



Carleton
UNIVERSITY

Canada's Capital University

Paul Menton Centre for Students with Disabilities

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Paul Menton Centre for Students with Disabilities Volunteer Notetaker

Malik Ehsanullah volunteered as a Classroom Notetaker at the Paul Menton Centre for Students with Disabilities for the summer term 2013 in MATH 1104 (a) and TSES 2305 (a & v). This volunteer position ended with the conclusion of the academic term at Carleton University.

The Notetaking Service provides supplemental lecture notes for students with various disabilities. These include physical and learning disabilities, ADD (Attention Deficit Disorder), ADHD (Attention Deficit Hyperactivity Disorder) and visual impairments.

The successful candidate chosen to be a Classroom Notetaker is responsible for attending every lecture, taking detailed notes and providing the Notetaking Service with the notes within a 48-hour deadline. This is done either electronically through the web-based PMC Portal, or manually by making photocopies of the notes.

A Classroom Notetaker must possess excellent time management and organizational skills. The Notetaker must be self-motivated and reliable, in addition to maintaining a high level of professionalism by respecting and safeguarding the confidentiality of the student(s) for whom they are taking notes. Malik demonstrated these skills and qualities during the role as a Classroom Notetaker for MATH 1104 (a) and TSES 2305 (a & v).

Sincerely,

Larry McCloskey
Director of the Paul Menton Center

Bruce Hamm
Student Support Administrator