

# Religion 261 Family History (Genealogy) Syllabus – Fall 2013

Instructor:	Kimball D. Boone - Joseph F. Smith Library / Department of Religious Education
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Office hours:	Wednesday & Friday, 7:30 - 9:30 am & 2:00 - 3:00 pm; also by appointment.
Class Info:	Tuesdays, 7-9 a.m. in General Classroom Building room 140
Text & materials:	<ul style="list-style-type: none"><li>▪ Introduction to Family History / Student Manual / Religion 261 (Access online at <a href="http://www.lds.org/manual/introduction-to-family-history-student-manual">http://www.lds.org/manual/introduction-to-family-history-student-manual</a>)</li><li>▪ USB flash drive and additional storage source for a BACK-UP COPY of your data. <a href="#">Bring flash drive and family information to each class period.</a></li><li>▪ Three-ring binder and 25+ plastic page protectors for the major project. Obtain by Week 6 of class (recycled material in good condition is acceptable).</li><li>▪ <a href="#">Contacting Family Frequently May Be The Greatest Expense For This Class.</a> Arrange for additional minutes on your phone and/or obtain phone cards to internationally contact relatives about family data. Postage may be another cost.</li></ul>

## I. Course Description

An introductory course, Religion 261 covers basic concepts: doctrinal background; practical computer procedures; record sources; research strategies; preparation of standard family history forms; and compiling a personal history (The personal history portfolio includes three sections - writing one's life story to the present time, completing one's four-generation pedigree chart with seven family group records, and adding materials such as photos, certificates, letters, priesthood line of authority, etc.).

## II. Course Outcomes

The nine listed outcomes or objectives of Religion 261 focus on these five family history experiences: **SEARCHING\***, **RESEARCHING\***, **PRESERVING\***, **SERVING\***, and **SHARING\***; students should be able to:

1. \* Demonstrate understanding of our responsibility and our Church leaders' invitations regarding family history by:
  - a. knowing the 5 "Where Do I Start?" steps and identifying basic data needed in family history;
  - b. contacting living family members to obtain data about one's recent four generations.
2. \* Demonstrate mastery of inputting family information into Personal Ancestral File (PAF) and *familysearch.org* by
  - a. printing various PAF reports, including seven family group records and a 4-generation pedigree chart.
  - b. scanning photos and documents.
  - c. creating & importing GEDCOM files into *familysearch.org* or other sites, as needed.
3. \*\* Demonstrate proficiency using the *FamilySearch* website services to identify family and to conduct research, including Family Tree, the wiki, and other helps created by the Church.
4. \* Identify specific genealogy tools, records, internet websites, and other sources that are available in researching geographic areas of interest and names by using these sources during class lab times, at the Family History Center (FHC), and in individual practice sessions on a computer (research tools include LDS and non-LDS databases, naming conventions and patterns, census records, vital/civil records, property and probate records, immigration records, etc.).
5. \* Contribute to *FamilySearch Indexing* to be acquainted with its process and to appreciate the efforts of others in preparing records for searching.
6. \* Use the resources of the Laie Family History Center by completing a guide sheet and learning about its resources and visiting there to check for family history work that has already been done.
7. \*\*\* Create, organize, and preserve family history information by writing personal life story and assembling PAF reports, photographs, certificates, letters, etc., by families and discussing strategies for journal keeping/blogging, and long-term preservation of records, digitally/electronically and otherwise.
8. \* Be able to identify the information needed to submit names to the temple and use *familysearch.org* to prepare a family ordinance request with family names to take to the temple.
9. \* Obtain and share the above skills which may be valuable to others in your family, ward, or in the community. The skills acquired in this class qualify you to assist them in doing family history and genealogical work, thus *affecting others and their families forever for good!*



### III. Course Expectations

1. **Attendance:** Department policy states that attendance is mandatory – it is required to pass. In this class which meets only once a week, one absence per semester is allowed. Each additional absence reduces the final grade 5% (20 points), unless it is for a pre-arranged university activity and you inform me prior to it.

