

## **Anthro 3K03: Archaeological Interpretation**

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**Class Meeting Location:** Kenneth Taylor Hall Room B122

**Course Schedule:** Wednesdays, 11:30am-2:20pm

**Office Hours:** Wednesdays, 2:30-4:30pm

**Office Location:** Chester New Hall, Room 534

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**Course Description:**

What is the role of material culture in daily and ritual life? Which aspects of lifeways are negotiated through artifacts and features? What happens to material remains after they become incorporated into the archaeological record, and what are the methods used to study these residues? How can we use artifacts, ecofacts, features, and written records to answer archaeological and anthropological questions?

In this course, we will engage in the classification, analysis, and interpretation of archaeological data. We will explore different types of archaeological remains and modes of analysis, as well as theoretical frameworks used to interpret the archaeological record.

The class will proceed partly as a seminar, with discussions on assigned readings, and partly as a laboratory section, with practicums and field trips.

**Course Objectives:**

The course is oriented toward 1) exploring the major classes of artifacts, ecofacts, and features likely to be encountered in archaeological sites; 2) identifying these remains and organizing the data to make

interpretable results; and 3) addressing major issues within the sub-discipline including preservation, analytical methods, sampling, collection, and interpretation. In this course, you will:

- learn about the classification of different types of archaeological materials;
- understand the problems and range of anthropological research using archaeological datasets;
- track the process of archaeological investigation from research design to analysis to interpretation; and
- consider the broader applications of archaeological findings in the contemporary world, including economics, identity, foodways, politics, symbolism, and historical ecology.

### **Required Materials and Texts**

Many of the readings will be posted online on Avenue to Learn, but there is one required book available for purchase online or in the campus bookstore (be sure to get the 2<sup>nd</sup> edition):

Balme, Jane and Alistair Paterson

2013 *Archaeology in Practice: A Student Guide to Archaeological Analyses*. 2<sup>nd</sup> edition. John Wiley & Sons.

ISBN: 9780470657164

### **Course Evaluation: Overview**

You will be evaluated on consistent participation in class discussion (in the classroom and/or the online forum) (20%), a set of reading responses (20%), a set of laboratory practicums and field activities (20%), a final paper (30%), and a final research presentation (10%).

### **Course Evaluation: Details**

Our course meets once a week. Classes will be divided between informal lectures, discussions, and laboratory practicums. Your grade in the course will be based on your performance in completing the following assignments:

#### **Class participation: 20% of total grade.**

Class participation is based partially on attendance, and partially on contributions to discussion. You are expected to complete **all** of the required readings before each class. Attendance at all class meetings is expected, and is part of your grade calculation. It is necessary for you to participate in class discussion through substantive questions and comments in the classroom, and/or through posting to the online discussion forums. Online dialogue can be a response to previous postings, or the posting of a new discussion topic.

The goal of class discussion is to draw out your own interests in the course materials, and to regularly and critically engage you, along with your peers, with the central themes of the course.

**\*ALSO REQUIRED\***: Feedback on the final presentation of one of your peers.

#### **Reading responses: 20% of total grade. *Due each Tuesday by 8 pm.***

You will be responsible for a 300 word (roughly  $\frac{3}{4}$  page, double-spaced) response to **one** of the assigned readings-- *NOT including the textbook reading*-- the evening before our class meeting each week. These are to be posted on Avenue to Learn, in the Discussions area, before 8 pm, **each Tuesday evening**. Individual readings will be divvied up between class members for responses, but everyone is responsible for completing **all** of the assigned readings for each week's discussion.

Each reading response should include the following:

**A) Basic information:**

- Full citation of the assigned reading at the very beginning of the response (author, year, publication, publisher, etc., following the AAA Style Guide: [http://www.aaanet.org/publications/style\\_guide.pdf](http://www.aaanet.org/publications/style_guide.pdf))
- A set of 5 keywords (list), just below the citation
- Identify the subject, the time period(s), and the location(s) of the study. (1 sentence)

**B) Assessment:**

- What do you think is the theoretical position of the author(s)? That is, which kinds of questions are the authors asking (e.g., ecological questions, ritual questions, questions of gender, etc.)? (1 sentence)
- What are the primary research objectives/thesis statements/questions asked of the data by the author(s)? That is, what specific questions are the authors asking? Is the author reacting to anything (e.g., missing information, outdated research, a contrary theoretical position)? (3 sentences)
- Which types of materials/data/evidence are used to address these objectives? (1 sentence)
- What else would you like to see the author address? Where did the article fall short? (Short critique, or a request for more or different types of evidence.) (2 sentences)
- What questions do you have about the reading? (1-2 sentences)
- \*OPTIONAL\*: What are your suggestions for re-interpretation, using the same data set or material? How would you have done the study differently?

