

Guidelines for Note-Takers

1. Be sure to write the
 - a. **Date of the class**
 - b. **Course name / #** (Ex. BIO 129) **and**
 - c. **Page number** at the top of each page of notes.
2. It's ideal to only write on one side of the paper to ensure that copy doesn't show through to the other side of the page.
3. Circle or star assignments and announcements such as test dates.
4. Underline words that are being defined and write definitions verbatim.
5. Be sure to include the following:
 - a. ALL information the professor lectures/discusses – even if you do not see it as being new information. Don't assume the student you're taking notes for has the same subject knowledge as you do.
 - b. Examples the professor uses in class (e.g. technical facts, names, dates, equations diagrams).
 - c. Questions & comments from individual class members—especially those the professor has shown favor to.
6. Include the chapter numbers or pages in the book being discussed.
7. If taking notes in math, copy problems and the exact steps to use in completing the problem. Show all computation work and every step in the sequence so that the student you're taking notes for can practice similar problems. Copy at least one example of each type of problem the instructor demonstrates and show all work.
8. Keep personal biases out of notes.
9. **Using abbreviations** is a practical way to efficiently write more notes. When you use abbreviations, include a key after your first day of notes, and again thereafter for any newly abbreviated words.
10. Be aware of legibility. What may be readable to you in your own handwriting may not be to another student. For this reason, please review your notes before you scan them and make any edits necessary.