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
  - Class size
  - When (dates and times)
  - Where (room availability and booking)
  - Archivist and instructor availability. Instructor must be present for class sessions.
  - 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?
  - Has the instructor been trained to teach the week one introduction sessions?
  - Has the instructor visited the Archives before? If no, we highly recommend they do to become familiar with the process.

- Learning outcomes
  - Introduction to archives, collections, research
  - Successful searching and use of materials, including database searching and archives visits
  - Proper handling of archival materials
  - Evaluation and ethical use of archival collections in academic writing
  - Specific topics related to the class or assignment

- Assignments
  - Assignment documents
  - Handouts
  - In-class activities
  - Making research appointments and attending research days