- The first week of class also counts in the attendance policy.
- Roll is taken at 7 a.m. When class discussion ends, students stay for lab time until 9 a.m.
- Please note that medical appointments, trips to the airport/town, job interviews, etc. should be scheduled other than Tuesday evenings (If you take an afternoon nap, set your alarm or have someone wake you).
- Because this once-a-week class meets for 120 minutes, please note that *missing one day is like missing one week of class or 2 days in most other religion courses*. Information for assignments and quizzes come from being present for instruction and lab time practice.
- If you stop coming to class during the semester without officially dropping it, an F may be the final grade.

2. **Quizzes:** In-class quizzes must be taken on date for credit. Testing Center quizzes are available Tuesday through Friday of assigned week (See me to schedule a time to make up a Testing Center quiz).

3. **Schoolwork:** All assignments must be turned in on the due date by 9 a.m. for full credit. Quizzes must also be taken during assigned window. If any assignment is late, than its possible point total is reduced to half. Print assignments before 7 a.m. - they are not to be completed during class instruction. Please include your name and date on each assignment and clip together multiple pages.

4. **MAJOR PROJECT: Personal History Portfolio:**

- *Definition of Personal History to be submitted for this class: an up-to-date record of your life - your "small plates"- that includes significant experiences that others (siblings, children, grandchildren) may learn from and be inspired by in reading. It should be written keeping in mind that you are attending a Church-sponsored university where high standards of behavior/language are upheld. It may be written informally, yet it should avoid offensive or otherwise inappropriate material. These ten pages of text represent the highlights of your life that your descendants can benefit from. Look for and share how the hand of the Lord has been in your life. A student may employ the wonders of technology at a later time to edit/create a less formal version of a personal history if this course expectation seems too rigid.*
- *The text parts:* for 5 consecutive weeks write and hand in at class a different hard-copy (not by e-mail or Canvas) containing 1250+ words each. Students whose first language is other than English may write it in that language. Suggested topics for each of the five different weekly parts will be given in class. **Due: weeks 3, 4, 5, 6, and 7.**

**CAUTION:** If the first two parts are not handed in on time (weeks 3 & 4), a student is counseled to drop the class. *P a c i n g* is the key to success on this major project; the deadlines are a help for most students. You can keep an electronic copy of your weekly part by e-mailing it to yourself or someone else (they can help review). If anything happens to your USB, then you will always have a copy of these in your e-mail.

- Genealogical data (names, dates & places of births, marriages, deaths, including ordinances) you gather and input for an updated 4-generation Pedigree Chart and Family Group Records (FGR) for yourself, siblings, parents, grandparents, great-grandparents and all of their children will be printed from PAF or equivalent software program.
- Portfolio will include 1) the final copy of personal history text (a revised, edited, consolidated, and up-to-date version of the five consecutive weekly parts); 2) the updated PAF reports (pedigree chart and index if more than 4 generations, 7-8 family group records), and 3) photos of your life up to now, certificates, 3 letters about your childhood (before you had much memory of your life) written by family members or close friends, significant memorabilia, etc. A rubric with additional guidelines and requirements will be given the first half of the semester. The contents are neatly assembled and placed in plastic page protectors and binder. **Due: Week 11**

*Handing in the Personal History Portfolio is REQUIRED to receive a passing grade for the class.*

5. **Family Ordinance Request** - Create a request for your own deceased family to receive temple ordinances, a culmination of all the work you have done to enter the data into [familysearch.org](http://familysearch.org). An alternate assignment will be completed by those who are friends of other faiths. Due: Week 13

6. **Final** - An assignment to report on how you achieved your family history goals will be given to you prior to the last week of class. Responses to additional questions will also be prepared for this final assignment. *The class will meet to hand in the final and share responses on the scheduled day and time.*

### IV. Miscellaneous Items

**Class announcements** will be made via Canvas (online learning management system) or via instructor's e-mail.

**Recording** audio or video of class or portions thereof is prohibited.

**Please be sensitive** regarding disabilities, discrimination, and the university honor code.

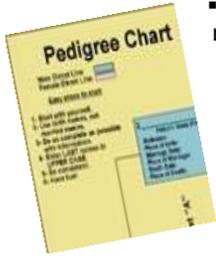
**Helpful Materials** that former students thought may assist in your work:

*Become comfortable scanning photos and documents (available in the JFS Library).*

Call/send for these during the **first week** of class!

