ANT4941-20Fall 0001
Ocala National Forest Archaeology Internship
Fall 2020 Syllabus

Instructor Information

Instructor: Edward Gonzalez-Tennant, PhD
Office: Phillips Hall, 311C
Email: Use WebCourses Mail
Office Hours: By appointment (via WebCourses and/or Zoom)

Catalog Description

Field experience in an appropriate educational setting under the direction of a supervising teacher and/or university supervisor.

Required Texts

All readings will be provided as PDFs on WebCourses and/or via the UCF library.

Course Description

The Ocala National Forest, in partnership with the UCF Department of Anthropology seeks students to serve as archaeology interns for the Fall 2020 semester. This internship is managed by Dr. Edward González-Tennant. Interns will gain experience conducting shovel test pit (STP) surveys, documenting looting to assist law enforcement, update records for National Register of Historic Places (NRHP) sites, learn to document historical structures, and participate in mapping previously unrecorded prehistoric mounds. Skills learned as a part of this internship are highly valued in the cultural resources management industry and by state and federal agencies. This is a face-to-face internship meeting at various locations in the forest each Friday beginning 9/4/2020 (excepting UCF holidays). COVID-related safety measures will be observed at all times. Archaeology fieldwork normally consists of social distancing, and for those portions that do not (e.g., morning briefings) students will wear masks and remain 6' apart. Students must have their own transportation and are expected to drive to the various locations (1-1.5 hours from UCF Main Campus) each Friday. Finally, archaeological fieldwork can be physically intensive and all participants will complete a Field Research Health Form prior to acceptance.

Student Learning Objectives

- Students will earn the practical differences between Phase I, II, and III archaeological field projects.
- Students will increase their understanding and appreciation of the discipline of archaeology as practiced in North American contexts, with particularly emphasis on cultural resources management, contract archaeology, and federal agencies.

- Students will develop skills related to a variety of field methods and techniques.
- Students will learn to evaluate archaeological data in its field context and relation to local archaeological and historical knowledge.
- Students will learn about updated records associated with previously documented heritage resources.
- Students will learn about documenting new heritage resources for the Florida Master Site File.
- Students will learn how to document historic architectural resources by creating measured drawing of extant buildings.

Clothing, Field Equipment, and Supplies

Early Fall semester months are hot in Florida, all the more so when digging under the sun. Please bring light, loose summer clothing. Everyone should wear long pants and appropriate tops (e.g., no tank tops). Bring at least two liters of water, and more if you can. Bring sufficient insect repellent, sunscreen, hat, and any prescription or over-the-counter medications you take on a routine or daily basis. Notify the instructor if you will be bringin medication to the field.

Bring a lunch. Pack whatever you like, but we will not have access to a kitchen or other facilities most days.

Bathroom breaks are allowed, but toilet facilities may not be present. Students will respect one another's need to relieve themselves. No jokes, peeking, or other innappropriate behavior will be tolerated. Failure to follow this will result in immediate dismissal and failure of the course.

Shovels, screens, GPS units, walkie talkies, and forms will be provided. You may wish to purchase the following equipment to begin building your own “dig kit”: compass (orienteering style; liquid filled, with azimuth ring); folding rule (metric); tape measure (3 meters; locking; metric); root clippers; line level (spirit level); camera (film or digital, for personal use).

Social Media Posting Policy

Students are encouraged to take photos and share them with one another and/or via social media sites. Please, use #UCFONF when posting them. DO NOT post photos of sensitive features. This includes geotagged photos of excavations. If in doubt, ask the instructor.

Grading

Grades will be determined from the following:

Participation	30 possible points
Field Journal & Forms	60 possible points
Final Paper	10 possible points

Total possible points 100 (each point earned = 1% point)

Breakdown of Grading

Participation: Students will be graded on their timeliness arriving at the field site each week. Repeated and excessive lateness will result in a reduction of points. Students will not miss fieldwork without appropriate documentation. Each missed day will result in a 10% reduction of your grade. Students will behave respectfully towards one another, the instruction, and USFS staff. Failure to do so will result in a warning, and repeated unprofessional behavior will result in point reductions.

Field Journal: Students will correctly fill out forms related to fieldwork. Forms and instructions will be provided in the field. Students will also submit a narrative description of their daily experiences via WebCourses. Failure to do so will result in point reductions.

Final Paper: Depending on the number of credit hours, students will write between 2 and 6 pages for a final reflection paper. Details will be provided during the semester and students will have up to two weeks to complete this assignment.

Course Grading Scale

Students will have access to the WebCourses Gradebook. Students are responsible for keeping up with their own grades. To determine your current grade, divide the points earned (your grades) by the total available points and multiply the result by 100. This provides your percentage grade. For instance, if you have earned 45 out of 50 possible points, 45/50 = .9 x 100 = 90%. I DO NOT assign C- or D- grades. I DO assign A- and B- grades.

A = 94-100 A- = 90-93.9
B+ = 87-89.9 B = 84-86.9 B- = 80-83.9
C+ = 77-79.9 C = 70-76.9
D+ = 67-69.9 D = 60-66.9
F = 59.9 and below

Extra Credit Opportunities

There are no extra credit opportunities in this course.

