

## Instructions and Tips for Peer Notetakers

Thank you for offering to share your notes with a classmate. As part of the College's Quaker culture of caring community membership, Haverford College uses a peer notetaking system. A peer notetaker is a student that shares copies of their notes from a class they are enrolled in with a peer who is registered with Access and Disability Services (ADS). Access to a classmate's notes is extremely helpful to students with a variety of disabilities and even short-term injuries. Peer notes do not substitute for class attendance, but rather simply act as a backup in case a student misses anything in their own notes. Serving as a notetaker requires very little extra work or time, and students often say that their class attendance and the quality of their notes improve when acting as a notetaker.

Since hired students already take notes in class, payment is compensation for administrative time spent outside of class editing, copying, and/or sending notes. Pay starts at \$9 per hour if this is your first year working for ADS. For a given course, we estimate this takes about 4 hours per month total for a regular notetaker, which comes out to around \$144 per semester. You should round your hours to the nearest half hour. Please drop off your completed timesheets in the basket outside ADS (Stokes 022B) by the last work day of each month. If you find you are spending significantly more than 4 hours per month, please let ADS know. If we identify a substitute notetaker, they will be paid on an individual basis of most likely 1 hour per week they work, also starting at the rate of \$9/hr. All student workers need to go to the Business Office (Stokes 220) to fill out necessary paperwork before they can receive their first check. You must bring either: (a) your passport, (b) social security card and school or state ID, or (c) birth certificate and school or state ID. We recommend student workers from Bryn Mawr sign up for direct deposit as the checks can take a while to get to Bryn Mawr.

ADS will work with both the student receiving and providing notes to determine the best system. If a student chooses to make their identity known, peer notetakers must keep all information about the student they are providing notes for private and confidential. ADS will let you know if you should share your notes through Google Drive or email them directly to the student. You may either type your notes, or handwrite and scan your notes. There are scanners in Magill and the science library for student use.

Please arrive on time to each class session. If you are ever unable to attend a class or take notes, please find ask another student in the class if they would be willing to share their notes, and put them in touch with ADS. In order for your notes to be helpful, it is crucial that you send them before the next class meeting. Please note that if the quality or timeliness of your notes diminishes, we may look for another notetaker.

Here are some tips for successful notetaking:

- Put the course name, date and page number on the top of each page.
- If you handwrite, print clearly and use black or blue ink. Write on only one side of the paper.
- Write down the most important things from class that were said or presented.
- Mark notes in the margins to show what are your opinions, and use a question mark to show uncertainty about information or spelling.
- If the student has identified themselves to you, ask them about any other preferences they have in regards to notetaking styles.

Thank you for helping a classmate. Please contact Access and Disability Services ([hc-ads@haverford.edu](mailto:hc-ads@haverford.edu)) if you have any questions or concerns about the peer notetaking process.