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**Archaeology of a California Mission**

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<b>Project Technicians:</b>	Christian Graves ( <a href="mailto:admin@archaeology.csumb.edu">admin@archaeology.csumb.edu</a> )
<b>Meeting Location:</b>	Campus Building 53, Room S128; Archaeology Lab, Building 58, Room 137; Mission San Carlos Borromeo del Rio Carmelo, and TBA: 8:00-11:50 am, 12:00-1:50 pm; and option times from 2:00 to 5:00 pm, Fridays.
<b>Archaeology Lab:</b>	CSUMB Campus Building 58, Room 137 and onsite at Carmel Mission
<b>Office Hours:</b>	Thursdays, 4:00-6:00 (58-135) and By Appointment.

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**Course Description**

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An archaeological field school and project-based learning lab in archaeology, history, and archival research methods centered on historical archaeology. Participants explore the archaeology and history of an early California mission community of the Central Coast by way of the hands-on study of archaeological and historical collections pertaining to either Mission San Carlos Borromeo del Rio Carmelo or San Juan Bautista. In addition, participants conduct authentic archaeological excavations within the 232-year old mission and community of the San Carlos Basilica. *CRN 01, 40806/40827, 4.0, F, 8:00A - 11:50A, 12:00P - 1:50P, 53-S128, 08-23-04 to 12-19-04.*

**SBS 260L/360L - Field Archaeology Lab:** All student project participants are required to enroll in the SBS 260L/360L co-requisite so as to fulfill those objectives mandated for the “Science as a Way of Knowing” METHODS Course ULR. Note: If you are looking to fulfill those requirements specific to the Community Participation or Service Learning ULR, you should be enrolled in the SBS 360s and SBS 360L sections of the course in order to fulfill the requirements of said university requirements.

**Note:** The Institute for Archaeology received a major grant from the US Department of Education so as to conduct a first ever Wireless Technologies in Archaeology demonstration project. Since the Spring 2003 term, the SBS 260s/360s field program has served as a demonstration project site for the research program in question. As such, where feasible, students will be trained in the use of wireless Pocket and Tablet PC’s and related wireless technologies, and will use such technologies during the course of lab and field investigations. For further information on this unique and significant project, please see <http://archaeology.csumb.edu/wireless/>

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**Required Texts**

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Stewart, R. Michael. 2002. Archaeology: Basic Field Methods. Dubuque, Iowa: Kendall/Hunt Publishing Company. ISBN 1-7872-8129-8.

De la Pérouse, Jean Francois. 1989. Life in a California Mission – Monterey in 1786: The Journals of Jean Francois de la Pérouse. Introduction by Malcolm Margolin, illustrations by Linda Yamane. Berkeley: Heyday Books.

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### **Required SBS 260L/360L Lab Texts**

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Sutton, Mark Q., and Brooke S. Arkush. 2002. Archaeological Laboratory Methods: An Introduction. Third Edition. Dubuque, Iowa: Kendall/Hunt Publishing Company.

Ayres, James E. (Compiler). 1995. The Archaeology of Spanish and Mexican Colonialism in the American Southwest, Guides to the Archaeological Literature of the Immigrant Experience in America, No. 3, The Society for Historical Archaeology.

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### **Optional Multimedia**

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Mendoza, Ruben G. 2004. Mission Ceramics: A Virtual Type Collection. Salinas, California: Ancient Editions.

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### **Supplementary Readings**

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McPherron, Shannon, and Harold L. Dibble. 2001. Using Computers in Archaeology: A Practical Guide. Mountain View, California: Mayfield Publishing Company. ISBN: 0-767-41735-6.

