

WHAT IS THE RHYTHM OF THIS COURSE? READ THIS SECTION VERY CAREFULLY.

IF YOU CANNOT ADJUST YOUR SCHEDULE TO THE RHYTHM OF THE CLASS, YOU WILL HAVE A VERY DIFFICULT TIME SUCCEEDING IN THIS COURSE. DEADLINES ARE NOT FLEXIBLE. LATE ASSIGNMENTS ARE NOT ACCEPTED FOR ANY REASON.

The on-line class has a very different rhythm from on-campus classes, and each on-line course is different from other on-line courses. In this class, the first day of the 'on-line week' begins on a Monday morning at 12:01 AM and runs until a Sunday night at 11:59 PM when all work for that week must be completed. (The exception is that our first week begins on at 8:00 am on a Wednesday.)

There are seven major components to the course: 1) reading the textbook; 2) viewing the PowerPoint slides (these are not narrated); 3) accessing the MATRIX websites; 4) discussions; 5) activities; 6) quizzes; and 7) a final comprehensive exam.

1) Reading the Textbook: it will be extremely difficult to pass this course without reading the textbook. It is your responsibility to purchase the textbook. It is up to you to decide the best time to complete each week's assigned readings.

2) Viewing the PowerPoint slides: For each major section of the course, there are accompanying PowerPoint slides that you can download and/or print. Additional information and resources are contained in these lectures, which are similar to those given in the on-campus version of this course.

3) MATRIX Websites: Additional course information is contained in a series of websites. Relevant URLs are listed for each week.

4) Discussions: There are four discussions in this course and each discussion has three main parts. First, you must do an initial commentary (your analysis/research and scientific consideration about the discussion topic) by Friday morning, at 9:00 AM. Second, you need to read the postings of other students and will be required to read at least half of the initial commentaries of others. As the professor, it is possible to see how many postings each student has viewed. Third, each student is to make a minimum of two (2) different replies on the postings of other students' initial commentaries by the end of the on-line week by Sunday, by 11:59 PM. You are NOT allowed to comment on other students' postings before Friday morning at 9:00 AM, although you can certainly read them. Early replies will not count for points. All replies must be submitted between Friday 9:01 AM to Sunday 11:59 PM for credit. No late discussion commentaries or replies are accepted for any reasons, so please do not ask the professor to make exceptions just for you.

5) Activities: There are four archaeology activities, the times and due dates of which will be posted in the course calendar. No late activities are accepted for any reason. In lieu of classroom-based activities, these assignments will enhance your learning of course content.

6) Quizzes: There are four quizzes given during the quarter. Each quiz opens on a Thursday morning at 12:01 AM and closes on a Sunday night at 11:59 PM. There are 50 multiple choice questions. Seventy-five minutes is allotted to complete a quiz. No late quizzes are accepted for any reason. In order to submit the quiz on time, it needs to be started at least 75 minutes before the due date/time.

7) Final Comprehensive Exam: The final exam is comprehensive and covers all course materials. It will consist of multiple choice questions. It will be due no later than the first official day of final exams by 11:59 pm. Two and one-half hours are allotted to complete the final exam. No late final exams are accepted for any reason.

PLEASE NOTE: THERE IS NO EXTRA-CREDIT OFFERED IN THIS COURSE. PUT YOUR ENERGY INTO DOING WELL ON THE ASSIGNMENTS AND QUIZZES. IF YOU NEED HELP, PLEASE ASK THE PROFESSOR ASAP!

WHAT TEXTBOOK & MATERIALS ARE REQUIRED FOR THIS COURSE?

1. REQUIRED TEXTBOOK (hard copy or e-copy) IT IS YOUR RESPONSIBILITY TO PURCHASE THE TEXTBOOK AS SOON AS POSSIBLE. IT WILL BE NEEDED FOR THE FIRST WEEK OF CLASSES.

Renfrew, Colin and Paul Bahn

2010 Archaeology Essentials, 2nd edition. Thames & Hudson, Ltd. ISBN: 978-0-500-28912-9 or e-book.

This textbook is ideally suited for a 10-week introductory course because it is concise, student-friendly, well written, easily understandable, and offers a free student companion website.

