



# AHPG811

## Archaeological Practice

S1 Fieldwork 2019

*Dept of Ancient History*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Unit convenor

Kenneth Sheedy

[ken.sheedy@mq.edu.au](mailto:ken.sheedy@mq.edu.au)

Contact via email

X5B 341

by appointment

Credit points

4

Prerequisites

Permission by special approval

Corequisites

Co-badged status

Unit description

This unit is designed to facilitate archaeological fieldwork by PG students, especially those wishing to prepare for later research. It might take the form of excavation or an in-field archaeological project concerned with the processing, conservation and study of material from ancient societies or with the study of the environment in which ancient communities were situated. You are strongly advised to consult with the unit convenor (A/Prof. K. A. Sheedy) when selecting a project. You may put forward an archaeological project that suits your interests or you may select a project from the available projects directed by or involving the staff of the department. We currently work in Italy, Croatia, Greece, Bulgaria, Israel and Egypt. Available archaeological projects are mostly listed by PACE on their website under 'pace opportunities'. Any project that you select must be approved by the university; there are various safety standards that need to be documented and explored. The university has already approved those projects registered with PACE. If you wish to select a project not yet registered with PACE and the university then please allow plenty of time for the various forms to be processed.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

Be able to identify the key drivers in planning an excavation

Acquire the skills to apply the various archaeological practices and methods in use at their site.

Be able to analyse the effectiveness of different excavation strategies and techniques in the context of their chosen fieldwork

Develop analytical and interpretative skills in research at an advanced level.

## General Assessment Information

### Late Assessment Penalty

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply—two (2) marks out of 100 will be deducted per day for assignments submitted after the due date—and (b) no assignment will be accepted more than seven (7) days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments—e.g. quizzes, online tests.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#"><u>Participation in excavation</u></a>	30%	No	Last day of excavation
<a href="#"><u>Journal</u></a>	30%	No	20 May 2019
<a href="#"><u>Presentation</u></a>	5%	No	13 May 2019
<a href="#"><u>Research Essay</u></a>	35%	No	10 June 2019

### Participation in excavation

Due: **Last day of excavation**

Weighting: **30%**

Students are required to participate in the excavation for the full period they have nominated on enrolling (a period which must be approved by the director of the excavation). They are required to undertake all of the duties which have been allocated to them by the director or supervising staff during the excavation. Marking will be provided by the excavation director.

On successful completion you will be able to:

- Be able to identify the key drivers in planning an excavation
- Acquire the skills to apply the various archaeological practices and methods in use at their site.
- Be able to analyse the effectiveness of different excavation strategies and techniques in

the context of their chosen fieldwork

- Develop analytical and interpretative skills in research at an advanced level.

## Journal

Due: **20 May 2019**

Weighting: **30%**

Students are required to maintain a journal which documents their participation in the activities of the excavation. This journal should record their day to day work, together with (where appropriate) a brief evaluation of their tasks. It might also include any other information or thoughts that the student believes relevant to their excavation experience. The journal should contain no more than 800 words per day. **It must be submitted in electronic form via the assessment tool.**

On successful completion you will be able to:

- Be able to analyse the effectiveness of different excavation strategies and techniques in the context of their chosen fieldwork
- Develop analytical and interpretative skills in research at an advanced level.

## Presentation

Due: **13 May 2019**

Weighting: **5%**

A seminar day will be arranged for all participants to give a 15 minute paper, followed by a 5 minute question time (or the speaker may speak for 5 minutes without questions). Each student is asked to present a brief account of their site, outline the work which they undertook, and then discuss methodological and theoretical aspects of the design and execution of the excavation.

On successful completion you will be able to:

- Be able to analyse the effectiveness of different excavation strategies and techniques in the context of their chosen fieldwork
- Develop analytical and interpretative skills in research at an advanced level.

## Research Essay

Due: **10 June 2019**

Weighting: **35%**

Students on completion of the fieldwork are required to write a 3500 word (including footnotes and references) essay. The essay topic can be found in the 'General Assessment Information'. **It must be submitted in electronic form via the assessment tool.**

On successful completion you will be able to:

- Be able to identify the key drivers in planning an excavation
- Be able to analyse the effectiveness of different excavation strategies and techniques in the context of their chosen fieldwork
- Develop analytical and interpretative skills in research at an advanced level.

## **Delivery and Resources**

### **RESOURCES**

Please consult your excavation director or fieldwork coordinator for resources relevant to your particular excavation. The excavation will normally provide all equipment needed in the field.

