

**ACCOMMODATION GUIDELINES:**  
**Peer Notetaking**

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**OVERVIEW**

Peer notetaking is a service provided to students with a disability-related need for notetaking assistance in synchronous course meetings. Upon student request, a qualified peer notetaker will be assigned by DAS to provide notes in a timely and confidential manner to eligible students enrolled in a course. Peer notetaking is a reciprocally confidential service: the requesting student will not know who the assigned notetaker is, nor will the notetaker know who the requesting student(s) are. Notetakers are eligible to receive an honorarium for their service.

Peer notetaking is a supplement to, but not a substitute for, a student's own notetaking skills or class attendance. It is meant to enable the student's full, meaningful participation and engagement in the course.

**PROCEDURE**

When requesting accommodation letters, students can request "Peer Notetaking" by selecting it from their list of eligible accommodations. Select "Peer Notetaking" for each course needed. *Please note:* it may take up to **two weeks** to fill requests. If a qualified peer notetaker is not identified after two weeks, DAS will notify the student and seek alternate arrangements. Once a notetaker is hired, the notetaker will upload digital notes within 24 hours of each class to the online portal, [AIM](#).

*Student Responsibilities*

1. Request "Peer Notetaking" on accommodation letters for **each course** needed, **every semester**. A student may determine that some courses do not require a notetaker -- especially if a class is heavily discussion-based or experiential in nature, for instance. Other classes might provide sufficient notes online via Brightspace or another course platform.
2. View and manage notes online via [AIM](#), from the "Notetaking Services" page.
3. If there are concerns regarding the quality or timeliness of notes submitted, contact the DAS Notetaking Coordinator at [dasnotes@springfield.edu](mailto:dasnotes@springfield.edu) immediately.
4. Engage with DAS in the process to find appropriate alternative forms of notetaking assistance, if needed.

*Faculty Responsibilities*

1. Provide DAS Notetaking Coordinator with requested information about course format -- including modality, synchronous meeting times, shared notetaking resources, or other pertinent information.

2. Upon request, provide recommendations for peer notetakers in cases where DAS staff is unable to secure a peer notetaker. See below for peer notetaker qualifications.

### *Notetaker Responsibilities*

1. Take thorough and well-organized notes for each class and to post notes to the assigned Evernote notebook within 24 hours of class.
2. Attend class for each scheduled class period for the duration of the semester. If the notetaker misses class, they will notify DAS immediately. They will obtain missed notes from a classmate and post these notes within 3 days.
3. Attend a training through DAS for using the online portal, [AIM](#), to upload notes.
4. Notify DAS if they are no longer eligible to be a peer notetaker for a course if failing the course or no longer in good academic standing.
5. Understand that this is a **confidential** process and uphold the obligation to maintain the privacy of any student receiving notes through DAS. Should they become aware of the student(s) receiving notes through DAS, they agree not to approach the student to discuss peer notetaking or share their identity with others.
6. Communicate with DAS if there is any problem with the quality or timely delivery of their services.

### *DAS Responsibilities*

1. Secure qualified notetakers for requested courses in a timely manner, collaborating with faculty when necessary to identify potential candidates.
2. Maintain regular communication with requesting students about the status of their request.
3. In the event a qualified peer notetaker is not available to support a request, work with the requesting student and faculty, when appropriate, to identify effective alternatives for notetaking assistance.
4. Monitor peer notetakers for quality and timeliness in submission of notes and remediate, when necessary.
5. Award honorariums to eligible peer notetakers for successfully fulfilling their assigned responsibilities.

## **FAQs**

### *How do I contact the DAS Notetaking Coordinator?*

Please contact [dasnotes@springfield.edu](mailto:dasnotes@springfield.edu) or call the ASC at 413-748-3389.

### *Will peer note takers be paid for their services?*

Peer notetakers are eligible for a paid honorarium based on submission of quality and timely notes throughout the duration of the semester.

*Can I cancel my request if I no longer require a note taker?*

Yes! Students frequently decide they no longer need notes for a particular class for a variety of reasons (e.g. they dropped the class, notes are provided online by the faculty member, the class is hands-on in nature). Please contact [dasnotes@springfield.edu](mailto:dasnotes@springfield.edu) to cancel your request.

*What are the qualifications needed to become a peer notetaker?*

Peer notetakers must, at minimum, maintain a CGPA of at least 3.0, maintain good academic standing, and be enrolled in the requested course. In addition, they must be able to meet and uphold Notetaker Responsibilities, outlined above.