

SACR Scripted Notecards – Online Instruction

Example:

#1

1. Hi Dr. Plum, I'm Anne Teak from your Monday/Wednesday History 1100 class.
2. I wanted to talk to you about my accommodations from the Office of Accessibility Resources and Services (OARS).
3. I have difficulty getting all of the notes down during class, especially in an online format, which impacts my ability to study the material covered in class.

Example:

#2

4. In the past, instructors have allowed me to record class sessions which helps me fill in any missing notes.
5. Before the semester, I registered with the OARS in order to get accommodations in my classes.
6. If it's ok with you, I will let OARS know I will plan to record class sessions. Does that sound ok?

Example:

#3

8. I understand you have some concerns about this accommodation, may I ask what bothers you?
9. So, you are concerned that if I record class sessions, sound bites might get out and then be taken out of context?
10. From what we've discussed, I can tell that we both want me to do well in your class, but we are coming at it from different perspectives.
11. Maybe we can come up with some possible solutions that work for both of us.

Example:

#4

12. Recording class sessions is something that has been helpful in the past, I understand you aren't comfortable with me recording our classes. What if you record the sessions and share the file with me for a specific period of time so I can fill in my notes? Or, what if I record our classes and sign an agreement that says I will not share the recordings or use any part of them outside of class? At the end of the course, I will delete all class recordings.
13. So, you can either record our classes and share them with me or I can sign an agreement that says I will not share or use the recordings outside of class and that I will delete them at the end of the course. Which do you prefer?
14. Great, I will review the notes from your shared recordings.
15. Thank you so much for working with me; I appreciate your time and help with this. I am really looking forward to your class! Thanks again!