

Institutional Records Keeping Course Schedule*

Arrival Day	Monday		
	Noon	Room registration	
	4-6	School Registration	
	4-5:30	Computer and ARKS4 orientation	
<i>Dinner</i>	7:00-7:30	AZA Kick off Ceremonies	
	7:45-8:45	IRK Kickoff: Instructor Introductions	IRK Team
	9-10	Icebreaker and Social	
Class day 1	Tuesday		
	8:00-8:15	Course introduction	K. Schwartz
	8:15-8:45	101 Introduction: Records and Data	K. Schwartz
	8:45-9:15	102 ISIS – Getting Started	ISIS
	9:15-10:00	103 Notes, Intro to Specimen and Taxon Reports	A. Miller
<i>Break</i>	10:15-12:00	104 Accessions – Births; Dispositions - Deaths	G. Favata
<i>Lunch</i>	1:00 – 2:00	Exercise working session	IRK Team
	2:00-3:30	105 Transactions	A. Miller
<i>Break</i>	3:45 - 5:00	Exercise working session	IRK team
<i>Dinner</i>	7-9	Evening Project Hours	
Class day 2	Wednesday		
	8:00-8:15	Project review	IRK Team
	8:15-9:00	106 Entering taxonomy, hybrids	G. Favata
	9:00-10:00	107 Estimating Dates	A. Miller
<i>Break</i>	10:15-11:00	Exercise working session	IRK Team
<i>Lunch</i>	11:00-12:00	108 Communication	K. Schwartz
	1:00-2:00	109 Groups	G. Favata
	2:00-3:00	Exercise working session	IRK Team
<i>Break</i>	3:15-4:30	110 ARKS Identifiers, Measurements	L. McDuffie
<i>Dinner</i>	7-9	Evening Project Hours	
Class day 3	Thursday		
	8-8:15	Project Review	IRK Team
	8:15-9:30	111 Data Quality Overview	K. Schwartz
<i>Break</i>	9:45-11:00	112 ISIS Quality Control Tools, Website, Related Software	ISIS
	11:00-12:00	113 Genetics and Demography	TBA
<i>Lunch</i>	1:00-2:00	Exercise working session	IRK Team
	2:00-3:15	114 Enclosures	A. Miller
<i>Break</i>	3:30-4:30	115 Systematics and Taxonomy	K. Willis
	4:30-5:00	116 Web Links	K. Schwartz
<i>Dinner</i>	7-9	Night Off option	
Class day 4	Friday		
	8:00-8:15	Project Review	
	8:15-9:30	117 Permits: Regulations/Procedures	L. McDuffie
<i>Break</i>	9:45-11:00	118 Historical Records	A. Miller
	11:00-12:00	Exercise working sessions	IRK Team
<i>Lunch</i>	1:00-2:00	119 Studbooks and Conservation Management Programs-SSP's and PMP's	K.Schwartz
	2:00-3:00	120 ARKS4 Reports	A. Miller
<i>Break</i>	3:15-5:00	Exercise working session	IRK Team
<i>Dinner</i>	7-9	Evening Project Hours	

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Class day 5	Saturday		
	8:00-9:15	121 Records Management/Accessibility	G. Favata
	9:15-9:45	Transaction Interactive	A. Miller
<i>Break</i>	10:00-12:00	Report Interactive	IRK Team
<i>Lunch</i>	1:00 – 2:00	ISIS Q and A	ISIS
	2:00 – 2:30	Course Summary, Evaluation and Wrap-up	K. Schwartz
	3:00 – 4:00	Final Exam	IRK Team