Sexual Harassment and Sexual Violence Statement

It is the policy of UCF to provide a productive and comfortable environment for its students, faculty, and staff, free from harassment or intimidation that is connected to offensive sexual or discriminatory conduct. All participants in this internship have rights and protection under the law. This internship has a ZERO TOLERANCE policy for sexual harassment and/or sexual violence. Sexual assault is a criminal offense and should be reported to the local law enforcement authorities as well as a Title IX officer at UCFLinks to an external site.. All participants will abide by Section 703 of Title VII of the 1964 Civil Rights Act, which states:

"Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such

individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment (emphasis is ours).'"

Unwanted sexual advances are not the only form of harassment, as the previous quote makes clear. Offensive jokes and comments are also capable of interfering with healthy fieldwork cultures, even if the speaker does not intend a harmful impact.

Reporting Complaints - Muckle (2014) makes the point that multiple clear lines of reporting should be available, and preferably with both male and female authorities available so that no female crew member, for example, is required to report a complaint about sexual harassment, assault, or offensive work environment to a male on the project, and vice versa. If you do not feel comfortable reporting to Dr. González-Tennant, please report to Dr. Sandra Wheeler (Sandra.Wheeler@ucf.edu).

Finally, all participants in this internship agree with the following:

- Participants will not tell sexually explicit jokes or use sexually explicit language.
- Participants will avoid inappropriate touching of other employees.
- Participants will only refer to one another professionally and by name.
- Participants will not discuss a co-worker with fellow employees in a sexual manner.
- Students will not wear clothing containing sexual images or statements.

Contacting the Instructor

Students will use WebCourses Mail for all course-related communications with the instructor. This is accessed via the "Inbox" icon on the left side of WebCourses pages. Allow up to two days (48 hours) for a response. I typically do not respond on weekends. Students should take care in composing messages. It only takes a moment and demonstrates that you care about the course. Below are some pointers on what **NOT** to do.

Contacting the Instructor Concerning Your Grade(s)

Students are encouraged to wait 24 hours before contacting the instructor and/or TAs about grades, **especially on exams**. Why? If you are unhappy with a grade, waiting 24 hours will allow you to calmly discuss your concerns. DO NOT contact the instructor to ask for additional extra credit, free points, or to round up your grade.

Addressing Me

I prefer to be addressed as Dr. GT. Why? It is easier for you to say. If you insist on incorrectly addressing me (Mr. Gonzalez, Dr. Tennant, etc.), I may deduct points. Would you forget your boss' name, or a co-worker's name? This as a real-world lesson.

Semester Calendar

Week 1: Aug 24 - 28
Topic: Introduction
Assignment: Week 1 Quiz
Readings: Muckle, Robert J. (2014), On Sexual Harassment and Abuse in Archaeology. *The SAA Archaeological Record*, pp. 32-33. (Links to an external site.)

Week 2: Aug 31 - Sep 4
Topic: Fieldwork Week 1
Assignment: Field Journal 1

Week 3: Sep 7 - 11
Topic:Fieldwork Week 2
Assignment: Field Journal 2

Week 4: Sep 14 - 18
Topic: Fieldwork Week 3
Assignment: Field Journal 3

Week 5: Sep 21 - 25
Topic: Fieldwork Week 4
Assignment: Field Journal 4

Week 6: Sep 28 - Oct 2
Topic: Fieldwork Week 5
Assignment: Field Journal 5

Week 7: Oct 5 - 9
Topic: Fieldwork Week 6
Assignment: Field Journal 6

Week 8: Oct 12 - 16
Topic: Fieldwork Week 7
Assignment: Field Journal 7

Week 9: Oct 19 - 23
Topic: Fieldwork Week 8
Assignment: Field Journal 8

Week 10: Oct 26 - 30
Topic: Fieldwork Week 9
Assignment: Field Journal 9

Week 11: Nov 2 - 6
Topic: Fieldwork Week 10
Assignment: Field Journal 10

Week 12: Nov 9 - 13
Topic: Fieldwork Week 11
Assignment: Field Journal 11

Week 13: Nov 16 - 20
Topic: Fieldwork Week 12
Assignment: Field Journal 12

Week 14: Nov 23 - 27 (Thanksgiving Week/Holiday)
Topic: None

Week 15: Nov 30 - Dec 4
Topic: Work on Final Paper
Readings: TBD

Week 16: Dec 7 - 11
Topic: Submit Final Paper
Assignment: Final Paper

Important UCF Dates for Fall 2020

August 28, 2020 - Last Day to Drop and Request Full Refund
August 28, 2020 - Drop/Swap Deadline
August 28, 2020 - Add Deadline
October 30, 2020 - Withdrawal Deadline

Academic Services and Resources

A list of available academic support and learning services is available at UCF Student ServicesLinks to an external site.. Click on "Academic Support and Learning Services" on the right-hand side to filter.