Required Internet sites and materials may be found posted or linked within the sections of the Institute for Archaeology and Wireless Technologies Project web sites located at:

<http://archaeology.csumb.edu/> and <http://archaeology.csumb.edu/wireless/>

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### **Recommended Links**

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#### **ArchNet**

<http://archnet.asu.edu/>

#### **ASTV Archaeology Resources**

<http://archaeology.csumb.edu/resources.html>

#### **Study Guides and Strategies**

<http://www.iss.stthomas.edu/studyguides/>

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### **Learning Outcomes**

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**Note:** This lab and field course was designed to provide a forum within which to explore archaeological methods and theories by way of direct participation and engagement in an authentic archaeological field

study. In an effort to make good the promise of archaeology for public education and service, this course also addresses the CSU Monterey Bay University Learning Requirement (ULR) for Community Participation at the upper division (300) level. To that end, those projects that you complete, and that knowledge that you acquire, will be put into practice in the development of a permanent Old Mission museum exhibition and within the context of an end of term Open House or Archaeology Day. In addition, because this course incorporates a lab component, and at the same time, makes use of the scientific method in analysis and practice, this course also strive to meet the lab requirement for the Science ULR (pending). **Note:** This latter ULR is currently under review by the University's Science ULR committee. Said ULRs are described as follows:

### **ULR: Community Participation**

**Outcome 1:** Question and analyze own beliefs, values and assumptions while developing knowledge of the beliefs and values of others.

**Outcome 2:** Comprehend own social and cultural group identities and the relative privilege or marginalization of each.

**Outcome 3:** Analyze the demographics and political, socio-cultural and historical dynamics of a specific community.

**Outcome 4:** Examine and analyze a community issue in the context of systemic inequities.

**Outcome 5:** Enter, participate in, and exit a community in ways that do not reinforce systemic inequities.

**Outcome 6:** Contribute to a community through competent, responsive service.

**Outcome 7:** Demonstrate skills in reciprocal community participation and collaboration.

**Criteria:** Complexity and depth, Cultural awareness, Critical personal reflection, Analysis of power relations, Sensitivity and respect, Responsive accountability.

**Evidence:** Reflective journals, Summative paper addressing progress toward outcomes, Evaluation by community supervisor, Presentation in class, Participation in class discussion, Poetry, collage, media presentation, audio.

### **ULR: Science (Part 1)**

#### **Requirements:**

Demonstrate an understanding of how the scientific community operates, as well as how scientific information is produced, and be able to integrate physical and life science concepts as they pertain to local and global phenomena.

#### **What does this mean?**

The Science ULR provides students with the scientific literacy they will need to make effective and ethical decisions in their personal, professional, and community service lives as global citizens in the 21st century. It consists of two parts - the first focuses on how science is done, and the second provides important integrative science content.

#### **Part1: "Science as a Way of Knowing" ("Science Methods")**

**Outcome 1A:** Compare and contrast the scientific and popular meanings of hypotheses, and theories.

**Outcome 1B:** Use the scientific method of inquiry and standard scientific techniques to answer questions about physical, biological, or social processes.

**Outcome 1C:** Demonstrate how experimentation (or other forms of data collection), and peer review, are used in the production of scientific knowledge and how this differs from other kinds of knowledge.

**Criteria for Outcomes 1A, 1B, and 1C:** Accurate (1A, 1B, 1C), Appropriate (1B), Complete (1B), Critical (1B, 1C), Analytical (1C).

**Examples of Evidence for Outcome 1:** Quiz, Worksheet, Popular Press Review, Exam, Debate, Role Play, Interview, Paper, Write a story that explains the differences.

**Examples of Evidence for Outcome 2:** Research Project, Diagram, Term Paper, Community Problem, Solving Plan, Poster, Video, Web page, Demonstration, Critical Review.

**Examination Examples of Evidence for Outcome 3:** Essay Examination, Interview, Author a story about the peer review process, Debate the pros and cons of peer review, A lesson plan incorporating peer review, A poster presenting a model of the peer review process.

### **SBSC Major Learning Outcomes**

This course variously addresses the **MLO 2** (Methods), and **MLO 3** (Disciplinary) areas of the SBSC Major Learning Outcomes. **Note:** If you are taking this course in order to satisfy the second semester requirement for the SBSC core course, your reading list will be supplemented for that purpose, and you will be required to submit an annotated bibliography of those readings completed in this section for the purposes of preparing for the development of the final annotated bibliography due for your capstone project.

