

Dear Faculty Member,

In an effort to increase self advocacy and self accommodation among Western's students with disabilities, the Office of Disability Services (ODS) is calling on students who qualify and request note taking services to be proactive in the pursuit of locating a note taker. In the event that a student does not feel comfortable asking someone in class and asks for your assistance, please refer to the following procedure:

After giving a professor an accommodation letter stating that note taking is a necessary accommodation, the student should ask the professor to announce at the next class meeting that a note taker is needed for a student in the class. It is up to the student whether or not to permit the professor to use his/her name.

If the student permits the professor to use his/her name, the student can meet with the volunteer after class to make necessary arrangements. If the student does not want the professor to use his/her name, the student may ask the professor to request contact information from the volunteer and then give that contact information to the student at a later time.

If no volunteer comes forth, please ask the student to make that known to ODS as soon as possible so alternate measures may be taken.

Some benefits for the note taker are that the person will probably take more concise notes and ODS will provide note taking/carbon paper if requested which will make the process of transferring notes easier and offers the note taker free paper for his/her notes. ODS will also photocopy notes free of charge. Note takers may also count their service as 3 hours of community service through the Center for Service Learning. A note taker can receive this credit by e-mailing me his/her name, the class and the name of the student who is receiving the accommodation. The note taker can also use providing the service on a resume.

There are two great benefits for the students in need of the service. First, they practice the valuable life skill of taking a more active role in arranging accommodations. Second, they will get the necessary note taking in a much more timely fashion as opposed to the process of attending class, determining which classes will require a note taker, getting that information back to ODS and then having the third party attempt to locate a volunteer within a class and arrange the service.

Your cooperation is vital, and I hope you will be a willing participant. If you have any questions or concerns, please contact me: 227-2716 or lalexis@wcu.edu.

Sincerely,

Dr. Lance Alexis, Director