**C) Reflection:**

- What is one key thing you drew from this reading? (1 sentence)
- What does this make you reflect on-- in the news, your own daily practice, or your own experiences? (1-2 sentences)

The goal of these reading responses is prepare you for class discussion, with your personal and critical reflections on assigned material at the ready. A secondary goal is to leave you with a set of your own annotations on class readings.

**Laboratory Practicums: 20% of total grade. Due at the end of each class.**

Your work from each laboratory practicum and field trip activity will be recorded into your lab notebook. Each entry will entail answering a series of questions and/or crafting detailed drawings and descriptions. Laboratory practicums will be graded on completeness, clarity of information, and accuracy of answers to exercise questions.

**Final paper: 30% of total grade.**

Your final paper will be broken up into two components: final paper outline and annotated bibliography (10%), and the final paper itself (20%). I will post a set of potential paper topics online, and discuss them in class.

**Step 1 – Outline and annotated bibliography: 10% of total grade. Due Friday, Mar.10 by 8 pm.**

This is a 2-page assignment that includes a 1-page (single-spaced) outline (roughly 250 words), and a 1-page (single-spaced) list of sources with a brief annotation for each source.

The outline must include: 1) your main thesis questions and objectives, 2) the general layout of your paper and structure of your argument, and 3) the contributions from source material you will be using. In your outline, the authors and dates of the readings you plan to cite will go in parentheses next to every applicable outline subheading. Also provide a rough page number count for each major section of your paper.

On a separate page, provide an alphabetical list of 8 sources you plan to use in your paper: articles, book chapters, databases, and/or other scholarly materials. For each source, include a brief (1-sentence) description of how the material will contribute to your paper.

You can use as many class resources as you'd like, but least 5 of your readings must come from sources outside of assigned class readings. All of your sources should be scholarly in nature, and listed with full bibliographic reference information. Make sure to use the AAA Style guide for your bibliographic information [http://www.aaanet.org/publications/style\\_guide.pdf](http://www.aaanet.org/publications/style_guide.pdf) .

I will post several examples of final paper outlines to Avenue, and talk over the template in class.

***Step 2 - Final paper: 20% of total grade. Due Friday, Apr.21 by 8 pm.***

This is a 2400 word narrative (roughly 8-pages of narrative, double-spaced, 12-pt font, 1-inch margins). Be sure to include a title page and bibliography on separate pages (and outside the word count). Again, you will need to use at least 8 sources, 5 of which must be outside of class readings.

I will post an example of the evaluation sheet I will use for your final paper online, and talk over the format in class, so that you have an idea of how to structure your paper.

After completing your final paper, please consider updating relevant Wikipedia articles on your paper topic(s), especially if you have chosen a more obscure topic with little or no information already on Wikipedia!

***Final Research Presentation: 10% of total grade. Scheduled during last in-class meeting.***

Final research presentations will take place during the last week of the term. You will need to prepare a short (5 min) PowerPoint (or similar) presentation. This will cover your 1) research questions, 2) analysis, and 3) preliminary interpretations as you have prepared them for your final paper. Basically, condense the text of your paper into 1.5 pages, and then craft roughly 4 slides to graphically illustrate your research, using relevant images. **Upload your presentation to the folder on Avenue by 8 pm, Tuesday Apr.11.** The goal of the presentations is to make you conversant in your own hard work!

As a reminder: part of your Class Participation grade is providing feedback on the presentation of one of your peers. This feedback will help them (and you!) polish the final paper.

**Weekly Course Schedule and Required Readings:**

(Reminder: You are responsible for a 300-word response to **one** of the assigned readings-- **NOT including the textbook**—by 8 pm the evening before each class meeting.)

