Note-taking support

DISABILITY SUPPORT SERVICES, LUND UNIVERSITY
Information on giving note-taking support

PREPARING FOR A LECTURE
As a student or note-taking support person you should always prepare for a lecture by familiarising yourself with the structure of the material and become acquainted with the content of the required reading.

Conduct an overview reading by studying the headings, subheadings, italicised text, pictures, diagrams, introductions, conclusions and brief summaries of the material. Form an idea of the concepts, principles and methods involved. This will make is easier for you to determine what is most important and to take notes in an organised way, while improving your learning during the actual lecture.

This does not involve any extra work on your part as you will need to learn the course material anyway. By preparing for lectures you save time by doing some of your required reading in advance.

SEATING ARRANGEMENT DURING LECTURES
At the student’s request, the two of you can sit next to each other so that the student can see the notes that are taken. You can also briefly discuss the notes during breaks to make sure that the student understands them.
THE STRUCTURE OF THE NOTES

The notes should leave room in the margins and space between paragraphs, allowing students to complement your notes with material from textbooks as well as their own thoughts or questions. Try to organise your notes in a clear manner by inserting headings and subheadings, and grouping the material. Preparations before a lecture will often help you to do so.

Keep in mind that sometimes the lecturer will say important things that are not written down on the board. Try to pick up on these and to make a brief note of them. Part of the lecturer’s experience as an expert in the subject is demonstrated in their presentation style, principles, problem-solving methods or approaches, which cannot always be written down on a board or in a presentation.

This also calls for your attention. Remember to take notes of any terms and concepts that are repeatedly used by the lecturer and that are specific to the course. Using colour is a good way to clarify context and structure.

AFTER THE LECTURE

After the lecture, make a copy of the original notes and hand it over to the student. Some may want to keep the original notes in order to rewrite and complement them before handing them over; others prefer typing them up on a computer. In either case, this should be done as soon as possible after the lecture, allowing the student to complement and individually process the notes while the lecture is still relatively fresh in their memory. The best thing is to hand over the notes immediately after the lecture.

Contact the coordinator at Disability Support Services regarding remunerations for any rewriting of notes.
Information on receiving note-taking support

**BEFORE THE LECTURE**
Conduct an overview reading of the material. Identify and make a note of any concepts, principles, laws, methods and theories involved and, if possible, create a simple note-taking structure.

**DURING THE LECTURE**
If the note-taking support person is sitting right next to you, you may quietly interact with them. It also allows you to briefly see the notes that are taken. You can also request notes on a presentation text or other minor complementary information.

**AFTER THE LECTURE**
Study the notes, while making your own additions based on what you remember from the lecture or from the required reading. Try to do this as soon as possible after the lecture. By not being able to take notes during a lecture you are missing out on an important part of the learning process. It is important that you compensate for this after the lecture.

Therefore, make additions so that you feel as if you had taken the notes yourself. Insert headings, add information from course material, edit the notes or rewrite them. You can also organise the material into summarised structures in which key words and concepts are tied together into an organised whole.
Examples of notes

Date:  
Course:  

notes, notes, notes
notes, notes, notes
notes, notes, notes
notes, notes, notes
notes, notes, notes
notes, notes, notes
notes, notes, notes
notes, notes, notes
notes, notes, notes

margin

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notes, notes, notes
notes, notes, notes
notes, notes, notes
notes, notes, notes
notes, notes, notes
notes, notes, notes
notes, notes, notes

space

NOTE SHEETS
We encourage you to use white, unlined sheets of paper, preferably leaving a margin on the side and space between paragraphs. Complement the notes with your own comments, questions or material from the required reading.
Information on remunerations

All bills are to be submitted at the end, or half way through, the semester.

Bills submitted by the 25th of the month will be paid at the end of the following month. This does not apply in December and June as Disability Support Services are closed over the Christmas/summer holidays, in which case you must submit your bills no later than the 15th in order to receive payment by the end of the following month. Bills received after 15 June may result in the delayed payment of your salary until the end of September, due to holiday hours at both Disability Support Services and the Salary Office.

The bill form is to be submitted no later than the last day in February for work performed during the autumn semester, and by the last day in September for work during the spring.

The Salary Office is only able to pay salaries through Nordea bank or a money order sent to your address. Please note that this requires you to have a Swedish personal identity number (all numbers, no letters). Once you have received your first payment notice, you can fill in your account information of any Swedish bank on the back and send it in. You only need to do this once; in the future, your salary will be automatically paid into your specified account.
Visiting Address:
Student Affairs/Student och utbildning
Genetikhuset
Sölvegatan 29 B, Lund.

Address:
Disability Support Services
Student Affairs
Lund University
Box 117
221 00 Lund

www.lunduniversity.lu.se/disabilities