2. REQUIRED STUDY GUIDE/ONLINE BOOK COMPANION WEBSITE

<http://college.thamesandhudsonusa.com/college/archeology-essentials2/>

This URL will bring up the companion site where you can select the chapters from the dropdown menu.

3. RING-BINDER NOTEBOOK (if you choose to print course materials-See Eco-Conduct below)

You may find it difficult and expensive to continuously work online. You may find the course a great deal easier if you print the syllabus, calendar, each week's assignment page, and various other supporting documents. Place them in a 3-ring binder and buy a set of section dividers, with one divider for each week's assignments. Alternatively, you may want to download course materials onto a thumb drive or other device for quick reference. Print only what you feel is necessary.

4. SOFTWARE

Word Processor: Microsoft Word is the only word processor supported at the college. You must use Microsoft Word to prepare any documents to be submitted. Documents submitted in any other format will not be accepted.

5. WEB BROWSER

You must use a Web browser supported by Canvas and it must be properly "tuned." Information about supported browsers and how to tune them is posted on the Distance Education Website (www.bellevuecollege.edu/distance/).

WHAT ARE THE REQUIREMENTS FOR THIS COURSE?

Materials in the "Start Here" Module: You are required to review all materials in the "Start Here" module, including this syllabus, course calendar, the Procedures and Guidelines of the Social Science Division, and all other documents in the module. Enrollment in the course constitutes an agreement to abide by the policies set forth in these items. By the end of the first week of the course, you should submit the Course Agreement to your professor to indicate you understand how the course works and how your performance will be assessed.

Reading: It is absolutely essential that you read the textbook and assigned articles. You are responsible for your own learning and should take a vested interest in doing the best you can. Yes, you need to buy the textbook!

Viewing PowerPoint slides: Additional course information is available in a series of PowerPoint "lectures" that you can view on-line or print as you wish. These lectures are very similar to those provided on campus, but they are not narrated so that you can go through them at your own pace.

Accessing MATRIX websites: Additional course information is contained in a series of websites. You will need to read the materials contained in each of these sources.

Discussions: In order to mimic the on-campus classroom environment, this course will involve discussions with your classmates. For each discussion, you have questions to consider, postings to view, and two replies to contribute. Posting of your initial commentary, reading others' commentaries, and responding to others are critical for classroom participation and for excelling on quizzes. The first part of the discussion (initial commentary) is always due by Friday morning, 9 am. The second part (replies) takes place from Friday morning (9:01 am) through Sunday night.

Activities: Archaeologists are well-known for obtaining first-hand knowledge of the past. You will have the opportunity to do so as well through a series of activities. There are four activities to be completed during the course of the quarter.

Quizzes: A major part of your course grade will be derived from four quizzes. Questions are derived from assigned readings, PowerPoints, websites, handouts, discussions, activities, and any other instructional material presented in class. It is in your best interest to be prepared and to complete each quiz in the allotted time and by each deadline. No late quizzes are accepted for any reason.

Final Exam: A comprehensive final exam will be administered at the end of the quarter. It is due no later than the first day of the final exam period at 11:59 pm. You will have 2 ½ hours to complete it; it is composed of multiple choice questions. It must be started at least 2 ½ hours before the due date/time.

PLEASE NOTE: THERE IS NO EXTRA-CREDIT FOR THIS COURSE, SO PLEASE DO NOT ASK. YOU SHOULD MAKE EVERY EFFORT TO EXCEL ON ASSIGNMENTS, QUIZZES, AND THE FINAL EXAM.

WHAT ARE THE LEARNING OUTCOMES FOR ARCHAEOLOGY?

If all components of this course are successfully completed, students will be able to:

1. Discuss the scope, applications, history, and current practices of the field of archaeology.
2. Recognize, identify, and employ the scientific method in archaeology, and to distinguish coherent arguments based on such principles from other claims.
3. Describe how archaeological studies reveal characteristics of cultural behavior (technological, organizational, and ideological) and explain how those behaviors have changed through time.
4. Comprehend how archaeologists go about collecting, analyzing, interpreting, and applying their data to resolve questions of cultural evolution.
5. Explain the relevance of archaeology to global issues and cultural diversity.

WHAT ACCOMMODATIONS FOR DISABILITY DOES THE COLLEGE HAVE?

