



Georgia Genealogical Society

Institute of Genealogy & Historical Research Course Proposal

IGHR accepts course proposals throughout the year. If you are interested in being an IGHR Course Coordinator, please submit a proposal that includes the following information.

- Course Coordinator: name and contact information
 - Full Course Title
 - Short Course Title (for marketing /publicity purposes)
 - Level: Beginner / Intermediate / Advanced
 - Full Course Description
 - Rationale for the course creation (including value to the field / need for the course and how it differs from existing courses)
 - Course Objectives and Expectations
 - Course Prerequisites if any
 - List of Sessions per day (Monday through Thursday and half-day on Friday) including a short description and the instructor (contact the IGHR Director at ighr@gagensociety.org for a specific years schedule, which is a minimum of 23 sessions per course)
 - Potential assignments
 - Resources available for attendees
 - Suggested reading
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- Your bio and photo as well as the bios of your proposed instructors
 - Year you are interested in coordinating a course at IGHR
 - Have you presented this course at other institutes or are you scheduled to present at a future institute; and if so, when?

Email your proposal to IGHR Director: ighr@gagensociety.org