UCF Cares

During your UCF career, you may experience challenges including struggles with academics, finances, or your personal well-being. UCF has a multitude of resources available to all students. Please visit UCFCares.com (Links to an external site.) if you are seeking resources and support, or if you are worried about a friend or classmate. Free services and information are included for a variety of student concerns, including but not limited to alcohol use, bias incidents, mental health concerns, and financial challenges. You can also e-mail ucfcares@ucf.edu with questions or for additional assistance. You can reach a UCF Cares staff member between 8 a.m. and 5 p.m. by calling 407-823-5607. If you are in immediate distress, please call Counseling and Psychological Services to speak directly with a counselor 24/7 at 407-823-2811, or please call 911.

Non-Academic Services and Resources

A list of non-academic support and services is also available at UCF Student ServicesLinks to an external site.. Click on "Support" on the right-hand side to filter. If you are a UCF Online student, please consult the UCF Online Student GuidelinesLinks to an external site. for more information about your access to non-academic services.

Academic Integrity

Students should familiarize themselves with UCF's Rules of ConductLinks to an external site.. According to Section 1, "Academic Misconduct," students are prohibited from engaging in:

- Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
- Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment, or project.
- Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
- Falsifying or misrepresenting the student's own academic work.
- Plagiarism: Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
- Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor.
- Helping another violate academic behavior standards.

For more information about Academic Integrity, students may consult The Center for Academic Integrity (Links to an external site.). For more information about plagiarism and misuse of sources, see "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices (Links to an external site.)".

Responses to Academic Dishonesty, Plagiarism, or Cheating

I adhere to the highest standards of academic integrity, so please do not ask me to change (or expect me to change) your grade illegitimately or to bend or break rules for one person that do not apply to everyone. Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, The Golden Rule. Links to an external site.UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see http://goldenrule.sdes.ucf.edu/zgradeLinks to an external site..

Course Accessibility Statement

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need disability-related access in this course should contact the professor as soon as possible. Students should also connect with Student Accessibility ServicesLinks to an external site. (Ferrell Commons 185, sas@ucf.edu, phone (407) 823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable.Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student.

Campus Safety Statement

Emergencies on campus are rare, but if one should arise in our class, everyone needs to work together. Students should be aware of the surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Please make a note of the guide's physical location and consider reviewing the online version at http://emergency.ucf.edu/emergency_guide.htmlLinks to an external site..
- Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, we may need to access a first aid kit or AED (Automated External Defibrillator). To learn where those items are located in this building, see http://www.ehs.ucf.edu/workplacesafety.htmlLinks to an external site. (click on link from menu on left).
- To stay informed about emergency situations, sign up to receive UCF text alerts by going to my.ucf.eduLinks to an external site. and logging in. Click on "Student Self Service" located on the left side of the screen in the tool bar, scroll down to the blue "Personal Information" heading on your Student Center screen, click on "UCF Alert," fill out the information, including your e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- Students with special needs related to emergency situations should speak with their instructors outside of class.

- To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video. You CAN Survive an Active Shooter (Links to an external site.)

Deployed Active Duty Military Students

If you are a deployed active duty military student and feel that you may need a special accommodation due to that unique status, please contact your instructor to discuss your circumstances.

Copyright

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

Third-Party Software and FERPA

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.

Required Statement Regarding COVID-19

University-Wide Face Covering Policy for Common Spaces and Face-to-Face Class

To protect members of our community, everyone is required to wear a facial covering inside all common spaces including classrooms (https://policies.ucf.edu/documents/PolicyEmergencyCOVIDReturnPolicy.pdfLinks to an external site.. Students who choose not to wear facial coverings will be asked to leave the classroom by the instructor. If they refuse to leave the classroom or put on a facial covering, they may be considered disruptive (please see the Golden RuleLinks to an external site. for student behavior expectations). Faculty have the right to cancel class if the safety and well-being of class members are in jeopardy. Students will be responsible for the material that would have been covered in class as provided by the instructor.

Notifications in Case of Changes to Course Modality

Depending on the course of the pandemic during the semester, the university may make changes to the way classes are offered. If that happens, please look for announcements or messages in Webcourses@UCF or Knights email about changes specific to this course.

COVID-19 and Illness Notification

Students who believe they may have a COVID-19 diagnosis should contact UCF Student Health Services (407-823-2509) so proper contact tracing procedures can take place.

Students should not come to campus if they are ill, are experiencing any symptoms of COVID-19, have tested positive for COVID, or if anyone living in their residence has tested positive or is sick with COVID-19 symptoms. CDC guidance for COVID-19 symptoms is located here: (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html (Links to an external site.))

Students should contact their instructor(s) as soon as possible if they miss class for any illness reason to discuss reasonable adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

In Case of Faculty Illness

If the instructor falls ill during the semester, there may be changes to this course, including having a backup instructor take over the course. Please look for announcements or mail in Webcourses@UCF or Knights email for any alterations to this course.

Course Accessibility and Disability COVID-19 Supplemental Statement

Accommodations may need to be added or adjusted should this course shift from an on-campus to a remote format. Students with disabilities should speak with their instructor and should contact sas@ucf.edu to discuss specific accommodations for this or other courses.