**1. Jan.11: Introduction to course, the topics, and each other**

**Lecture:** Overview: Questions and interpretations, methodologies and materials

**\*\* Jan.17: First reading response due by 8 pm for Week 2 readings\*\***

(due every Tuesday hereafter)

## **2. Jan.18: Archaeologies of Space and Place**

**Lecture:** Features and activity areas; space; place; stratigraphy; sedimentology; geoarchaeology

**Activity:** Sedimentology, micromorphology, and stratigraphy practicum

**Discuss:** B&P Chapter 2: Stratigraphy; B&P Chapter 3: Sediments; Shaw 1992; Sonnenburg et al. 2013

## **3. Jan.25: Archaeologies of Trade, Exchange, and Political Economy**

**Lecture:** Analyses of stone implements and materials; economies; trade; exchange

**Activity:** Lithic analysis practicum

**Discuss:** B&P Chapter 6: Introduction to Stone Artifact Analysis; Arakawa et al. 2011; Carter 2011; Sheets 2000

## **4. Feb.1: Archaeologies of Ritual and Religion**

**Lecture:** Analyses of fauna, mollusks, and insects; MNI, NISP, and meat weight; approaches to ritual and religion; religious traditions and practice

**Activity:** Zooarchaeology practicum

**Discuss:** B&P Chapter 9: Animal Bones; B&P Chapter 12: Mollusks and Other Shells; Cannon and Yang 2006; Sugiyama et al. 2013

## **5. Feb.8: Archaeologies of Symbolism**

**Lecture:** Analyses of iconography and epigraphy; symbolic practice; language; hieroglyphs, petroglyphs and rock art

**Activity:** Iconography practicum

**Discuss:** B&P Chapter 5: Rock-Art; Kitchell 2010; Ouzman 2001; Taube 1996

## **6. Feb.15: Archaeologies of Demography and Dwelling**

**Lecture:** Analyses of architecture, settlement, and demography; households; ethnohistory and direct-historical approaches

**Activity:** Demography and settlement practicum

**Discuss:** B&P Chapter 14: Historical Sources; Hunt and Lipo 2012; Hyslop 1990 (excerpt); Joyce 2004

**\*\*Feb.20-24: Mid-term recess\*\***

**\*\* Mar.1: Bring laptops to class!\*\***

## **7. Mar.1: Archaeology and Ethnoecology**

**Lecture:** Analyses of geography, ecology and environment; landscape; ecodynamics; Geographic Information Systems (GIS)

**Activity:** Landscape and GIS practicum

**Discuss:** David 2009; Lightfoot et al. 2013; Wollwage et al. 2012; Ur 2006

## **8. Mar.8: Archaeology and Public Policy**

**Lecture:** Heritage management; representation; stakeholdership; curation; museum exhibits; visualization

**Discuss:** B&P Chapter 1: Collaborating with Stakeholders; Carlson et al. 2010; Cochrane and Russell 2007; Hamilakis 1996

**\*\* Mar.10: Final Paper Outline due by 8 pm \*\***

**9. Mar.15: Archaeologies of Death**

**Lecture:** Analyses of the human body; bioarchaeology; pathology and mortality; mortuary practices; relational approaches

**Activity:** Bioarchaeology practicum

**Discuss:** B&P Chapter 10: Human Remains; Cannon 2002; Larsen 2005; Prowse 2011

**10. Mar.22: Archaeologies of Foodways**

**Lecture:** Analyses of plant residues; foodways; nutrition and health; cuisine; agriculture and horticulture; human-environmental interactions

**Activity:** Paleoethnobotany practicum

**Discuss:** B&P Chapter 11: Plant Remains; Minnis 1989; Marston 2015; Morell-Hart et al. 2021

**\*\*Mar.29-Apr.2: Society for American Archaeology meetings in Portland, OR\*\***

**11. Mar.29: Archaeology and Formation Processes**

**Lecture:** Tracking formation processes in the archaeological record; decay and transformation; cultural and natural transformations; absolute and relative dating techniques; dendrochronology

