New Course Request

Indiana University

Check Appropriate Boxes: Undergraduate credit ☑️ Graduate credit ☐ Professional credit ☐

1. School/Division: College of Liberal Arts and Sciences Academic Subject Code: ANTH-P

3. Course Number: 405 (must be cleared with University Enrollment Services) 4. Instructor: VanderVeen/Wells

5. Course Title: Fieldwork in Archaeology

6. First time this course is to be offered (Semester/Year): Summer 1, 2010

7. Credit Hours: Fixed at ☐ or Variable from 1.0 to 8.0

8. Is this course to be graded S-F (only)? Yes ☐ No ☒

9. Is variable title approval being requested? Yes ☐ No ☒

10. Course description (not to exceed 50 words) for Bulletin publication: Archaeological work directed toward field techniques: excavation and preservation of materials, surveying, photography, and cataloging. "1 credit hour per full week of fieldwork. SS."

11. Lecture Contact Hours: Fixed at ☐ or Variable from 0/wk to 12/wk

12. Non-Lecture Contact Hours: Fixed at ☐ or Variable from 0/wk to 30/wk

13. Estimated enrollment: ☐ of which ☐ percent are expected to be graduate students.

14. Frequency of scheduling: ☐ every summer. Will this course be required for majors? ☐ No

15. Justification for new course: ☐ elective for students in new Anthropology major; ☐ required for jobs in archaeology.

16. Are the necessary reading materials currently available in the appropriate library? ☐ Yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

[Signature]
Department Chairman/Division Director

Date: 2/10/10

Approved by:

[Signature]
Rebecca Trostle
Dean

Date: 4/20/10

Dean of Graduate School (when required)

Date:

Chancellor/Vice-President

Date:

University Enrollment Services

Date:

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724
University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
Below are the comments from the minutes of the March 2010 Curriculum committee regarding

**ANTH-P 405: Field Work in Archaeology and ANTH-P 406: Laboratory Methods in Archaeology**

The committee recommends that the New Course Requests for ANTH-P 405 and ANTH-P 406 need to be revised and resubmitted via email for approval pending the following suggestions:

- Write “New to IUSB” right above of New Course Request on the New Course Request Forms
- Include the “1 credit hour per full week of fieldwork. SS” on question 10 on the New Course Request Form for ANTH-P 405
- Explain how you arrived (via an attached letter) at the lecture and non-contact hours for questions 11 and 12 on the New Course Request Form
- For clarification and uniformity, Jay VanderVeen should contact Mandy Bartley at IU-Bloomington and ask her to send a copy of Bloomington’s New Course Request Form for their ANTH-P 405 and ANTH-P 406 courses
- Revise syllabi to include the actual breakdown of 350 points to the grade and grade percentages for ANTH-P 405 and 150 points to the grade and grade percentages for ANTH-P 406
- Revise syllabus to include what constitutes one credit, two credits, ..., six credits, etc.
- The syllabus should also provide the complete Course Policy statements on Disability Accommodation, Religious Accommodation, and Academic Honesty.

All items have been done on these revised forms, with the exception of Question 11 and 12. With regards to how the lecture contact hours and non-lecture contact hours were selected, I basically followed what was done on the original course proposal form (as directed by the committee). For ANTH-P 406, 14 hours appears on the form for each category in the original proposal. For ANTH-P 405, no proposal form can be found at the Student Enrollment Services Office in Bloomington. I am going to remain with variable lecture and non-lecture contact hours, particularly since the course is worth variable credit hours. This is a field-based class, with some meetings in the lecture hall (what I view as lecture hours) but most of the time spent at an archaeological site practicing the excavation techniques (non-lecture hours). The students will be supervised and instructed at all times, but not through traditional lectures. We will be meeting about six hours/day for five days/week during the semester.

I hope this clears any further questions and the proposal can be expedited towards approval.

-Jay VanderVeen
ANTH-P 405: Fieldwork in Archaeology
Course syllabus and schedule

Instructor
James M. VanderVeen
Wiekamp Hall 2267
574/520-4618
jmvander@iusb.edu

Course Objectives
This archaeological field school is a six-week intensive course on the daily lives of people who lived in this area in the past, as interpreted from the material culture they have left behind. You will become familiar with the practical application of archaeological techniques, methods, and theory. Specifically, you will learn the basics of archaeological survey and excavation from surface reconnaissance to artifact recovery to photography and documentation. Most of the knowledge in this course comes from direct experience, although it will be supplemented with formal lectures in the beginning and informal discussions throughout.

