

# Request for Instruction Session - University Archives

## Before requesting a session, please keep a few things in mind:

- We can provide presentations at the University Archives (in Conrad Hall) to small classes about using archives and doing research with primary materials.
- We can provide in-class presentations to large classes about using archives and researching with primary materials.
- Allow two weeks' notice before your first preferred date. We need time to adequately prepare for your students.
- Supply three possible dates. We'll do our best to schedule the session for your first preference, but this isn't always possible.
- Plan to allow one full class time (minimum 30 - 50 minutes) for a University Archives Instruction Session. This allows your students to fully engage with new concepts.
- Instructor is required to attend the instruction session.

Please complete and save this form as a PDF. Send this completed request form along with your syllabus and research assignment, if applicable, to [archives@msu.edu](mailto:archives@msu.edu).



## CONTACT INFORMATION:

name:

department:

e-mail:

phone number:



## COURSE INFORMATION:

description or  
title:

course and  
section No.:

number of  
students:



## INSTRUCTION SESSION INFORMATION

description:

### First Choice

date 1

begin:

end:

### Second Choice

date 2:

begin:

end:

### Third Choice

date 3:

begin:

end:



special needs:

subject area:

additional  
information

**SUBMITTING THIS FORM:** Please note that your session is not actually approved and scheduled until an archivist from University Archives contacts you to confirm one of the dates you requested.