

Saskatchewan Researcher Certificate Course

Date: Part 1: Saturday, September 10, 2011
Part 2: February 5, 2012

Location: Regina, TBA

Prerequisite:

- Must hold a Saskatchewan Record Searcher Certificate

Objectives:

- To review the methods of research and basic sources for genealogical research in Saskatchewan
- To learn what other sources are available, how to use them, where they are found and what costs may be involved to access them. You will learn about these sources by researching them and then reporting and analyzing their potential as a record source for your future business.
- Learn how to abstract and transcribe records
- Practice analyzing research questions and documents then drafting research plans
- Practice how to write a research report that indicates procedures used, records searched, results found with recommendations for future research either by the client or yourself
- Provide a cost analysis for each segment of the research
- Develop a Code of Ethics that will show the researcher's responsibility to the client, the genealogical community and to the government with regard to license and tax requirements.

Curriculum:

1. Classroom session to review research documents, set goals and discuss Code of Ethics.
2. A series of assignments which enable the researcher to learn about Saskatchewan record sources. Each of these sources is then used as a basis for a written report that includes quoting sources, analyzing and making recommendations. A cost projection is to be part of each report.
3. Discussion of progress and looking at business practices will be done via e-mail.
4. Completion of the final assignments.
5. Twenty hours of volunteer time helping members with basic research problems and/or data entry depending on SGS projects at the time.

Assignments are to be completed by March 15, 2012.

Examination:

The final examination will have four parts:

1. Part One will be to write a major article about one of the record sources. This article will be published in the Bulletin. Each participant will write on a different topic.
2. Part Two will be to extend either your own research or one you have done using the resources you have learned about in this course.
3. Part Three will be to plan, outline and provide a cost analysis for a research problem. We will supply the material and you will be expected to present a research plan and analysis.
4. Part Four will be an ethics problem.

- There is a \$25.00 fee for the exam which is a separate fee that is paid when the exam is completed. *Exam is to be completed by April 15, 2012.*

Course Fee:

- \$225.00 - includes the classroom sessions and assignments (receive certification)
- \$150.00 - AUDIT - includes the classroom sessions only (no assignment, exam or certificate)

Text:

- Tracing Your Saskatchewan Ancestors: A Guide to the Records and How to Use Them, 2nd edition ...\$23.40
- Evidence! Citation & Analysis for the Family Historian ...\$27.00
- Wilkinson, Dr. Margaret A. *Genealogy and the Law in Canada* Toronto 2010...\$18.00
- Merriman, Brenda D. *Genealogical Standards of Evidence*. Toronto. 2010 – may be purchased from Chapters or Dundurn Press www.dundurn.com

Certification Criteria:

- Must have successfully completed all assignments
- Must have completed all parts of the exam
- Must be a member in good standing of the Saskatchewan Genealogical Society
- Must sign SGS Code of Conduct, Code of Ethics and Letter of Agreement

There is an expectation that anyone who wishes to be an SGS Certified Saskatchewan Researcher will continue to further their knowledge in the field of genealogy by reading current periodicals, continuing to do research, attending lectures and seminars and actively supporting the SGS.