#### **MLO 2: Methods**

- 2.1 Research methodology, information management, retrieval, and analysis Defines Scientific Method. Formulates a researchable problem. Distinguishes between the causal and interpretive methods in the social and behavioral sciences.
- 2.2 Ability to use appropriate quantitative and qualitative data collection and analysis methods. Defines and describes the difference between qualitative and quantitative data. Defines and describes how can qualitative and quantitative data be utilized in a complementary fashion.
- 2.2 Ability to effectively use modern electronic technologies to collect, manage, and retrieve social, cultural, economic, historical, geographical, political, and psychological data. Defines strategies, methods and tools for data collection. Defines strategies, methods and tools for data management. Defines strategies, methods and tools for data analysis. Identifies and explains different methods of data collection, management and analysis in the different traditional social sciences.
- 2.3 Ability to effectively use at least one of the following: cultural resources assessment, evaluation of public policies and programs, geospatial data management, social needs assessment, and geographical information systems (GIS) and in statistical analysis.

It accomplishes one of the following:

- Identifies and uses strategies, methods and tools pertaining to cultural resources assessment, or

- Identifies and uses strategies, methods and tools pertaining to the evaluation of public policies and programs; or
- Identifies and uses strategies, methods and tools pertaining to geospatial data management; or
- Identifies and uses strategies, methods and tools pertaining to social needs assessment; or
- Identifies and uses strategies, methods and tools pertaining to geographical information systems; or
- Identifies and uses strategies, methods and tools pertaining to statistical analysis.

### **MLO 3: Discipline/Area Studies**

- 3.1 Specialized disciplinary and area studies. Identifies and provides an overview of discipline and / or area of study.
- 3.2 Preparedness for a smooth transition into postgraduate training in schools that may not have an interdisciplinary focus. Identifies requirements specific to a given discipline or area of study for jobs in that area and / or in graduate programs. Identifies the advantages and / or disadvantages of an interdisciplinary training as opposed to a non-interdisciplinary training.
- 3.3 Possession of a solid foundation in at least one traditional discipline such as anthropology, archaeology, cultural geography, social history, political economy, social and cross-cultural psychology, or sociology. Formulates a research problem or topic pertaining to a specific area of study. Describes and utilizes methods pertaining to a specific area of study. Elaborates a research or investigation report within the convention prevailing in a specific discipline or area of study.
- 3.4 Understand diverse cultures within and outside of the United States. Identifies and provides a general description of the cultures of the United States. Identifies and provides a general description of cultures of the world. Identifies and provides a general description of trans-national cultures.

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### **Assessment/Grades**

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It should be noted that the basis for grading and assessment of this section might be subject to slight variation from what is noted below in the event that the class shifts its emphasis for the purposes of study options and those projects undertaken. Any changes will be subject to class discussion and consensus where appropriate.

**Participation (Lab Deliverables):** Because this course will require your direct participation in lab and field exercises and contributions (such as that represented by the Field Mapping exercise), and in your use of the Online Journal, *25 percentage points* of your final grade will be assessed by way of your attendance and participation on lab and field days. Participation will in part be assessed by way of the timely and thorough completion of (a) *Online Journal entries* completed on a weekly basis, and (b) the documentation of lab and field contributions in a science or lab and field journal notebook and via Wireless Field Reports, and (c) in the timely submission of *Lab and Field Deliverables* (see below) and supporting class materials and contributions (*25% points*).