"The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of emergency situation, such as a fire, earthquake, etc., please meet with your individual instructors to develop a safety plan within the first week of the quarter. The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc."

Please let me know by Canvas mail as soon as possible if you have an accommodation. I will require a notification from the Disability Resource Center in order to provide you with appropriate accommodation. It takes at least one quarter for accommodations to be granted. One cannot simply state that one needs accommodations; the DRC will request appropriate documentation and make the decision. Only DRC students can be accommodated. Please let me know how I can help you.

HOW CAN STUDENTS BE ENVIRONMENTALLY-FRIENDLY?

Student Sustainability Guidelines: Students are expected to make decisions that have the smallest environmental impact while maximizing student learning. These decisions include:

- Think before printing documents for this class, adjust printable margins, print double-sided & reuse paper for scrap paper.
- Turn in papers electronically or when necessary turn in printed assignments double-sided, single-spaced and using narrow margins of at least .75 inches.
- Recycle all paper, bottles, and cans; and compost food and materials from the BC cafeteria.
- Adjust the power settings on your personal computer so the monitor and CPU will sleep after 20 minutes of inactivity and unplug all personal electronic devices when not in use.

WHAT MATERIALS ARE COVERED ON QUIZZES AND WHEN IS EACH DUE?

ASSESSMENT	DATES AVAILABLE	MATERIALS COVERED ON QUIZ
QUIZ #1 75 minutes for 50 multiple choice questions	Thursday, January 17, 12:01am through Sunday, January 20, 11:59 pm DUE: Sunday, January 20 by 11:59 pm	All materials in Weeks, 1, 2, and 3 Textbook Chapters 1, 2, 3 Syllabus & other Course Materials in the "START HERE" module Discussion #1 Activity #1
QUIZ #2 75 minutes for 50 multiple choice questions	Thursday, February 7, 12:01am through Sunday, February 10, 11:59 pm DUE: Sunday, February 10 by 11:59 pm	All materials in Weeks 4, 5, and 6 Textbook Chapters 4, 5, 6 Discussion #2 Activity #2
QUIZ #3 75 minutes for 50 multiple choice questions	Thursday, February 21, 12:01am through Sunday, February 24, 11:59 pm DUE: Sunday, February 24 by 11:59 pm	All materials in Weeks 7 and 8 Textbook Chapters 7, 8, 9 Discussion #3 Activity #3
QUIZ #4 75 minutes for 50 multiple choice questions	Thursday, March 7, 12:01am through Sunday, March 10, 11:59 pm DUE: Sunday, March 10 by 11:59 pm	All materials in Weeks 9 and 10 Textbook Chapters 10, 11, 12 Discussion #4 Activity #4
FINAL EXAM 2 ½ hours for 100 multiple choice questions	Monday, March 11, 12:01 am through, Monday, March 18, 11:59 pm DUE: Monday, March 18 by 11:59 pm	All course materials 100 multiple choice questions

HOW MANY POINTS MAKE UP YOUR GRADE?

Assessment	Quantity	Value	% of Grade
Quizzes	4 at 100 points each	400	50 %
Discussions	4 at 25 points each	100	12.5%
Activities	4 at 25 points each	100	12.5%
Final Exam	1 at 200 points	200	25 %
TOTAL		800	100 %

WHAT IS THE SCALE FOR FINAL GRADE CALCULATION IN THIS COURSE?

Course Grade	Decimal	Percentage Scale	Corresponding Point Value
A	4.0	92-100%	736-800 points
A-	3.7	90-91%	720-735 points
B+	3.3	88-89%	704-719 points
B	3.0	82-87%	656-703 points
B-	2.7	80-81%	640-655 points
C+	2.3	78-79%	624-639 points
C	2.0	72-77%	576-623 points
C-	1.7	70-71%	560-575 points
D+	1.3	68-69%	544-559 points
D	1.0	60%-67%	480-543 points
F	0	<60%	0-479 points

FINAL GRADES

"Official grades are available approximately one week after the quarter ends. There are several ways to learn your grades: 1. BC website: www.bellevuecollege.edu/services/schedule.asp; 2. Kiosk in the Student Services Building or the Campus Information Center; 3. In person at the Student Service Center."