Lesson Plan Template

Session Title:
Instructor(s): Subject Librarians, Data Librarians
Date: Session Length: 2 hours (4x30 min modules)
Audience: Incoming graduate students   Format: In-Person
Course (if applicable):   Program (if applicable):

Learning outcomes	Prior knowledge needed
- Understand patterns for file-naming in order to create a logical personal system - Understand the logic of file organization in order to effectively structure their file-system - Understand the pros/cons of various storage practices in order to improve integrity of data storage system - Understand the proper role and application of encryption in order to improve data security	Basic familiarity with personal computing

Instructional Content

Information/ Key Points	Sort order Avoiding problematic characters Renaming approaches/tools Grouping folders by concept Creating unique IDs and codes
Student resources	PhD Comics
Activities	File renaming exercise
Assessment	Peer evaluation
Technology	Presentation equipment/software Paper & Pen

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Instructor Reflection

What went well?
- Brainstorming learning outcomes and key points

What didn't go so well?
- *Lack of time to design/prepare*
- *Incentivizing*
- *Mismatch between technology & instruction methods*

How to improve next time?
- *Narrow/refine learning outcomes*
- *Make connections to graduate student methods/impacts*