**Note:** Because all Online Journal entries will require out of class time to complete, and will address lab and field participation, lab exercises, field observations, and interpretive questions, it is critical that your participation be reflected in the Online Journal. In fact, your professor uses individual online journal entries to assess total credit for class participation. See online journal links at: <http://archaeology.csumb.edu/Journal/Journals.html> and via the Wireless Field Reports section at <http://archaeology.csumb.edu/wireless/>

Finally, please note that much of what we cover in weekly field exercises and labs will require you to bring to each class the *Archaeology: Basic Field Methods* text as this work contains much of the reference and training material that we will require for both lab and field exercises. You will be responsible for any and all readings pertaining to the required text. As the course progresses, Online Reviews will be posted at <http://archaeology.csumb.edu/wireless/> which will serve as one additional basis for your semester's assessment.

**Lab and Field Journal:** The science journal in question will require you to obtain a small science or lab notebook, available through the campus bookstore. It is here that you should record your observations and findings from hands-on experiments such as those pertaining to the Munsel soils and pH analysis. Your notes should be detailed, carefully thought through and executed, replete with hand drawn illustrations of diagrams, maps, and tables, and coherent to the extent that someone other than yourself should be able to easily decipher what it is that you observed during the course of your study. You should include simple charts, tables, or diagrams of your ideas or observations as one other way of presenting your information. The lab and field journals will be submitted along with your Final Portfolios as one other measure of your participation in lab and field exercises. The combined percentage point totals from assessments related to Major Deliverables 2 and 5, including the Final Portfolio with Lab and Field Journal constitute *30 percentage points (30% points total)*.

**Lab and Field Journal Criteria:**

1. Lab and field notes should begin with a descriptive overview of the site and environment within which the site under study is located.
2. Lab and field notes should detail the methods and procedures underlying the experiment or analysis undertaken in lab and field contexts.
3. Lab and field notes should describe and interpret the results of experiments and analysis undertaken in an organized and coherent format.
4. Lab and field notes need be detailed, comprehensive, organized, and professionally rendered.
5. Lab and field notes should include:
  - Author's name.
  - Archaeological site trinomial or number (i.e., SBN-1H).
  - Date of record (Sept. 14, 2004 or 9/14/04).
  - Time at start and end of project day (08:30 am).
  - Environmental conditions on day of investigation (e.g., overcast and balmy).
  - Unit and or feature number (e.g., Unit n12w2 or Feature 1).
  - Stratigraphic level under investigation (e.g., Level 2, Objective 40 cm).
  - Unit elevations (e.g., HI: 140 cm., 160 cm depth).
  - Unit coordinates (e.g., n40/w100).
  - Methods of excavation (e.g., shovel skim).
  - Methods for lab and field processing (e.g., 1/8" screen and field sort).
  - Report summary or identification of diagnostic artifacts (e.g., "Shell Edged Earthenware").
  - Detailed summaries of project procedures and outcomes.

- Artifact and feature descriptions should be thorough but concise (e.g., color, texture, context, stratigraphic associations, dimensions, weight, probable function, style or other diagnostic characteristics, dates where known or available)
6. Illustrations contained within the lab and field journal should include:
- A North (True North) arrow for site and unit maps.
  - Scale of measurement for maps (i.e., metric).
  - Caption information (e.g., Unit n2w36 north wall profile with exposed femur).
  - Summary description of feature or unit illustrated on facing page.
  - Author's name, date, time, and related unit or feature information at top of page.
  - Carefully organized, thoughtfully and carefully rendered, and detailed notes.
  - Clean and crisp line work with titles and legend.
  - A photocopy duplicate of the illustrations for project file reference.

**Project Proposal:** The project proposal is required so as to provide an idea of what it is that you intend to see through as a lab or field exercise. If, for instance, you determine to do a Munsel soils and pH analysis as the basis for your final project, the project proposal should propose the specific focus and anticipated outcomes proposed for your study. You should provide a three to five page summary of the goals and methods of your study and your anticipated results or findings. Archaeology majors and Capstone students are strongly encouraged to select a project proposal and final study report that will compliment their Capstone study projects (**15% points**).

**Project Proposal Format:**

- Introduction with Thesis Statement.
- Background to the Study.
- Review of the Literature.
- Methods and Procedures and Anticipated Equipment Requirements.
- Descriptive Narrative.
- Anticipated Outcomes or Findings.
- Conclusions.

