California University of Pennsylvania
Guidelines for New Course Proposals
University Course Syllabus
Approved: 2/4/13

Department of Justice, Law & Society

A.   Protocol

Course Name: Introduction to Archaeology
Course Number: ANT 290
Credits: 3
Prerequisites:
Maximum Class Size: 30

B.   Objectives of the Course:
Upon completion of course, students will be able to: Correctly identify the primary goals of
Archaeology
Outline how Archaeology is related to Anthropology
Outline how archaeologists locate and recover evidence of past peoples
Explain how archaeologists use artifacts and other remains to learn about diet, technology, social
behavior and beliefs
 Correctly describe how social science research methods are employed in Archaeology

C.   Catalog Description:
Students are introduced to the subject of Archaeology by focusing upon what archaeologists try
to accomplish, how they conduct their work, and why. More specifically, the course focuses on
the methods employed by archaeologists to located, recover and to study cultures and peoples
ways of life using the shreds of evidence recovered during excavation and from museum
collections.

D.   Outline of the Course:

	Textbook Readings	Assignments
1. What is Archaeology?	Chpt. 1	Contemporary Application Assignment
2. Science and Archaeology	Lecture Notes	
3. Brief History of Archaeology	Chpt. 1	News Story Assignment
4. The Archaeological Record	Chpt. 2	
		Small Items Forgotten Assignment Exercise
		Quiz One
Exam One		
5. Reconnaissance and Discovery	Chpt. 3	Statistical Sampling Exercise
6. Recovery Method	Chpt. 3	

7. Processing, Inventory and Classification		Quiz Two
Of Artifacts	Chpt. 2	Classification Exercise

Exam Two

8. Age Determination and Chronology	Chpt. 4	Dating Methods in Archaeology Exercise
9. Analysis		Ice Man Assignment
Artifacts	Chpt. 8	Descriptive Statistics Assignment
Ecofacts	Chpt. 7	
Features	Chpt. 7, 8	Quiz Three
Settlement patterns		
Bioarchaeology and Death		Quiz Four

Exam Three

10. Interpretation		(Research Project)
Use of Analogy Chpt.		
Use of Oral Tradition		
Trade and Exchange	Chpt. 9	
Technology	Chpt. 8	Quiz Five
Environment	Chpt. 6	
Diet	Chpt. 7	
Settlement and Social Behavior	Chpt. 5, 10, 11	
Ideology	Chpt. 10	Quiz Six
11. Understanding Cultural Change	Chpt. 12	
12. Challenges and the Future	Chpt. 13-14	Cultural Resource Management Assignment
13. Native American Graves and Reparation Act		Quiz Seven

Final Exam

E.   Teaching Methodology **(face to face or classroom)**

A variety of teaching methodologies may be used in teaching this course. They include, but are not limited to: lectures, PowerPoint images, assigned readings, case studies, multi-media presentations, group discussions, and guest speakers. Emphasis will be placed on engaging the learner for involvement and active participation in the learning process.

Quality Matters™ Statement – The online course follows the standards of the Quality Matters™ rubric.

F.   Text

Renfrew, Colin and Paul Bahn, Archaeology: theories, methods and practice, 5th edition, Thames and Husdon Publishers, 2007.

G.   Assessment Activities **(face to face or classroom)**. Individual instructors may customize different activities.

1. Performance assessment tasks
2. Weekly assignments and reports
3. Exams and/or quizzes
4. Individual/Group projects
5. Case studies
6. Research Reports
7. Article/Book Critiques

H.   Accommodations for Students with Disabilities:

Accommodations for Students with Disabilities

STUDENTS WITH DISABILITIES

Students with disabilities:

- Reserve the right to decide when to self-identify and when to request accommodations.

- Will register with the Office for Students with Disabilities (OSD) each semester to receive accommodations.

- Might be required to communicate with faculty for accommodations which specifically involve the faculty.

- Will present the OSD Accommodation Approval Notice to faculty when requesting accommodations that involve the faculty.

Office for Students with Disabilities

Requests for approval for reasonable accommodations should be directed to the Office for Students with Disabilities (OSD). Approved accommodations will be recorded on the OSD Accommodation

Approval notice and provided to the student. Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner.

Contact Information:
Location: Azorsky Hall – Room 105
Phone: (724) 938-5781
Fax: (724) 938-4599
Email: osdmail@calu.edu
Web Site: http://www.calu.edu/current-students/student-services/disability/index.htm

I.   Supportive Instructional Materials, e.g. library materials, web sites, etc.

                    Additional Information for Course Proposals

J.   Proposed Instructors: Dr. John Nass, Jr.

K.   Rationale for the Course:

L.   Specialized Equipment or Supplies Needed:

M.   Answer the following questions using complete sentences:

        1.   Does the course require additional human resources? (Please explain)
        2.   Does the course require additional physical resources? (Please explain)
        3.   Does the course change the requirements in any particular major?
                (Please explain)
        4.   Does the course replace an existing course in your program? (If so, list the course)
        5.   How often will the course be taught?
        6.   Does the course duplicate an existing course in another Department or College? (If the possibility exists, indicate course discipline, number, and name)

N.   If the proposed course includes substantial material that is traditionally taught in another discipline, you must request a statement of support from the department chair that houses that discipline.

O.   Please identify if you are proposing to have this course considered as a menu course for General Education. If yes, justify and demonstrate the reasons based on the categories for General Education. The General Education Committee must consider and approve the course proposal before consideration by the UCC.

P.   Provide Approval Form (electronically).

Additional Guidelines

        The following are additional guidelines that you must follow which will expedite your course proposal. Failure to follow these guidelines will result in the return of the proposal to the department.

1.   Be sure that your proposal is in the correct format (Guidelines for New Course Proposals) and that all questions have been completely answered.

2.   Be sure that you have completed and attached the Application to Establish a New Course form and/or the Advisement Sheet Revision form and that the **appropriate signatures** have been affixed. Please send through the process electronically (the preferred method) or by paper. No items will be placed on the agenda until the Chair of the UCC is in possession of these forms.

3.   Be sure that you include an updated advisement sheet for any course that is being required by the department or is classified as a restricted elective. In addition, you must include an electronic copy (MS Word or PDF) of the current advisement sheet(s) with your proposal. Be certain that all advisement sheets affected by the proposed course change be included with your proposal.

4.   When submitting materials for consideration by the Curriculum Committee, you must provide an electronic copy of each item to be reviewed to the Chairperson.

5.   All completed items must be in the hands of the Chairperson of the Curriculum Committee a minimum of one week prior to the next regularly scheduled meeting.

6.   Any department requesting a course name change, number change, prefix changes, credit changes, etc. must submit this request on the Application to Establish a New Course Form and submit electronically.

7.   New advisement sheets, major proposals, minors, LOCs, Certificates, or changes to advisement sheets will become effective the fall semester following committee approval. **The advisement sheets must also include the committee approval date and the effective date on the advisement page.** Submit this request on the Advisement and /or Program Changes form.

   8.   New courses will become effective the semester following committee approval.

   9.   Any references listed must be in the appropriate bibliographic format for the discipline.

10.   Online courses should follow the Quality Matters™ rubric and is posted on the UCC website. Be sure that you include the online teaching methodology statement (refer E.2 above) that refers to the Quality Matters™ rubric.

11.   All course objectives must follow Bloom's Taxonomy learning domains located on the UCC website.