**Activity:** Formation process practicum

**Discuss:** B&P Chapter 4: Absolute Dating; French and Whitelaw 1999; Metcalfe and Heath 1990; Schiffer 1972

**12. Apr.5: Archaeologies of Identity**

**Lecture:** Analyses of ceramics, chemical residues, and usewear; axes of identity; social roles; communities

**Workshop:** Final paper and final exhibitions

**Activity:** Ceramics practicum

**Discuss:** B&P Chapter 7: Ceramics; B&P Chapter 8: Residues and Usewear; Dongoske et al 1997; Roddick and Hastorf 2010

**\*\*Apr. 11: Upload presentation to the folder on Avenue by 8 pm\*\***

**13. Apr.12: Final lecture and presentations**

**Lecture:** The future of archaeological interpretation

**\*\*Final Presentations\*\***

**\*\* Apr.21: Final Papers due by 8 pm\*\***

**Course Readings:**

- Arakawa, Fumiyasu, Scott G. Ortman, M. Steven Shackley and Andrew I. Duff  
2011 Obsidian Evidence of Interaction and Migration from the Mesa Verde Region, Southwest Colorado. *American Antiquity* 76(4):774-796.
- Balme, Jane and Alistair Paterson  
2014 *Archaeology in Practice: A Student Guide to Archaeological Analyses*. 2<sup>nd</sup> edition. John Wiley & Sons.
- Cannon, Aubrey  
2002 Spatial Narratives of Death, Memory, and Transcendence. *Archeological Papers of the American Anthropological Association* 11(1):191-199.
- Cannon, Aubrey and Dongya Y. Yang  
2006 Early storage and sedentism on the Pacific Northwest Coast: Ancient DNA analysis of salmon remains from Namu, British Columbia. *American Antiquity* 71(1):123-140.
- Carlson, Eric, Anna Marie Prentiss, Ian Kuijt, Nicole Crossland and Art Adolph  
2010 Visually Reconstructing Middle Fraser Canyon Prehistory: Redefining a Process. *SAA Archaeological Record*:29-33.
- Carter, Tristan  
2011 A true gift of mother earth: the use and significance of obsidian at Çatalhöyük. *Anatolian Studies* 61:1-19.
- Cochrane, Andrew and Ian Russell  
2007 Visualizing archaeologies: A manifesto. *Cambridge Archaeological Journal* 17(1):3.
- David, Andrew  
2009 Finding Sites. *Archaeological Practice: A Student Guide to Archaeological Analyses*, 1<sup>st</sup> edition. Jane Balme and Alistair Paterson, editors. Wiley-Blackwell.
- Dongoske, Kurt E., Michael Yeatts, Roger Anyon and T.J. Ferguson  
1997 Archaeological cultures and cultural affiliation: Hopi and Zuni perspectives in the American Southwest. *American Antiquity* 62(4):600-608.
- French, C.A. and T.M. Whitelaw  
1999 Soil erosion, agricultural terracing and site formation processes at Markiano, Amogros, Greece. *Geoarchaeology* 14:151-189.
- Hamilakis, Yannis  
1996 Through the looking glass: Nationalism, archaeology and the politics of identity. *Antiquity* 70(270):975-978.
- Hester, Thomas R.



- 1997 The Handling and Conservation of Artifacts in the Field. In *Field Methods in Archaeology, Seventh Edition*, edited by T. R. Hester, H. J. Shafer and K. L. Feder, pp. 143-158. Mayfield Publishing Company, Mountain View, California.
- Hunt, Terry L and Carl Philipp Lipo  
2012 Ecological Catastrophe and Collapse: The Myth of 'Ecocide' on Rapa Nui (Easter Island). *PERC Research Paper* (12/3).
- Hyslop, John  
1990 *Inka Settlement Planning*. University of Texas Press, Austin, TX. (excerpts)
- Joyce, Rosemary A.  
2004 Unintended Consequences? Monumentality as a Novel Experience in Formative Mesoamerica. *Journal of Archaeological Method and Theory* 11(1):5-29.
- Kitchell, J.A.  
2010 Basketmaker and Archaic Rock Art of the Colorado Plateau: A Reinterpretation of Paleoimagery. *American Antiquity* 75(4):819-840.
- Larsen, Clark Spencer  
2005 Reading the Bones of La Florida. *Scientific American* (Mysteries of the Ancient Ones).
- Lightfoot, Kent G, Rob Q Cuthrell, Chuck J Striplen and Mark G Hylkema  
2013 Rethinking the study of landscape management practices among hunter-gatherers in North America. *American Antiquity* 78(2):285-301.
- Marston, John M.  
2015 Modeling Resilience and Sustainability in Ancient Agricultural Systems. *Journal of Ethnobiology* 35(3):585-605.
- Metcalf, Duncan and Kathleen M. Heath  
1990 Microrefuse and site structure: The hearths and floors of the Heartbreak Hotel. *American Antiquity* 55(4):781-796.
- Minnis, Paul E.  
1989 Prehistoric diet in the Northern Southwest: Macroplant remains from Four-Corners feces. *American Antiquity* 54(3):543-563.
- Morell-Hart, Shanti, Melanie Pugliese, Cameron McNeil, and Edy Barrios  
2021 Cuisine at the Crossroads. *Latin American Antiquity* 32(4):689-704.
- Ouzman, Sven  
2001 Seeing is Deceiving: Rock Art and the Non-Visual. *World Archaeology* 33(2):237.
- Prowse, Tracy L.  
2011 Diet and dental health through the life course in Roman Italy. *Social Bioarchaeology*:410-437.