**Self Assessment:** At both mid-term and end term each lab and field class participant will submit a self-assessment statement in which he or she responds to a series of questions about their overall performance at that respective point in the semester's development. The questionnaire for this exercise may be found at: <http://archaeology.csumb.edu/Guidelines/Questionnaires/SelfAssessment.pdf> (**5% points**).

**Final Project and Museum Exhibition Contribution:** Your end term scholarly objective or requirement is to submit a final project paper or lab report (of no less than 8-10 typewritten double-spaced pages not including bibliography and illustrations) with content based on your own authentic field research combined with analysis and interpretation based on reliable sources drawn from at least *eight separate and distinct books and or articles* (see Format Guidelines at [Projects](#)). In addition, for those that wish to use the lab analysis portions of this field course as the basis for a descriptive lab report of results in lieu of the standard scholarly term paper project, the presentation formats for these final projects or presentations may be negotiated with your professor.

**Museum Exhibition/Conference Contribution:** The Museum exhibition portion of this contribution will consist of your participation in the design and development of a museum exhibition contribution consisting of artifacts, maps and diagrams, and text that features a specific body of materials centered on

a theme such as that pertaining to the Spanish colonial diet or mission period architecture. The completion of the museum exhibition will serve as both a final and more or less permanent contribution to the Mission Museum, and will, in combination with your participation in the Project Open House and Carmel Mission Conference scheduled for the end of the term, serve as both your respective Service Learning contribution and as an opportunity to showcase the products and outcomes of your semester's study. The Project Open House and conference, to be conducted on-site at the Carmel Mission in this instance will provide an opportunity for you to represent the results of your semester's study in a community open house or public forum. The Final Project and Museum Exhibition contribution together are worth 25 *percentage points* total towards your final grade (25% *points total*).

• <b>LD1-10: Participation (Online Journals and Lab &amp; Field Notes):</b>	<b>25%</b>
• <b>MD 1: Midterm Project Proposal (Approved Format):</b>	<b>15%</b>
• <b>MD 2: Field Journals, Maps, and Project Data Review:</b>	<b>10%</b>
• <b>MD 3: Final Project, Conference Presentation, and Museum Exhibition Contribution (See Guidelines):</b>	<b>25%</b>
• <b>MD 4: Midterm-Endterm Self Assessment (See <a href="#">Questionnaire</a>):</b>	<b>05%</b>
• <b>MD 5: Final Project Portfolio and Lab and Field Journal:</b>	<b>20%</b>
<b>Total Possible Points:</b>	<b><u>100%</u></b>

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### **Lab & Major Deliverables**

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**Instructions:** Lab Deliverables are those deliverables or in-class labs and activities that provide a group context for exploring the many facets of methods and theory, or culture, society, and history pertinent to the cultures or concepts and procedures under study. On lab days, you will be directed to the appropriate online lab materials or provided hard copy handouts in order to complete the exercise in the lab or field. Such labs serve to document your participation in class-related activities and documentation for said labs is posted to the Online Journal located at:

<http://archaeology.csumb.edu/Journal/Journals.html>

Major Deliverables are those major project reports, midterm and end term reviews, lab and field journals, and museum contributions completed through the course of the semester. Major Deliverables in this context include the museum exhibition contribution and project-related written works. There will be a total of seventeen potential field-based and wireless Lab Deliverables requiring postings to the *Online Journal* and five Major Deliverables for the semester and they are as follows (topics are subject to change):

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### **Lab Deliverable Options**

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**LD 1: Site Tour, Archaeology of Museums and Journal Entry**

