

## Lesson Plan Template

Session Title: Nobody Ever Taught Me This: Organizing Your Data to Find It In the Future

Instructor(s): Erin Carrillo, Mary Murphy, Margaret Henderson, Megan O'Donnell, Kristin Partlo

Date: Fall term, early

Session Length: 90 min.

Audience: Grad students

Format: Drop-in Workshop, first in series of 4

Course (if applicable):

Program (if applicable):

Learning outcomes	Prior knowledge needed
<p>Students will complete a card-sort schema-creation exercise in order to learn how to organize, name, and track data and manage versions.</p> <p>[Will be a four part series. This is the first. Follow-up workshop: Students will write sample readme files in order to learn basic concepts and concrete practices in data documentation.]</p>	<p>Basic computing skills, an idea of what your research area is. Otherwise no prior knowledge necessary.</p>

### Instructional Content

Information/ Key Points	<p>Data organization is important. You need to be able to find your data, so you need to organize it. You need to start early and be consistent.</p>
Student resources	<p>Handout on best practice for file organization and versioning (see the DataOne example, MIT web site). A cheat sheet: remember to...</p> <p>LibGuide with resources, pointing out to existing self-education as well as locally produced learning objects.</p>
Activities	<ol style="list-style-type: none"> <li>1. Some kind of fail exercise (other people's data)</li> <li>2. Group card-sort exercise OR group clean-up an existing dataset; either way, they're working on the same scenario</li> <li>3. Individually create own file schema (with back-up canned option for people without own data)</li> </ol>
Assessment	<p>End of class assessment: How did you feel about the workshop? What's something new you learned? What's something you wanted to learn but didn't? What do you still wish you knew more about? Email results to instructor and student.</p>

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	Instructor self-assessment at end of series. How did it go? What would I change next time? What needs were not met with the goals and objectives?
Technology	Lab with spaces for small group and individual work. Office supplies (post-its and pens) if we use the card-sort option; prepared sample files if we use the interactive files version.

### Instructor Reflection

*What went well?*

*What didn't go so well?*

*How to improve next time?*