#### **Excavation**

You must consult with your MQ excavation supervisor regarding the tasks you will be doing on excavation and the technology involved in your work.

#### **Technology and Resources at MQ**

The unit has an iLearn page which can be accessed at <http://ilearn.mq.edu.au/>. PC and Internet access are therefore required. Basic computer skills (e.g. internet browsing) and skills in word processing are also a requirement. Please consult your MQ excavation supervisor regarding any particular technology and resources relevant to your studies.

#### **Recommended Reading**

Depending on the area of excavation, the student may be required to obtain a copy of a standard archaeological textbook. As an introduction the student might consult J. Balme and A. Paterson (eds), *Archaeological Practice: A Student Guide to Archaeological Analyses* (ISBN: 978-0-470-65716-4) 2013, Wiley-Blackwell. Please contact the MQ supervisor of your chosen excavation.

#### **Assignment Submission**

Assessment 2 (Journal) may be submitted electronically or in hard copy. Electronic copies must be submitted via iLearn. Hard copies must be delivered to the relevant MQ excavation supervisor (please make an appointment).

Assessment 3 (Presentation). The date and place of the presentation will be provided by your MQ excavation supervisor. Students would normally offer a Powerpoint presentation.

Assessment 4 (Research Essay) must be submitted electronically via iLearn.

#### **Assignment Extensions**

Extensions for assignments can only be granted for medical reasons or on compassionate grounds. Without documentation (medical or counselling certificates) or prior staff approval, a penalty of 2% a day, including weekends, will be applied. If required, applications for extensions should be made before the assignment's due date.

**NB** You should always keep a copy of completed tasks in case of loss.

## SATISFACTORY COMPLETION OF UNIT

Students must attend the excavation of their choice for the full period of their participation. This period of time will be determined in consultation with your MQ excavation supervisor at the time of enrollment. Failure to complete the full period of participation may result in disqualification from the unit unless there are satisfactory medical or compassionate grounds.

Students must achieve an overall mark of 50% or above to complete the unit satisfactorily.

## Unit Schedule

The unit schedule will vary between archaeological sites attended but will in all relevant respects follow the assessment tasks:

1. Prior to attendance at excavation - participation at meetings convened by the MQ excavation director or supervisor.
2. Participation in the excavation
3. On return from excavation
  - a. submission of journal
  - b. group presentation
  - c. research essay

See the assessment tasks list for the dates of submission or presentation.

## Learning and Teaching Activities

### Finding an archaeological project

Students are required to select an excavation from the list provided by the unit convenor (the list can be found on the department website). They are also required to contact people within Ancient History, in particular the excavation directors or coordinators, to confirm and assess the suitability of their project.

### Participating in the excavation

Students are required to learn archaeological skills in order to undertake set tasks during the excavation.

### Researching the literature on the project

Students are required to use their bibliographical skills to find excavation reports or background data.

### Presenting research findings

Students are required on return from the project to present their research finding in both oral and written form.

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway \(https://students.mq.edu.au/support/study/student-policy-gateway\)](https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/study/getting-started/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](https://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](https://mq.edu.au/learningskills)) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

## Graduate Capabilities

### PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

### Learning outcomes

- Be able to identify the key drivers in planning an excavation
- Acquire the skills to apply the various archaeological practices and methods in use at their site.
- Be able to analyse the effectiveness of different excavation strategies and techniques in the context of their chosen fieldwork
- Develop analytical and interpretative skills in research at an advanced level.

### Assessment tasks

- Participation in excavation
- Journal
- Presentation



- Research Essay

## PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

### Learning outcomes

- Be able to identify the key drivers in planning an excavation
- Acquire the skills to apply the various archaeological practices and methods in use at their site.
- Be able to analyse the effectiveness of different excavation strategies and techniques in the context of their chosen fieldwork
- Develop analytical and interpretative skills in research at an advanced level.

### Assessment tasks

- Participation in excavation
- Journal
- Presentation
- Research Essay

## PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

### Learning outcomes

- Be able to identify the key drivers in planning an excavation
- Acquire the skills to apply the various archaeological practices and methods in use at their site.
- Be able to analyse the effectiveness of different excavation strategies and techniques in the context of their chosen fieldwork
- Develop analytical and interpretative skills in research at an advanced level.

## Assessment tasks

- Participation in excavation
- Journal
- Presentation
- Research Essay

## PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

### Learning outcomes

- Be able to identify the key drivers in planning an excavation
- Acquire the skills to apply the various archaeological practices and methods in use at their site.
- Be able to analyse the effectiveness of different excavation strategies and techniques in the context of their chosen fieldwork
- Develop analytical and interpretative skills in research at an advanced level.

