Monday: Context of Social Science Data Services

- What are Social Science Data Services
- Matrix of Data Services & Data Services Scan (includes exercise)
- Data & the Research Lifecycle (includes exercise)
- Data Curation & Preservation
- Course Project

Tuesday: Collection Services & User Services

- Collection Development Policy (includes brainstorming)
- Clarifying Data Requests (includes exercise)
- What Data to Collect
- Delivery Options
- Public Awareness
- Licensing Data
- Educating & Working with your Colleagues (includes brainstorming)
- What is Your Mission/Role?
- What is Data? (includes exercise)

Wednesday: User Services (continued)

- The "Research Process"
- Understanding Data, their Structure and Components
- The Importance of Codebooks and Documentation
- The Data Reference Interview (includes exercise)
- Data Resources (includes exercise)
- Commercial Products
- Tracing Data Sources through the Literature (includes exercise)

Thursday: Access Services (beyond finding data)

- So you found some data for someone. Now what?
- Metadata - Why it is Important (includes brainstorming)
- Getting Data Ready for Analysis (includes exercise)
- Web-based Data Sources (includes exercise)
- Software (Analytical) Resources and Services
Friday: Professional Development & Project Presentations

- ICPSR Utilization Reports
- Promoting Data Services
- Professional Development
- Sharing Your Capstone Projects (exercise)

Instructors:

- Bobray Bordelon, Princeton University
- Jane Fry, Carleton University
- Ron Nakao, Stanford University