- Phone numbers for contacting grandparents (Grandmothers seem to be the *most* help to class members!)

- Addresses and phone numbers of family members, especially the ones with genealogy information
- Photos (copies preferred) to include in your personal history, from babyhood to present, as well as of family members, extended family, and/or family events
- Copies of records of ancestors, either printed or on disk
  - Obtain a Priesthood Line of Authority by contacting the following: Church information number: 1-800-453-3860, extension 23690; or 1-801-240-3500. Full name and birth date are needed. A copy of one's Priesthood Ordination Certificate is best.
  - Certificates of birth, blessing, baptism, ordination, marriage, graduation/diplomas, etc. (copies preferred - not originals)
    - As you ask for family data, **siblings' ordinance dates are sometimes the most challenging to gather!**
      - **Membership Record Number** on your temple recommend or Individual Ordinance Summary (IOS) which can be requested from your current ward clerk.
- Copies of Patriarchal Blessings – one's own and deceased ancestors' blessings can be obtained through the Church History Library website - <http://lds.org/churchhistory/archives/pbinfo>



More former students' tips for success:

**PRAY, BE PATIENT, PERSEVERE.**  
*Talk often with your family!*  
*Start with yourself; move backwards logically*  
*Listen to the spirit*  
*Check online to see what has been done*  
*Check many types of records*  
**NEVER GIVE UP.**

**Still More Student Comments about Religion 261:**

*"I took this class to find my ancestors, but I found out about myself instead."* -student

*"This class takes a LOT of time, but it is worth it. I just had to keep up each week with what was due."* -honors graduate

*"I was amazed what happened with my other classes when I did family history first instead of leaving it until the last minute. The Lord has really blessed me this semester!"* -graduate

*"Taking this class has affected my family for eternity."*  
 -graduate

**Department of Religious Education Expected Learning Outcomes**

*Conceptual Learning Outcome* - Students will learn the ancient and modern settings of the scriptures and they will be able to analyze and interpret LDS scripture, doctrine and history.

*Application Learning Outcome* - Students will be able to use the factual and conceptual understanding of LDS scripture, doctrine and history to conduct themselves in a manner that would enable them to enjoy and claim the blessings and happiness promised in those scriptures, and become a blessing to those with whom they come in contact throughout the world.

*Spiritual Learning Outcome* - Students will have developed a deeper testimony of LDS scripture, doctrine and history, and have a greater desire to seek the Holy Ghost as an aid in studying, pondering, and living the doctrine of the Church.

**Laie Hawaii Family History Center**, 808-293-2133, opposite the Temple Visitors' Center, *closed most holidays*

Weekday	Morning/Afternoon	Evening
Sunday	2:30 – 5:30 p.m.	Closed
Monday	Closed	Closed
Tuesday	10 – 4 p.m.	6 – 8 p.m.
Wednesday	12:30 – 4 p.m.	6 – 8 p.m.
Thursday	10 – 4 p.m.	6 – 8 p.m.
Friday	12:30 – 4 p.m.	Closed
Saturday	Closed	Closed

Six other family history centers are located on Oahu. Each center contains its own set of unique Hawaiian records as well as computers and the Church databases/software.



"I testify that when we do all we can to accomplish the work that is before us, the Lord will make available to us the sacred key needed to unlock the treasure which we so much seek."

President Thomas S. Monson, "The Key of Faith," *Ensign*, Feb 1994, 2



"One of the most thrilling results of being involved in family research and genealogical research is becoming intimately acquainted with our ancestors— their challenges and achievements—and then showing our gratitude by performing for them the ordinances that will allow them to obtain the greatest of all gifts: the gift of eternal life."

Elder David B. Haight, *Ensign*, May 1991, 77



"All of our vast family history endeavor is directed to temple work. There is no other purpose for it. The temple ordinances become the crowning blessings the Church has to offer."

President Gordon B. Hinckley, *Ensign*, May 1998, 88



"We want the Latter-day Saints from this time to trace their genealogies as far as they can, and to be sealed to their fathers and mothers. Have children sealed to their parents, and run this chain through as far as you can get it.... This is the will of the Lord to his people, and I think when you come to reflect upon it you will find it to be true."

