

Phase II – Optional

Reading Assignments	Written Assignment Description	Assignment Due Date	Peer Feedback Due Date	Meeting Date
Ch 3 – Educational Preparation Ch 1 – Defining Professionalism Ch 25 – Genealogical Lecturing Ch 26 – Genealogical Teaching	Education & Experience Plan			
Ch 6 – Executing Contracts Ch 10 – Setting Fees Ch 9 – Managing Records & Time	Contract & Fee Analysis, Management Systems Discussion			
Ch 8 – Structuring a Business Ch 11 – Marketing Ch 19 – Genealogy Journalism Ch 23 – Editing Periodicals Ch 24 – Preparing Books for Press	Marketing & Business Plan			
Ch 4 – Auxiliary Careers Ch 15 – Forensic Specialization Ch 17 – Lineage Applications	Write services offered description (website, etc.)			