- Roddick, Andrew P. and Christine A. Hastorf  
2010 Tradition brought to the surface: Continuity, innovation and change in the Late Formative Period, Taraco Peninsula, Bolivia. *Cambridge Archaeological Journal* 20(02):157-178.
- Schiffer, Michael B.  
1972 Archaeological context and systemic context. *American Antiquity* 37(2):156-165.
- Shaw, Ian  
1992 Ideal Homes in Ancient Egypt: the Archaeology of Social Aspiration. *Cambridge Archaeological Journal* 2(2):147-166.
- Sheets, Payson D.  
2000 Provisioning the Ceren Household: The Vertical Economy, Village Economy, and Household Economy in the Southeastern Maya Periphery. *Ancient Mesoamerica* 11(02):217-230.
- Sonnenburg, Elizabeth P., Joseph I. Boyce and Eduard G. Reinhardt  
2013 Multi-proxy lake sediment record of prehistoric (Paleoindian–Archaic) archaeological paleoenvironments at Rice Lake, Ontario, Canada. *Quaternary Science Reviews* 73:77-92.
- Sugiyama, Nawa, Raúl Valadez, Gilberto Pérez, Bernardo Rodríguez and Fabiola Torres  
2013 Animal Management, preparation and sacrifice: reconstructing burial 6 at the Moon Pyramid, Teotihuacan, México. *Anthropozoologica* 48(2):467-485.
- Taube, Karl A.  
1996 The Olmec Maize God: The Face of Corn in Formative Mesoamerica. *RES: Anthropology and Aesthetics*:29–30.
- Ur, Jason  
2006 Google Earth and Archaeology. *SAA Archaeological Record* (May)(35-38).
- Wollwage, Lance, Scott L. Fedick, Serge Sedov and Elizabeth Solleiro-Rebolledo  
2012 The Deposition and Chronology of Cenote T'isil: A Multiproxy Study of Human/Environment Interaction in the Northern Maya Lowlands of Southeast Mexico. *Geoarchaeology* 27(5):441-456.

## **Course Policies, Expectations, and General Guidelines**

### **Submission of Assignments:**

All assignments will be submitted on Avenue to Learn, in the Discussions area of the course webpage.

### **Grades:**

Grades will be based on the McMaster University grading scale:

Letter <sup>1</sup>	%	GPA <sup>1</sup>	Verbal <sup>2</sup>	Definition <sup>2</sup>
A+	90-100	12	Distinction	Strong evidence of original thinking; good organization; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base
A	85-89	11		
A-	80-84	10		
B+	77-79	9	Superior	Evidence of grasp of subject matter, some evidence of critical capacity and analytic ability; reasonable understanding of relevant issues; evidence of familiarity with literature
B	73-76	8		
B-	70-72	7		
C+	67-69	6	Average	Student who is profiting from his/her university experience; understanding of the subject matter, ability to develop solutions to simple problems in the material
C	63-66	5		
C-	60-62	4		
D+	57-59	3	Marginal	Some evidence of familiarity with subject matter and some evidence that critical analytic skills have been developed
D	53-56	2		
D-	50-52	1		
F	0-49	0	Failure	Little evidence of even superficial understanding of subject matter, weakness in critical and analytic skills; with limited or irrelevant use of literature

[1] See section on General Academic Regulations in McMaster University Undergraduate Calendar 2013/2014;

[2] Definitions by University of Toronto Faculty of Arts and Science

### Late Assignments:

Late assignments will not be accepted without prior permission of the instructor.