Required Texts and Readings

Schedule
Class begins at 9am and ends at 3pm.
Week 1 Meet on campus each day
Weeks 2-5 Meet on site each day
Week 6 (Day 1) Meet on site
(Day 2) Meet on site
(Day 3) Meet on campus
(Day 4) Meet on campus

Evaluation
You will be graded on several factors in this course:

A. You will be evaluated on your work ethic, the demonstration of skills learned (lab and field procedures), and your ability to work well with others. You are expected to be on time, to work hard while at the site, and to be willing to learn and apply your new skills. Attendance in this course is mandatory. You can only learn to dig by actually spending time in the field digging, and this is not happening if you are not on site. If you miss a day, you will receive an “incomplete” until that day is made up by working in the lab after the summer semester is completed. (150 points.)
B. You will participate by following the assigned readings and contributing actively to weekly discussions of those readings. We will be talking a lot during the excavation about certain practices and techniques. You should listen carefully and contribute when asked. (25 points.)

C. You will keep a notebook that will be reviewed periodically, and your entries are very important in the documentation of the excavation. Please ensure your notebook and forms are clear and complete. (100 points.)

D. You will design a community archaeology project plan. During the final week, you will make a presentation on what you believe would be a good next step in developing further community relations in the area with respect to the local heritage. Projects could be about presentation of specific artifacts for museum display, curation issues for the artifacts, potential for further archaeological investigations in the area, preparing a lesson plan for a school group, or lectures to organizations in the community. Projects must be in written form; posters, dioramas, or any other visual or audio enhancement, however, will also be welcome. (75 points.)

There are 350 points available to be earned. Your grade will be based on the percentage you receive of the total number of points.

A+  100% and above (>350 points)  A  95-99 (333-349)  A-  90-94 (315-332)
B+  87-89 (305-314)  B  83-86 (291-304)  B-  80-82 (280-290)
C+  77-79 (270-279)  C  73-76 (256-269)  C-  70-72 (245-255)
D+  67-69 (235-244)  D  63-66 (221-234)  D-  60-62 (210-220)
F  59% and below (<209)

Site Policies
This is a public archaeology program, and I will be encouraging members of the community to come and participate in the excavation alongside you. Therefore, certain basic rules are necessary on site: no foul language, no inappropriate clothing, and absolutely no collecting of artifacts for personal use.

We will probably face a wide range of weather circumstances since this course primarily meets outdoors. You should dress accordingly. Layers are a good idea, sturdy shoes are a must (no bare feet or sandals are permitted on site), and hats are suggested as a way to provide shade. You may also want to bring a change of clothing in case we get caught in a quick shower. Consider applying sunscreen, and you may need bug repellent depending on the local conditions.

Course Policies
This course may be taken for a variable number of credits, although most students will be enrolled for six. Basically, you can earn one credit per week worked during the summer. Participation in the first week, however, is mandatory and attendance in the final week is strongly recommended.

Please approach me if you have concerns about any aspect of this class. I am more than willing to accommodate any individual with special needs or requirements, be they physical, religious, or otherwise. If you have an exceptionality of any sort, it is your responsibility to take the necessary steps to fulfill the college’s requirements, but I will certainly help you contact the appropriate officials. If you have a disability and need assistance, visit the Disabled Student Services office and obtain a letter
attesting to your needs. If you require accommodations for religious observances, please provide me with a written request in the first two weeks of class. Regardless of the situation, early notification will benefit us both.

If you expect to have any difficulty in meeting the expectations for any assignments in this class, be aware that problems are best resolved by dealing with them BEFORE they occur. Most issues are negotiable beforehand, but there are no guarantees after the fact. See the Schedule of Classes regarding dates and policies for withdrawals.

Both the University and I take academic honesty very seriously. Cheating or plagiarism will not be accepted from any student. If you are caught acting dishonestly, you will fail the course. For your own safety, please read and follow the guidelines presented in the Student Responsibility section of the Code of Student Rights, Responsibilities, and Conduct published by the University (http://www.dsa.indiana.edu/Code/index1.html). Plagiarism goes beyond copying someone else’s words without giving credit; it applies also to the use of another’s ideas without attribution. If you have any questions about what may be plagiarism, see me.
Hi Jay,

ANTH-A 405 changed to ANTH-P 405, so there would not be a new course request form for ANTH-P 405. This would be the first form for the course. Unfortunately, it does not list the hours that you’re requesting.

I also did not find any lecture and non-lecture hours listed for ANTH-A 405.

