

Notetaker Code of Ethics

1. Notetakers should keep all assignment-related information strictly confidential

Like an interpreter or advisor, notetakers do not share information about the students they work with. This includes:

- Who in class they take notes for
- Why the student needs services

2. Notetakers should transcribe lectures as faithfully and completely as possible

- “Transcribe” does not mean a word-for-word record of everything the instructor says.
- However, notetakers must provide a useful and correct set of notes the student can use to study and complete assignments.

3. Notetakers should not use notes to advise, interject personal opinion, or counsel students

- Class notes should reflect the instructor’s meaning and intent, without added commentary or opinion.
- There are times notetakers may want to add their own ideas, especially when they are knowledgeable or have strong feelings about the subject. However, the notetaker’s role is to convey the instructor’s ideas and opinions.

4. Notetakers should not counsel or advise the instructor or students

The notetaker’s job is to create a tool, but they are not tutors, advisors, or counselors. They can work with the student as a peer or friend, but should not assume a formal role beyond taking notes.

- If there is difficulty that the instructor can address—such as talking too fast or not providing enough time to copy overheads—the notetaker can bring it to the instructor’s attention, but in the context of taking better notes for the student.
- If there is a difficult issue, bring it to the attention of someone with a more formal role, such as the Notetaker Coordinator.

5. Notetakers should choose assignments appropriate to their experience or skill in the subject area

Notetakers should, in general, be good students. In more advanced classes, especially at the college level, they should:

- Be A or B students in the subject
- Have a major or concentration in the subject

This helps ensure that they are familiar with basic concepts and vocabulary.

6. Notetakers should behave in a manner appropriate to the situation

Notetakers are still students, but they are also part of the educational team that supports students with hearing loss. As part of that team, they need to take their role seriously:

- Attending every class
- Arranging for a substitute when they cannot be there
- Completing all readings and assignments
- Maintaining their own grades
- Completing notetaking tasks responsibly