

**Archived Data for Planning, Operations, and Safety
Instructor-led On-line Course Syllabus
October – December, 2019**

Course Material Review

Friday, October 18 – Thursday, October 31, 2019

Students are recommended to review Lessons 1-3 of the course material in Moodle.

- Lesson 1: Importance of Archives
- Lesson 2. Making the MOST of your Archive
- Lesson 3. Archives in Practice

Friday, November 1 – Thursday, November 14, 2019

Students are recommended to review Lesson 4-5 of the course material in Moodle.

- Lesson 4. Institutional Barriers
- Lesson 5. Implementation

Conference Calls

Thursday, October 24, 2019, 1:00 – 1:30 PM (ET)

The instructor will introduce the course and let students know what will be expected from them. Students will be able to ask questions about upcoming course workshops and any course material that has been reviewed to date. Dial-in information will be posted in Moodle.

Tuesday, November 12, 2019, 1:00 – 2:00 PM (ET)

If students have any questions about the course material reviewed to date or the two course workshops, they should submit them to the instructor via e-mail by 9:00 AM (ET) on this date. The instructor will answer them during the conference call and will also discuss Workshop #1. Dial-in information will be posted in Moodle.

Thursday, December 5, 2019, 1:00 – 2:00 PM (ET)

If students have any questions about the course material reviewed to date or the two course workshops, they should submit them to the instructor via e-mail by 9:00 AM (ET) on this date. The instructor will answer them during the conference call and will also discuss Workshop #2. Dial-in information will be posted in Moodle.

Course Workshops

Workshop #1:

Saturday, November 2, 2019 - Students are to post their answer to this workshop in the “Forums” section in Moodle by 11:55 PM (ET) on this date.

Tuesday, November 5, 2019 - Students should review other student submittals and provide comments to at least three of them by 11:55 PM (ET) on this date.

Grading - Students will receive a grade for this workshop only if they post their answers to the “Forums” section in Moodle and respond to at least three other student submittals by the above dates.

Answers to Workshop #1 will be available in Moodle on Tuesday, November 12, 2019.

Workshop #2:

Saturday, November 16, 2019 - Students are to post their answer to this workshop in the “Forums” section in Moodle by 11:55 PM (ET) on this date.

Thursday, November 21, 2019 - Students should review other student submittals and provide comments to at least three of them by 11:55 PM (ET) on this date.

Grading - Students will receive a grade for this workshop only if they post their answer to the “Forums” section in Moodle and respond to at least three other student submittals by the above dates.

Answers to Workshop #2 will be available in Moodle on Thursday, December 5, 2019.

Final Exam

Thursday, December 5 – Monday, December 9, 2019

The final exam will be available through Moodle beginning at 2:00 PM (ET) on Thursday, December 5 through 11:55 PM (ET), Monday, December 9, 2019. Students will complete the final exam on-line through Moodle. In order to receive their Continuing Education Units (CEUs), students will also be required to complete the course evaluation also on-line through Moodle.

Course Grades

Grades for the course will be determined by student participation in the following items and will be weighted as shown below. Students need to receive a 70% or better to pass the course and receive Continuing Education Units (CEUs).

Final Exam	65%
Course Workshop #1	15%
Course Workshop #2	15%
Completed Survey	5%
	100%

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