### Absences, Missed Work, Illness:

The University recognizes that students periodically require relief from academic work for medical or personal situations. In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar "Requests for Relief for Missed Academic Term Work."

The MSAF policy can be found in the Undergraduate Calendar under General Academic Regulations > Requests for Relief for Missed Academic Term Work:

[http://academiccalendars.romcmaster.ca/content.php?catoid=11&navoid=1698#Requests for Relief for Missed Academic Term Work](http://academiccalendars.romcmaster.ca/content.php?catoid=11&navoid=1698#Requests_for_Relief_for_Missed_Academic_Term_Work)

For missed academic work worth up to 25% of the course weight, use the MSAF mechanism to report absences due to medical or personal situations that last up to three calendar days. You may submit requests for relief using the MSAF only **once** per term. As per the policy, an automated email will be sent to the course instructor, who will determine the appropriate relief. It is your responsibility to immediately follow up with each of your instructors (normally within two working days) regarding the nature of the accommodation. Failure to do so may negate the relief.

<https://www.mcmaster.ca/msaf/index.html>

If you are absent for more than 3 days, have missed academic work worth more than 25% of the final grade, or exceed one request per term you **MUST** visit your Associate Dean's Office. You may be required to provide supporting documentation. It is the prerogative of the instructor in each of your courses to determine the appropriate relief for missed term work.

**Avenue to Learn:**

In this course we will be using Avenue to Learn. Students should be aware that, when they access the electronic components of this course, private information such as first and last names, usernames for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure, please discuss this with the course instructor.

**Turnitin.com and Academic Integrity Statement:**

You are expected to exhibit honesty and use ethical behavior in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behavior can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at [www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity).

The following illustrates only three forms of academic dishonesty:

1. Plagiarism, e.g., the submission of work that is not one's own or for which credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations.

In this course we will be using a web-based service (Turnitin.com) to reveal plagiarism. Students will be expected to submit their work electronically to Turnitin.com and in hard copy so that it can be checked for academic dishonesty. Students who do not wish to submit their work to Turnitin.com must still submit a copy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, etc.). To see the Turnitin.com Policy, please to go [www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity).

**Faculty of Social Sciences E-mail Communication Policy:**

Effective September 1, 2010, it is the policy of the Faculty of Social Sciences that all e-mail communication sent from students to instructors (including TAs), and from students to staff, must originate from the student's own McMaster University e-mail account. This policy protects confidentiality and confirms the identity of the student. It is the student's responsibility to ensure that communication is sent to the university from a McMaster account. If an instructor becomes aware that a communication has come from an alternate address, the instructor may not reply at his or her discretion.

Email Forwarding in MUGSI:

<http://www.mcmaster.ca/uts/support/email/emailforward.html>

\*Forwarding will take effect 24-hours after students complete the process at the above link

### **Privacy Protection:**

In accordance with regulations set out by the Freedom of Information and Privacy Protection Act, the University will not allow return of graded materials by placing them in boxes in departmental offices or classrooms so that students may retrieve their papers themselves; tests and assignments must be returned directly to the student. Similarly, grades for assignments for courses may only be posted using the last 5 digits of the student number as the identifying data. The following possibilities exist for return of graded materials:

1. Direct return of materials to students in class;
2. Return of materials to students during office hours;
3. Students attach a stamped, self-addressed envelope with assignments for return by mail;
4. Submit/grade/return papers electronically.

Arrangements for the return of assignments from the options above will be finalized during the first class.

### **Course Modification:**

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check his/her McMaster email and course websites weekly during the term and to note any changes.

## **Advisory Statements**

### **Academic Integrity:**

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. It is your responsibility to understand what constitutes academic dishonesty. Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

The following illustrates only three forms of academic dishonesty: • plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained. • improper collaboration in group work. • copying or using unauthorized aids in tests and examinations.

### **Authenticity/Plagiarism Detection:**

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their

work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to [www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity).