Wilfred Woodruff, *Millennial Star*, 28 May 1894, 339



"Perhaps you have been prompted to look for ancestors but feel that you are not a genealogist. Can you see that you don't have to be anymore? It all begins with love and a sincere desire to help those who can't help themselves.... This is a spiritual work, a monumental effort of cooperation on both sides of the veil where help is given in both directions. It begins with love. Anywhere you are in the world, with prayer, faith, determination, diligence, and some sacrifice, you can make a powerful contribution. Begin now. I promise you that the Lord will help you find a way. And it will make you feel wonderful."

Elder Richard G. Scott, *Ensign*, Nov. 1990, 7

The Prophet Joseph Smith declared, "After all that has been said, [our] greatest and most important duty is to preach the Gospel" (*History of the Church*, 2:478; from a discourse given by Joseph Smith on Apr. 6, 1837, in Kirtland, Ohio; reported by *Messenger and Advocate*, Apr. 1837, p. 487).

The Prophet Joseph Smith declared: "The greatest responsibility in this world that God has laid upon us is to seek after our dead. The apostle says, 'They without us cannot be made perfect'; for it is necessary that the sealing power should be in our hands to seal our children and our dead for the fullness of the dispensation of times—a dispensation to meet the promises made by Jesus Christ before the foundation of the world for the salvation of man" (*History of the Church*, 6:313).

## V. Course Calendar

Week	Due	Points	Outline
1 (10 Sep)	Student info sheet  Conference at Brother Boone's office - bring Week One <b>Checklist</b> items & keep appointment: date _____ time _____  Quiz 1 by Friday (recording names, dates, places / steps in "How do I start?")	20	<b>OUTCOME 1</b> Course and syllabus preview -What the prophets teach -How do I start? –steps to the work -How to record names, dates, places on pedigree and FGR -The role of Elijah <i>Lab time - Complete student info sheet; begin drafting family data for pedigree and FGR A</i>

2 (17 Sep)	<p><i>"Week One Checklist" items</i></p> <p>Conference at Brother Boone's office - bring Week One <b>Checklist</b> items &amp; keep appointment: date _____ time _____</p> <p><b>Quiz 2 by Friday (PAF Features)</b></p>	25  10	<p><b>OUTCOME 2, 7</b> Q#1 answers Intro to writing a personal history—5 weeks of topics guide PAF features and practice inputting names <b>Sign up for individual conference</b> <i>Lab time – Begin Part #1 PH and PAF inputting of data</i></p>
3 (24 Sep)	<p>FGR A: 1 PAF-printed FGR with yourself and siblings as children</p> <p>Part #1 PH</p> <p><b>Quiz 3 by Friday (Family History Library Catalog &amp; familysearch.org orientation)</b></p>	20  10  10	<p><b>OUTCOME 3</b> Q#2 answers -Organization system for your FH materials -In-class practice using the Church's website, familysearch.org <i>Lab time - Continue part # 2 PH and continue inputting of data into PAF; contact 3 people to tell about your early childhood to add to Personal History Portfolio (PHP)</i></p>
4 (1 Oct)	<p><b>Treasure Hunt sheet</b></p> <p>Part #2 PH</p>	20  10	<p><b>OUTCOME 7</b> <b>–Treasure Hunt at the Family History Center</b> -allow <b>90 minutes between 7-10 a.m.(arrive no later than 8:30 a.m. for 90-minute experience). Complete guide sheet and use remaining time to search, update PAF, PH, etc.</b></p>
5 (8 Oct)	<p>FGR B: 2 FGR – 1 with <b>father</b> and his siblings as children and 1 with <b>mother</b> and her siblings as children</p> <p><b>Part #3 PH</b></p> <p><b>Quiz 4 (in-class, records search)</b></p>	10  10  5	<p><b>OUTCOME 4, 5</b> Q#3 answers -Family History Centers -PH hints, reminders -Familysearch.org, continued with practice in class <i>Lab time - part #4 PH and PAF for father's parents and siblings</i></p>
6 (15 Oct)	<p>FGR C: 2 FGR – 1 for both paternal grandparents and their siblings as children</p> <p>Part #4 PH</p> <p><b>Quiz 5 by Friday (GEDCOM files in PAF)</b></p>	5  10  5	<p><b>OUTCOMES 2, 3, 5, 6, 7, 8</b> -PH pointers &amp; checklist -Strategies for beginning research -Naming customs -GEDCOM files <i>Lab time - data collecting for mother's side; Part #5 PH; Obtain binder and page protectors to be used for PHP, continue PAF updates and research.</i></p>
7 (22 Oct)	<p>Part #5 PH</p> <p><b>Quiz 6 (in-class, Internet Searches)</b></p>	10  5	<p><b>OUTCOMES 2, 6, 7</b> Q#5 answers -PAF "Special Features" and Internet Searches; <i>Lab time continue FGR D and gathering 3 letters/e-mails from family about your childhood</i></p>
8 (29 Oct)	<p>FGR D: 2 FGR – 1 for both maternal grandparents and their siblings as children</p> <p><b>Quiz 7 by Friday (Records Used in research)</b></p>	5  10	<p><b>OUTCOMES 5, 6, 7, 8</b> -Personal History Portfolio scoring sheet/rubric -Sharing research success -organizing family history data -Public Records, census records, and in-class exercise -Introduction to <a href="http://www.familysearchindexing.org">www.familysearchindexing.org</a>; sign on &amp; practice <i>Lab time – continue PH revisions, edits, preparation; indexing</i></p>
9 (5 Nov)			<p><b>OUTCOME 2, 8</b> Q#7 answers <u><i>Member's Guide to Temple Work and Family History - Chapter 7;</i></u> -Data needed for ordinances/temple submissions -Rights of Precedence -Preview/print LDS lists of incomplete ordinances from PAF -Printing a Family Ordinance Request for temple work -information/questions about PHP using scoring sheet <i>-Lab time -complete PHP using rubric-check off middle column of sheet</i></p>