## Assessment tasks

- Participation in excavation
- Journal
- Presentation
- Research Essay

## PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

### Learning outcomes

- Be able to analyse the effectiveness of different excavation strategies and techniques in the context of their chosen fieldwork
- Develop analytical and interpretative skills in research at an advanced level.

## Assessment tasks

- Participation in excavation
- Journal
- Presentation
- Research Essay

## PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

## Learning outcomes

- Be able to analyse the effectiveness of different excavation strategies and techniques in the context of their chosen fieldwork
- Develop analytical and interpretative skills in research at an advanced level.

## Assessment task

- Participation in excavation

## Changes from Previous Offering

In 2016 the unit convenor (A/P K. A. Sheedy) will now mark the research essay.

Detailed marking rubrics for all assessment exercises have now been provided.

## Marking Rubrics

Marking rubrics are presented in iLearn.

## Work Health Safety and Emergency Procedures

### Work, Health, and Safety (WHS)

All students are expected to have read the following **MQ Risk Assessments policies**:

1. [http://staff.mq.edu.au/human\\_resources/health\\_and\\_safety/travel\\_safety/](http://staff.mq.edu.au/human_resources/health_and_safety/travel_safety/)
2. [http://staff.mq.edu.au/human\\_resources/health\\_and\\_safety/travel\\_safety/travel\\_to\\_high\\_risk\\_countries/](http://staff.mq.edu.au/human_resources/health_and_safety/travel_safety/travel_to_high_risk_countries/)

Each excavation will be asked to fill out a Notification & Risk Assessment Form (Terrestrial Fieldwork). You should make sure that your excavation has completed this document and submitted it to the unit convenor.

If you are participating in an excavation which is not run by Macquarie University or where there is no Macquarie University supervisor it is necessary that an 'Onsite Hazard Checklist' be filled out. Please contact the Unit Coordinator to obtain this form.

As a student you also have a legal responsibility under the Workplace Health & Safety Act 2011 and the Macquarie University Health & Safety Policy to ensure the health and safety of yourself and of others in the workplace.

Each student has a moral and legal responsibility for ensuring that his or her work environment is conducive to good health and safety, by:

- ensuring that their work and work area is without risk to the health and safety of themselves and others
- complying with the University's and Partner Organisation's Work Health & Safety Policy and Procedures
- reporting hazards and incidents as they occur in accordance with University and Partner Organisation's policy
- actively participating in all health and safety activities and briefing sessions (e.g. emergency evacuation procedures, site inspections etc.).

Each student is also required to advise their Unit Convenor as soon as possible when:

- he/she feels unsafe at any stage during the activity
- he/she did not receive a safety induction prior to the commencement of the activity covering: First aid, Fire and emergency evacuation; and Injury/incident reporting
- he/she did not receive any specialised instructions/training necessary to carry out the role
- an incident/accident happens (even when reported to the excavation director/supervisor and managed by them)

**What to do in the case of an emergency:**

1. Remove yourself from any danger.
2. Speak to your excavation supervisor. The excavation may have emergency procedures to follow.

THEN

3. Contact your Unit Convenor by email as soon as you can to notify them of the incident.
4. If you cannot reach your Unit Convenor, contact the Head of Department, Ancient History (ian.plant@mq.edu.au) and the MQ Health and Safety officer, Mr Rick Minter (rick.minter@mq.edu.au) by email to notify them of the incident.

5. If necessary, Contact Customer Care (24 hours): +61 2 8907 5995 and quote Insurance Policy number: 01PP532077.

N.B. For any minor issues with your participation activity, please speak to your excavation Supervisor. If the problem is more serious, please contact your Unit Convenor.

If you are experiencing difficulties and need to speak to a counsellor:

Contact the MQ Counselling Service at Campus Wellbeing on +61 9850 7497 (Monday - Friday, 8am-6pm, AEST).

### **Underwater Archaeology.**

If you are planning to undertake underwater archaeology, please note that Macquarie University will require the following before you are allowed to enrol:

- Copy of current diving medical certificate issued by an Australian doctor (to meet Australian standards) provided to MQ and to the organisation hosting the underwater archaeological project.
- Copy of SCUBA dive certification (PADI qualification) provided to MQ and host institution. Dive certification is best obtained prior to departure to ensure the archaeological dives can proceed once on location.
- Advanced Open Water certification (less than 18m depth) required through an internationally recognised diver training organisation
- Minimum 15 hours over 15 dives recorded in the student's dive log-book
-