



Family History Research: An Introduction

Final Project Information

Introduction

Your final assessment will be a research report, which gives full details of your historical researches (i.e. where and how you found the information) and the results. It should contain referencing and illustrations where appropriate. The report needs to be 2500 words, plus or minus 10%, excluding references, illustrative material and documents. As students will encounter different problems and their family histories will take varying times to produce, the assessment will be based upon the validity of the research methods used, not on the completeness of the data found.

Students can choose to base their report on research done on their own family history or to research the family of Peter HEPBURN.

Some ideas for research done on your family

You could choose to trace 3 generations on your lineage, discovering births, deaths, marriages, placing the generations in the census records and adding any possible information about the places they lived and their employment.

Another idea would be to write a biography of one person on your family tree, giving as much detail about them as possible.

Or choose something else that intrigues you! Please feel free to run any ideas by your tutor.

Due Date and Details

It will be due at the 7th class (i.e. **3rd March**) and will be returned in the 8th class on 17th March. Please submit one hard copy of the project, i.e. a printed copy. You will receive either a satisfactory or an unsatisfactory mark along with feedback on your assessment.

To achieve a satisfactory standard, you must:

1. Give full details of the research you have undertaken, quoting the sources used. In other words, tell me what you found and where you found it.
2. Explain why a particular source was used and what the results were. This can be done as each source is mentioned for the first time or as a stand alone section of the report. If you didn't find information in a particular source, you could describe what search terms you used and possibly explain why nothing was found in that source.
3. Include within the report a family tree or chart (such as a family group sheet) of a genealogically recognised format. Trees and charts such as those shown in class qualify.

4. Provide details of how the information found is to be stored, either in paper form or on computer or a mixture of both. Just briefly describe if there are any preservation issues, etc.
5. Include an example or brief description of how part of the family history researched could be presented for a wider audience. For example, you could write up the research for a family history society newsletter or for a clan society group, for your family, etc.

In addition, the assignment **must**:

6. Be word processed (or typed), clearly presented, make correct use of grammar and shall be in the range of 2,000-2,500 words(+/- 10% on either side), excluding illustrative material, documents and referencing.

Family Tree and/or charts

Include a 3 generation pedigree or descendant chart or family group sheets for the family or person you are researching. Ideally include birth, marriage and death information where known. If you are researching an individual, the 3 generations on the pedigree or descendant chart can be up or down the generational line, whichever makes more sense for your project.

Final Assessment Layout Style

Please use Arial or Times New Roman font, 11 point size and 1.5 line spacing. If you can, add a footer that has your name, class day and time and page number – see this paper for example.

Your name (e.g. Russell, Judith), Class day and time (Thursday 13.30-16.00, etc.)

If you are stuck for research ideas, try researching the family of Peter HEPBURN:

Peter HEPBURN, b. 1847 in Knockando, Moray, lived most of his life in the Hillhead area of Glasgow. He was an owner of an upholstery business and had many children. One of his children, born in Glasgow, became a very wealthy businessman dealing in the whisky trade.

The report should give full details on where and how you found the information required to complete Peter HEPBURN's pedigree chart and the family group sheet for him and his wife and their children. I'd also like you to find out about his son who was in the whisky trade, who he married and what the name of his business was.

The report will need to include a pedigree chart (showing 3 generations – that's back to Peter HEPBURN's grandparents) and a family group sheet for Peter HEPBURN.

Learning Log

You must also submit the Learning Log to gain credit. This is not assessed for content as such but just to make sure it has been filled in and shows a level of reflection. This should be submitted in the 6th class (i.e. 25th Feb) and will be returned in the 7th class (3rd March).

Attendance

In addition to the Project and Learning Log, the award of credit requires 70% attendance. If you have to miss a class for good reason, please let us know.