10 (12 Nov)			<b>OUTCOME 7 PRODUCTION DAY</b> -Class time will allow preparing Personal History Portfolio
11 (19 Nov)	Personal History Portfolio (bonus points available if handed in early); complete and include rubric sheet.	100	<b>OUTCOMES 5, 7, 9</b> <a href="http://www.familysearchindexing.org">www.familysearchindexing.org</a> <i>Lab time – indexing and family ordinance request at familysearch.org –updating, combining, checking duplicates; contribute PAF, if needed; if additional assistance is needed, visit the FHC</i>
12 (26 Nov)	Quiz 8 by Friday ( <i>familysearch.org &amp; Family Tree</i> )  FamilySearch Indexing Project	10  25	<b>OUTCOMES 5, 7, 8</b> -Take-home final assignment for those whose work is complete -Publishing family histories -Preserving personal history binder and documents properly -Journals, blogs, scrapbooking -Family reunions -Molecular genealogy -Course review and team exercise
13 (3 Dec)	Family Ordinance Request sheet	15	<b>OUTCOME 8</b>
14 (10 Dec)	Final - <i>take-home written part &amp; in-class oral part</i>  Last week to submit any missing work	50	<b>FINAL</b> <i>In class oral part</i> - sharing your family history experiences this semester

## VI. Course Evaluation & Grading

ASSIGNMENTS & SUCH	POINTS
Attendance at <b>all</b> classes, including lab time (deductions for tardiness, leaving early and absences – see section III.1 for detail)	-20 per absence
Conference for “getting started,” Treasure Hunt at Laie Family History Center, FamilySearch Indexing project, and Family Ordinance Request.	85
7 PAF-generated family group records and pedigree chart ( <i>your 4 generations</i> ).	40
Personal History parts	50 (5 @ 10)
Personal History Portfolio	100
Quizzes	75
Final (two-part: take-home writing and in-class sharing)	50
<b>TOTAL</b>	<b>400</b>

All religion classes assign grades A – F. Grades will be assigned according to the following point scale:

A	360 - 400
B	320 - 359
C	280 - 319
D	240 - 279
F	Below 240

**SECRETS TO SUCCESS:** Students who do well in this class are diligent in **obtaining family’s help, attending all classes and conferences, keeping up with projects, and handing in all of their completed assignments on time.** In addition, they spend personal time in the Family History Center and in the computer lab to practice and use what they’ve learned. They come to each class promptly and prepared. **As in other religion classes, each student should expect to spend at least 2 – 4 hours weekly on assignments.**