

NOTE-TAKER'S CODE OF ETHICS AND GUIDELINES

The following ethics and guidelines are agreed upon by a student note-taker when the *Note-Taker Form* in Accommodate is completed:

1. Note-takers shall keep all assignment-related information strictly confidential. Note-takers shall use discretion when discussing a class or students in that class. Seemingly unimportant information, innocently divulged, may prove damaging in certain situations. If problems should arise among any of the persons involved, note-takers shall refer these persons to the note-takers' immediate supervisor.
2. Note-takers shall transcribe lectures as faithfully and completely as possible. Note-takers must learn to store information as they listen in order to record all of the major points of the lecture. Correct English is required at all times. Diagrams, examples, student questions and answers, and student comments shall be included in the notes to provide a complete picture of classroom activities. It is better to provide information students do not need than to take the chance that they will miss something important. When in doubt, note-takers should include the information. Most instructors provide clues either directly or indirectly about what will appear on tests. Anything which is stressed in the classroom should be stressed in notes. Teacher comments about the important items should be recorded.
3. Note-takers shall not advise, interject personal opinion, or anything of that matter into the notes. Just as note-takers may not omit important information, they may not add personal opinions to recorded notes. Note-takers should remember that they are not responsible for what is said and should not permit their own feelings to interfere with or add to the lecture.
4. The note-taker's primary responsibility is to record the lecture. If a professor seeks advice on how to interact with a student, the note-taker must refer the professor to the Director of the Office of Disability Services.
5. Familiarity with or interest in a subject promotes better note-taking. Some classes are more difficult than others; either because of the nature of the class itself or because of the instructor's teaching style. If the note-taker finds a particular assignment beyond his or her capabilities, the Director in the Office of Disability Services must be informed.