**LD 2: Field Assignments, Equipment Inventory, and Setup**

**LD 3: Archaeology and the Scientific Method**

**LD 4: Technical Writing and Scientific Description**

**LD 5: Scientific and Technical Illustration**



**LD 6: Lab and Field Record Data Entry**

**LD 7: Artifact Processing, Analysis and Identification**

**LD 8: Technical Imaging and Artifact Photography**

**LD 9: Site Survey, Mapping, and Unit Designations**

**LD10: Excavation Methods Review (From Assigned Exercise)**

**LD11: Field Notes Preparation and Review**

**LD12: Stratigraphic Mapping and Unit Profiles**

**LD13: Munsel Soils Testing, pH analysis and Pollen Sampling**

**LD14: Typology and the Historic Americans Building Survey**

**LD15: Field Specimens Analysis and Lab Identification**

**LD16: Visualizing Data and Reporting Results**

**LD17: Archaeology Open House and Conference Contributions**

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### **Major Deliverables**

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**MD 1: Midterm Project Proposal (See Proposal Format guidelines)**

**MD 2: Field Journals, Maps, and Project Data Review DUE**

**MD 3: Final Project, Conference, and Museum Exhibition Contributions (See Guidelines: [Projects](#))**

**MD 4: Midterm/Endterm Self Assessments (See [Questionnaire](#))**

**MD 5: Final Project Portfolio and Lab and Field Journal (See [Guidelines](#))**

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### **Lab and Discussion Notes**

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In order for lab and field reviews and discussions to proceed smoothly, it will be necessary for you to recall that information that you have had the opportunity to review by way of required readings, lab and field exercises, and class discussions. As such, I will require that each student prepare readings, and lab and discussion notes that serve to document each reading assignment and lab experience. Where note taking in labs is concerned, such notes should reflect method and procedures in archaeology lab and field exercises. These journal-based notes will thereby serve as the basis for assessing partial credit for both Participation and the Final Portfolio (or Major Deliverable 2 & 5) requirements.

**Note:** See the following links for examples of note taking formats and strategies:

<http://www.ucc.vt.edu/stdysk/stdyhlp.html>

<http://www.csbsju.edu/academicadvising/help/clasroom.html>

See “The Study Guides and Strategies Website” at <http://www.iss.stthomas.edu/studyguides/> for an excellent overview of virtually everything you need to produce high quality academic content.

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### **Class Expectations**

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Please note that I will not accommodate any Incomplete grades, except by written medical excuse, and you are expected to submit your work on time. *I reserve the right to deny credit for work not submitted in a timely, complete, or professional manner. Furthermore, it should be noted that completion of an Incomplete grade rarely affords anything more than a “B” grade for those students requiring additional time via an Incomplete.* Because your attendance should be recorded in a daily log or Online Journal designed for that purpose, and your participation in labs is required and must similarly be recorded in a daily log, please note that your attendance will not be counted if you are more than *10 minutes late to lab and field demonstrations and exercises which generally take place at the start of class and are not repeated.* Where your professor’s attendance is concerned, I will notify the class in advance of any days that might require my absence; except in the case of an unforeseen illness. In those instances where I may be late to class, I will attempt to notify a designated student by telephone on the morning in which the late showing might be necessitated. Otherwise, please do not hesitate to contact me by email at [archaeology\\_institute@csumb.edu](mailto:archaeology_institute@csumb.edu) or by phone at 831-582-3760.

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### **Internet Communications**

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**Internet Contact:** You may e-mail your questions and requests for advising via the FirstClass Intranet student e-mail accounts available to you ([archaeology\\_institute@csumb.edu](mailto:archaeology_institute@csumb.edu)), or you may stop by my office during posted office hours (see Office Hours, above). When submitting typewritten assignments, *please create an electronic copy for midterm and Endterm submission, and submit a second copy in print form by the DUE date* so that I may provide comments and assessment suggestions. Please note that the SBSC Peer Counselors are available in Building 17 for your assistance.

