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 |

**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*