

Appendix E: Note Taking Assignment by B. Luby

Pedagogical Purpose: An assignment that builds community within the classroom while helping students to develop their active listening skills.

Student Value: The notetaking assignments helps students to manage the stress of the unknown (e.g., illness, emergency) that may negatively affect classroom attendance by creating a record of key teachings communicated during synchronous sessions. It also encourages students to reflect on and curate their notes. This process, a form of spaced repetition, is associated with improved recall (Ausubel & Youssef, 1965; Zikle & Ellis, 2010; Kang, 2016).

Sample Assignment Description: Over the course of the semester, you will be required to take notes once during a lecture with [Instructor or community partner]. Your submission is to be 2 to 3 pages long and can include bullet-point sentences. Your submission must adhere to the [principles of universal design for Word documents](#). [Indicate style] citations are also required.

Remember, as the notetaker, you have an opportunity to curate course content. For example, you may choose to present information thematically rather than chronologically. Your goal is to preserve key teachings (rather than all teachings) for the classroom community.

An edited version of your notes will be uploaded under "Content" on CourseLink to ensure that all members of the classroom community have access to study materials that have been reviewed and approved by the course instructor.

We will use this student-generated record to make sure that we are working collaboratively and supporting one another throughout the learning journey.

This activity gauges your active listening skills, your ability to assess and prioritize information, and builds community.

Your notes will be due on Friday at 4:30 p.m. on your assigned week. If you have any questions or concerns, please contact your instructor at [preferred contact].

Note for instructors:

This activity helps to ensure that vetted notes are available for all members of the classroom community. Adaptations may be required for students who use notetaking services. Adaptations that have worked in the past include:

- permission to record the lecture combined with an extended deadline; or,
- modified assignment that focuses on the assigned reading and emphasizes how the lecture intersects with the assigned text.

Sample rubric:

	A-Range	B-Range	C-Range	Needs Improvement
Content	Successfully identifies, prioritizes, and communicates essential teachings.	Successfully identifies and summarizes main issues. Struggles to prioritize key points.	Identifies key information but provides insufficient explanation.	Does not identify key information.
Organization	Clear sense of unity and order. Logical transitions.	Adequate sense of unity and order.	Lapses in unity and order, but the take-away message is identifiable.	Take-away message is not identifiable on first reading.
Clarity	Clear and nuanced speech.	Occasional wordiness, generally appropriate word choice.	Wordiness and/or inappropriate word choice. Clarification required to effectively transmit message.	Meaning requires clarification.
Citations	Citations are above reproach in their placement and organization.	Citations require small tweaks. Please review the guidelines posted on CourseLink.	Citations require focused revision. Please review the guidelines posted on CourseLink.	Citations are incomplete. Please visit during office hours or arrange an appointment if you require support interpreting the instructions posted on CourseLink.
Accessibility	Careful adherence to the principles of universal design for text documents.	Document requires small formatting amendments. Please review the guidelines posted on CourseLink.	Document requires focused revision to meet accessibility guidelines. Please review the guidelines posted on CourseLink.	Document does not yet pass an accessibility check. Please visit during office hours or arrange an appointment if you require support interpreting the instructions posted on CourseLink.