to record lecture have been informed of their options for doing so by an AAC team member.

A summary of these options is presented on the back.

Guidelines for Faculty: Copies of Notes or Note-takers

The student may ask you to locate a volunteer note-taker in the class.

Without mentioning the student's name, please make an announcement, email or post on Canvas to find note-taker volunteers. Here is a helpful suggestion on your announcement:

"There is a need for a volunteer note-taker in this class. Although this is not a paid position, notetakers can receive certificates from the AAC department at the end of the semester that may be used as part of a job or graduate school application packet. If you are interested in being a note-taker, please see me after class."

If the student has requested a volunteer note-taker and you are unable to locate one, please allow for audio record options to act of a form of note-taking assistance.

Thanks so much for your help to make sure students with documented disabilities receive appropriate accommodations. Please contact the AAC department if you need further assistance or clarification.

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Guidelines for Faculty: Audio Recording Lectures

For many students with disabilities, copies of notes were likely provided to them throughout their high school years as part of their accommodation plan. In college, this isn't always an appropriate accommodation. Pierce's Academic Accommodation Center works with students requesting note-taking assistance to determine which resource(s) will work best for them. This accommodation gives them access to one or more of the following resources: audio recording lectures, adaptive tech, and or a volunteer note-taker. The student has been informed of each of these resources during their initial intake meeting with an AAC Counselor.

Guidelines for Students: Audio Recording Lectures

Students agree that they will not copy or release any audio recordings, transcripts, and/or any notes recorded in the classroom (online or in-person). Nor will they otherwise hinder the ability to the instructor to obtain copyright on class material that may have been recorded.

The student will use the recorded information solely for their own educational needs.

The professor has the right to ask the student to erase/destroy all recordings at the end of the semester.

The students' recording privileges can and will be terminated if they fail to follow the audio recording guidelines. The student has read and agreed to the audio recording guidelines when they sign the [Test Taking Contract](#) each year.

Adaptive Technology: Smartpens, Recorders, and Apps

Smartpens: Smartpens are ink pens with built in audio recorders that allow students to write less and listen more. These pens give students the freedom to focus on listening, instead of writing every word down. When using a Smartpen, students may only write down a few main ideas from lecture. The play back feature of the pen allows users to listen to audio from lecture with a single tap of the pen. A staff member will provide Smartpen training to students as often as needed.

Digital Recorders: Digital recorders are still a great option, without having to buy additional technology. Many smartphones, tablets, and laptops come standard with recorders. Students are expected to inform instructors which technology they are using to record lectures.

Note-taker Name: _____

Student ID#: _____

Email: _____