### **Courses with an Online Element:**

Some courses may use on-line elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, usernames for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure, please discuss this with the course instructor.

### **Online Proctoring:**

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

### **Conduct Expectations:**

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the Code of Student Rights & Responsibilities (the "Code"). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, whether in person or online. It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students' access to these platforms.

### **Academic Accommodation of Students with Disabilities:**

Students with disabilities who require academic accommodation must contact Student Accessibility Services (SAS) at 905-525-9140 ext. 28652 or [sas@mcmaster.ca](mailto:sas@mcmaster.ca) to make arrangements with a Program Coordinator. For further information, consult McMaster University's Academic Accommodation of Students with Disabilities policy.

### **Requests for Relief for Missed Academic Term Work:**

McMaster Student Absence Form (MSAF): In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar "Requests

for Relief for Missed Academic Term Work”:

<https://academiccalendars.romcmaster.ca/content.php?catoid=44&navoid=9020#requests-for-relief-for-missed-academic-term-work>

### **Academic Accommodation for Religious, Indigenous or Spiritual Observances (RISO):**

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students should submit their request to their Faculty Office normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests. Please review the [RISO information for students in the Faculty of Social Sciences](#) about how to request accommodation.

### **Copyright and Recording:**

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, including lectures by University instructors. The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

### **Extreme Circumstances:**

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

### **AODA:**

If you require this information in an alternate/accessible format, please contact Delia Hutchinson at 905-525-9140 extension 24523 or email [hutchin@mcmaster.ca](mailto:hutchin@mcmaster.ca)

## **Additional Student Resources**

### **Student Accessibility Services:**

Student Accessibility Services (SAS) supports students who have been diagnosed with a disability or disorder, such as a learning disability, ADHD, mental health diagnosis, chronic medical condition, sensory, neurological or mobility limitation. Students who require academic accommodation should contact SAS as early in the term as possible. For further information, consult McMaster University's Policy for [Academic Accommodation of Students with Disabilities](#). Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail [sas@mcmaster.ca](mailto:sas@mcmaster.ca). <http://sas.mcmaster.ca>

### **Office of Human Rights and Equity Services:**

McMaster recently launched MACcessibility, part of the Office of Human Rights and Equity Services, to help advance the University's goal of building an inclusive community with a shared purpose. HRES works with campus and community partners to ensure that McMaster University is a place where all students, staff and faculty are treated equitably and respectfully in all areas of campus life.

<http://www.mcmaster.ca/hres/index.html>

**Personal Counselling and Mental Health at the Student Wellness Center:**

If you believe that you are in imminent danger or that harm to yourself or someone else exists, immediately call the police for assistance. For other situations of emotional distress, please contact a health or wellness specialist. The SWC offers individual counselling at the SWC, group programming at the SWC, community referrals, crisis referrals, and connections to community/campus resources.

<http://wellness.mcmaster.ca/counselling.html>

**Writing Support Services:**

If you need help researching, structuring, writing, or proofreading your paper, contact Writing Support Services early in the term and consult with them often. Trained upper-year and graduate Writing Assistants are available to provide help with particular assignments or specific questions related to academic writing.

<http://studentsuccess.mcmaster.ca/students/academic-skills/writing-support-services.html>

**Research Help:**

A Service Desk is located near the entrance of each library on campus. Students may drop by in person, call or email to get help finding library resources. Students may also get online research help by using the "Ask a Librarian" virtual reference service: <https://library.mcmaster.ca/justask>

**Research Consultations:**

Faculty, students and staff who require in-depth information on resources may request a one-on-one consultation with a librarian. Before making a request, ask for help at one of the Service Desks.

<https://library.mcmaster.ca/forms/research-consultation-request>

***Images from the top of the syllabus:***

Illustration by Kathryn Killackey

Photo by SMH

<http://trails.mdah.ms.gov/img/layout/graveline/onMound6.jpg>

[http://bento.cdn.pbs.org/hostedbento-prod/filer\\_public/TimeTeamAmerica/Slideshows/what%20we%20found/Lawton/lawton\\_art\\_remnants.jpg](http://bento.cdn.pbs.org/hostedbento-prod/filer_public/TimeTeamAmerica/Slideshows/what%20we%20found/Lawton/lawton_art_remnants.jpg)