

1. Understand why you take notes. The answer will vary for each class. In some it will be primarily about content. In other classes, notes document your understanding about the development of ideas and arguments. In all cases, note-taking serves a pedagogical role beyond capturing content or argument development. It's an embodied practice that helps us remember content in the service of process or argument.
2. Develop a way of taking notes that works for you. Continue to fine-tune your approach. Whatever approach you take, notes should:
 - a. Be reviewable. You should be able to go back, understand the thread, fill in blanks, understand better than before. Requires a review stage.
 - b. Generate and document questions.
 - c. Allow integration of class notes and reading notes.
 - d. Allow integration of class and reading notes into written assignments. A particular important aspect of this point is that notes about readings and lectures should be clearly marked so that you don't try to pass other's words off as your own.
 - e. Make sense a few weeks and a few months down the line
 - f. Not be so onerous a task that they distract from understanding what's going on in a class or reading
3. Note-taking should be active, and driven by a purpose (understanding what the speaker or writer is getting at, generating questions)

NOTES AND ACADEMIC HONESTY

Whatever you do, make sure that your notes show what is quoted (use "big scare quotes" or **highlighting**), what is paraphrased, and what is in your own words. Never take notes directly into a computer document that will become a paper or assignment. If in doubt about whether a passage is paraphrased, paraphrase it again even if this means you have to ask for an extension. **Do not** turn in a paper when you are unsure of where its components come from.

NOTE-TAKING RESOURCES

5 tips for note takers: <http://jerz.setonhill.edu/writing/academic/notes-tips.htm>

Note-taking techniques: <http://sas.calpoly.edu/asc/ssl/notetaking.systems.html>

Taking better lecture notes: <http://www.homeworkandstudyskills.com/takingnotes.html>

Posts on note-taking from Study Hacks: <http://calnewport.com/blog/category/tips-notetaking/>

Why most students don't understand the real goal of note-taking:

<http://calnewport.com/blog/2007/08/09/why-most-students-dont-understand-the-real-goal-of-note-taking/>

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