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## Instruction Session Planning Guide

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## **Instruction Session Planning Guide for Archival Literacy Module**

*Must begin planning at least 2 months in advance*

- Logistics
  - o Class size
  - o When (dates and times)
  - o Where (room availability and booking)
  - o Archivist and instructor availability. Instructor must be present for class sessions.
  - o Will the class have scheduled research days in the reading room or only class research time in the classroom? Will students make individual research appointments after the class?
  - o Has the instructor been trained to teach the week one introduction sessions?
  - o Has the instructor visited the Archives before? If no, we highly recommend they do to become familiar with the process.
- Learning outcomes
  - o Introduction to archives, collections, research
  - o Successful searching and use of materials, including database searching and archives visits
  - o Proper handling of archival materials
  - o Evaluation and ethical use of archival collections in academic writing
  - o Specific topics related to the class or assignment
- Assignments
  - o Assignment documents
  - o Handouts
  - o In-class activities
  - o Making research appointments and attending research days