**Online Journal Contributions:** Your online journal contributions should be posted on a weekly basis so that I can assess your progress in labs and readings on a weekly basis. For those who are not particularly comfortable with in-class discussions, you should consider the Online Journal to represent but one more means by which to demonstrate your prowess with the readings under consideration. An Online Journal has been posted at the following link: <http://archaeology.csumb.edu/wireless/>

**Important Notice:** When submitting electronic course materials and deliverables, your assignment should be clearly titled in the following manner. If your name is John or Jane Doe and you are submitting Major Deliverable 2 for SBSC 260s in the Fall of 2004, your e-mail and deliverables title should read as follows: **260sF04doeMd2.doc**. Any assignment submitted electronically without the noted format will not be graded. When using the email option to submit your written work at midterm or endterm, use [archaeology\\_institute@csumb.edu](mailto:archaeology_institute@csumb.edu) only.

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### **Portfolio Format & Content Requirements**

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**Final Portfolio:** All project-related materials produced this semester, including all relevant inserts, typewritten deliverables, lab and field forms and typewritten journal entries where appropriate and relevant, should be included in a final portfolio submitted at end of term. In addition, your final portfolio should include an electronic copy of all labs and field notes and related written materials. All electronic and hard copy will be used to document project efforts for class use. Your final Self Assessment of this

learning experience should provide an overview of your overall learning experience and contributions in this section, and should be included within the final portfolio.

**Portfolio Format:** All term deliverables are to be assembled in a portfolio binder consisting of (a) black or white 1.0" or 1.5" vinyl-covered three-ring binder (preferably with a transparent overlay for a cover page insert), and should include (b) a clearly formatted cover page including course title and section number, the student's name, semester and date, telephone number and e-mail address, and actual date at which the portfolio was submitted (to be included as a page insert within the top cover of the portfolio binder and in addition inserted into the first page of the bound portfolio); (c) a table of contents listing all inserts and deliverables, (d) all self-assessment and instructor-based assessments, term deliverables (i.e. field and lab journal and typewritten essays and related materials), and all completed lab and field log forms and notes, and final project-related materials should be organized in the portfolio with transparent page protectors or sleeves for each deliverable or assignment included in the portfolio, (d) tabbed section dividers (color-coded or labeled), and (e) appropriate transparent sleeves for any cassette, diskette, or video recordings or electronic documents that you may plan to include in your portfolio.

**Note:** No other attachments (e.g. printed web pages used as supplementary materials) should be included or inserted into the final portfolio submitted for end term evaluation. In addition, all documents entered into the final portfolio are required to include your name, course section number (i.e. SBSC 360s), and a date of submission (e.g. 9/14/04 for September 14, 2004) placed in the upper right hand corner of each and every page submitted. In the lower right-hand corner of each and every page (excluding the title page), page numbers should be clearly and accurately listed. I assess additional credit to students who keep these considerations in mind when submitting the final portfolio.

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### Field Project Conditions and Requirements

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**Lab versus Field Requirements:** Because some class-related projects may take you off campus, as in the case of a museum field trip, it should be understood that such trips are for extra credit consideration only. Because there may be some students who are unable to participate directly in the study of off-campus collections or sites, you have the option of submitting additional work – by prior arrangement -- in order to be eligible for similar extra credit. For those unable to attend planned off-campus field trips to area museums, class and project arrangements should be made with your professor from the outset.

**Multimedia Release and Waiver:** Because some aspects of lab project efforts may be filmed and or photographed, you may be asked to sign a multimedia or photo release provided prior to the beginnings of lab work undertaken on campus or in off-campus settings. If you choose not to be included in any filming or photography, please indicate this fact on your signed multimedia release. If you choose not to be photographed, it will be your responsibility to notify any and all photographers, including other student photographers, of this fact at the time that photographs are being taken. It will also be your responsibility to remove yourself from areas being photographed or filmed at any and all times through the course of the semester.

**Liability Release and Waiver:** Where appropriate, as a requirement of lab-based efforts or field trips, you may be required to sign a liability release and waiver. This assures us that you fully understand the possible risks and or hazards that may accompany any type of lab or field exercise. The Service Learning Institute has just such a form that will be distributed prior to off-campus service or project-related activities.

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