About all I could gather was that the ANTH-A 405 to ANTH-P 405 form lists the following statement in the description field: One credit hour per full week of field work.

Thanks,

Mandy

Mandy Bartley
bartley@indiana.edu
Phone: 812-855-2092
Fax: 812-855-4117
http://siss.indiana.edu/studentinfo/services/studentEnrollmentServices/
Student Enrollment Services
INDIANA UNIVERSITY

From: VanderVeen, James Michael
Sent: Monday, March 08, 2010 11:38 AM
To: Bartley, Mandy
Subject: RE: ANTH-P 405, ANTH-P 406

Mandy,

Thanks for these. Do you happen to have the original New Course Request form for ANTH-P 405? Or anything that may show the number of lecture contact hours and non-lecture contact hours? The course change and the memo don’t show those numbers. If not, I can make do.

-Jay

James M. VanderVeen, Ph.D., RPA
Assistant Professor
Department of Sociology and Anthropology
Wiekamp Hall 2267
1700 Mishawaka Avenue
Indiana University South Bend
South Bend, IN 46634-7111
email: jm@vander@iub.edu
office: 574/520-4618
James,

Hello. Per your phone inquiry, I'm sending you the course forms I have in my files for ANTH-P 405 and ANTH-P 406.

Have a great day!

Mandy

Mandy Bartley
bartley@indiana.edu
Phone: 812-855-2092
Fax: 812-855-4117
http://ses.indiana.edu/studentEnrollmentServices/studentEnrollmentServices
Student Enrollment Services
INDIANA UNIVERSITY
To: Mr. David Horsman

From: Richard David Young
Associate Dean

DEPT. Records and Admissions

DEPT. College of Arts and Sciences

SUBJ. Anthropology A405

DATE. July 8, 1968

The credit hours for Anthropology A405 is stated incorrectly in the 1967-68, 1968-69 Bulletin of the College of Arts and Sciences. It presently reads 10 cr. max.; it should read 10 cr.

The students who are presently enrolled in this course may have the option of receiving 8 hours credit or 10 hours credit. Those who elect to receive 10 hours credit will be required to pay for the extra two credits.

The Anthropology Department will be notified of this error and asked that in future counselling, they point out to their students that A405 (Field Work in Archaeology and Physical Anthropology) is a 10 credit course. The Bulletin will be corrected as soon as possible.

RDY/jkb

cc: Prof. Alan Merriam
INDIANA UNIVERSITY
Bloomingon Campus

REQUEST TO CHANGE A CURRENT COURSE

Check appropriate box: Undergraduate credit only □ Graduate credit only □ Both □

1. School Arts and Sciences
2. Department/Division Anthropology

3. Type of change: Number XX Credit XX Title XX Description Drop

4. Current course number A405 change to P405 (must be approved by Registrar)

5. Current credit awarded □ arr. change to 1-8 □ If credit is arranged, maximum credit of □

□ minimum credit of □

6. Current title: Field Work in Archaeology and Physical Anthropology
7. Change to: Field Work in Archaeology

(Limited to 32 characters: spaces are characters)

7. Current catalogue description: Archaeological work directed toward field techniques: excavation and preservation of materials, surveying, photography, cataloging of data. One credit hour per full week of field work.

Change to (not to exceed 50 words)

8. Additional supporting material should accompany this request if:
   a. The number of credits is to be changed, indicate the corresponding changes in instructional hours.
   b. There is duplication or overlap with other courses within or without the department.
      i. With what course is there an overlap?
      ii. How is this overlap necessary, desirable, or unimportant?
      iii. A copy of every course change requested must be submitted to affected department with the request that they send their comments directly to the Curriculum Committee. Please submit a list of departments thus consulted.

9. Is this course to be offered on a Satisfactory/Fail basis? (S/F means that each class member may only receive an S or F)
   Yes □ No XX □

10. Justification for change: The course no longer offers experience in physical anthropolog
    (Use additional paper if necessary)

   Submitted by: [Signature]
   Department Chairman / Division Director
   December 8, 1970

   Deadlines for inclusion in Schedule of Classes:
   March 1 for Summer Schedule
   March 15 for Fall Schedule
   October 10 for Spring Schedule

   All four copies must be submitted to the appropriate Dean or Curriculum Committee Chairman

   Approvals:
   Dean or Chairman, Curriculum Committee Date 4/1/71
   Dean of Graduate School (when required) Date
   Chancellor's Office Date 4/20/71
   Registrar's Office Date 4/26/71

   Registrar