

**Accessible**

Learning Services

**Guide to Computerized Note Taker Accommodation Guide**

# Computerized Note Takers

Mohawk College recognizes that Computerized Note Takers play an important role in the academic success of students who are Deaf, deafened, or hard of hearing. Mohawk College adheres to the guidelines put in place by the College Committee on Disability Issues (CCDI). For more information please see, <http://www.disabilityissues.ca/>

# What should professors do?

* At the beginning of each semester, allow the student who is Deaf or hard of hearing the choice to introduce and explain the role of a Computerized Note Taker in the classroom.
* Maintain the same expectations for students who are Deaf or hard of hearing that you have for all students.
* When addressing a student who is Deaf, deafened, or hard of hearing, speak directly to and facing him/her. The Computerized Note Taker will type what is being said.
* Do not say anything to the Computerized Note Taker in class that you do not want typed.
* The Computerized note taking process involves typing verbatim. Monitor class interactions and discussions making sure that everyone speaks clearly and in turn.
* Repeat questions originated by students in the class at large, rewording for clarity when necessary.
* Computerized Note Takers, as part of the teaching team, will require all materials

(course outline, textbooks, notes, list of videotapes and their transcripts, etc.) in advance.

* The Computerized Note Taker will position themselves close to the student and be with in close proximity to the professor and visually comfortable position to the multi-media equipment.
* Typing verbatim is a mentally and physically strenuous task. As a result, a Computerized Note Taker working alone will require a 10 minute break after every 50 minutes of typing.
* In order to ensure continuous provision of services, please consult with Accessible Learning Services, prior to any proposed schedule changes.
* If the student has not arrived within 20 minutes of the start of the regularly scheduled class, the Computerized Note Taker will leave.
* Please ensure that you are familiar with the student’s Confidential Academic Accommodation Plan (CAAP).
* Should you require computerized note taking services for any other student related situation, please contact Accessible Learning Services as much in advance as possible.
* If concerns arise regarding computerized note taking services, please speak with the classroom Computerized Note Taker before contacting Accessible Learning Services

# Need help?

Faculty can contact the student’s Accessibility Counsellor (name and contact information can be found on the student’s CAAP) with any questions or concerns. If you are unsure of who to contact please email als@mohawkcollege.ca or phone 905-575-2211.