



Course Syllabus

You are required to review this syllabus and the attached Procedures and Guidelines of the Social Science Division. Enrollment in the course constitutes an agreement to abide by the policies set forth in these items. You will be required to sign and submit a form that documents this agreement. Please carefully read over this syllabus and all class documents. Download a copy of the "Course Agreement Form", electronically sign and date it, save the file, and upload it to our CANVAS course site by Wednesday, October 1.

Affirmation of Inclusion

- Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. This classroom is a SafeSpace. Please check this URL for further information: <http://www.bellevuecollege.edu/inclusion/>

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 an 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. If you are a student with a documented autism spectrum disorder, there is an additional access program available to you.

Contact asn@bellevuecollege.edu or (425) 564-2764. ASN is located in the Library Media Center in D 125. www.bellevuecollege.edu/autismspectrumnavigators/

The DRC office is located in B 132 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.

Anthropology Paper Usage Policy

In an attempt to conserve resources, the Anthropology Department has implemented a paper use reduction policy. The CANVAS course site will be used to post materials required for class (i.e., readings, activities, syllabus, handouts, lectures, assignments, etc...). Except for the syllabus, you are not expected to print all materials. You are responsible for reading all materials, however. Use your discretion and use resources wisely.

What is the description of this course in the college catalog?

Exploration of some of the most well-known archaeological discoveries from the distant and recent past (such as Olduvai Gorge, Ice Age Caves, Jericho, Egyptian pyramids, Harappa, Stonehenge, Xianyang, Teotihuacan, Cahokia, Mesa Verde, Great Zimbabwe, Chichén Itzá, Machu Picchu, Ozette, etc.). Offers global coverage and scientific interpretation incorporating a large visual component.

What General Education requirement is fulfilled by this course?

This course fulfills the General Education requirement of “Connections” → Cultural Diversity.

What are the Course Outcomes?

Upon successful completion of this course, students will be able to:

1. Develop an appreciation of the course of human prehistory within its environmental settings
2. Scrutinize well-known archaeological case studies to explain how archaeological data are obtained, recorded, and analyzed to solve research problems provoked by the studies
3. Process theories of cultural evolution and major transformative processes experienced by the human species in differing environmental contexts
4. Increase awareness of cultural and ecological diversity through the study of remains of various ancient cultures
5. Increase awareness of legal responsibilities facing world citizens and their collective past
6. Critically evaluate current findings within an archaeological/ecological framework

How will Course Outcomes be met?

- Outcomes will be addressed through lectures, visual materials, readings, activities, and discussions.
- Outcomes will be assessed through tests, homework assignments, discussions, films, and activities. (See detailed information below.)

What is the Course Outline?

I. Introductory Concepts

- A. Archaeology as Anthropology
- B. Ethics in archaeology
- C. Preservation of the collective past
- D. Public awareness of US laws regarding sites

II. Discoveries about Human Evolution

- A. Old World Case Studies in various environments
- B. New World Case Studies in various environments

III. Discoveries about Foraging Systems and the Origins of Agriculture

- A. Old World Case Studies in various environments
- B. New World Case Studies in various environments

IV. Discoveries about Ancient Civilizations

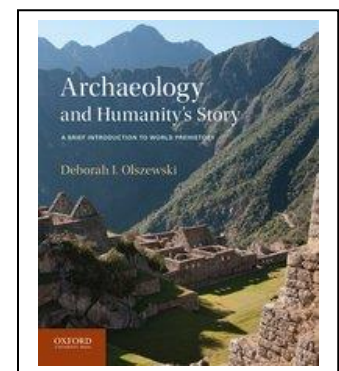
- A. Old World & Australia Case Studies (Middle East, Africa, Asia, Europe, Australia)
- B. New World Case Studies (North America, Central America, South America)

V. Current Events – Recent Discoveries in the Media

What textbook and materials are required?

- **Textbook:** *Archaeology and Humanity's Story: A Brief Introduction to World Prehistory* (ISBN: 978-0-19-976456-3) by Deborah I. Olszewski, Oxford University Press, 2017.

This textbook was chosen for a number of reasons: 1) it's one of the best on the market; 2) it's comprehensive, yet concise; 3) it's ideal for a 10-week quarter; and 4) used copies are reasonably priced and readily available.



- **Course Website through CANVAS:** Electronic copies of this syllabus and materials will be available on the course website, accessible via CANVAS. You must have established a student account (see below) to access this material. Please check the CANVAS course site for updates.
- **Additional Materials:**
 - A packet of Scantrons, No. 2 pencils, and clean erasers for test-taking.
 - A notebook/paper to take notes (no laptops/tablets/etc., unless you have a documented medical need).
 - Bring your textbook for every class meeting.

How will I be assessed in this course?

A variety of instructional methods and learning opportunities exists for you to master class content. Please be sure to read over the components of how you will be graded.

Attendance & Active Participation

- It is well worth your time and effort to regularly attend class and to constructively participate. Attendance is taken at every class. Tests will focus on material covered in class so that your grade will suffer if you do not habitually come to class.
- However, please do not come to class if you are sick. Send a CANVAS message or e-mail prior to class to let me know if you are ill. Only if you have contacted me AHEAD of time, will you be given any consideration for making up any assignments.
- All electronic devices must be turned off before class begins. No tablets, iPads, laptops, etc. are allowed to be used during lectures or tests, unless you have a documented medical need that has been approved by the DRC. Cell phones will not be tolerated.

Homework

- Before each class, it is necessary to complete the assigned readings in order to participate and to better learn course content. Assignments are on the course schedule.

Discussions

- There are numerous discussions in this course, the dates of which are clearly marked on the course schedule. Each is worth up to 25 points. All discussions occur in class.
- It will be necessary for you to read the discussion article or do research ahead of time (posted on CANVAS) to prepare a commentary. Full instructions for discussions are posted separately from this syllabus. Please check the CANVAS website for instructions.
- Total = 150 points or ~19% of your grade.

Tests

- A major portion of your grade will be derived from 6 test, each worth 100 points.
- To take a test, bring a Scantron and a #2 pencil to class. Scantrons and pencils are available from the cashier at the BC Bookstore.
- Tests are not comprehensive and will cover only material not covered on previous tests. Questions come from assigned readings, class lectures, videos/DVDs/films, overheads, slides, handouts, discussions, articles, activities, media links, and any other instructional material presented in class.
- All tests are closed book, so you may not consult any other sources during the test. Please show up prepared and on time.
- All electronic devices must be turned off before the start of the test. These devices include MP3 players, computers, laptops, electronic dictionaries, pagers, tablets, cell phones, computers, etc.
- Total = 600 points or 74% of your course grade.

Preliminary and Final Assessments

- A baseline assessment will be given at the beginning of the quarter to determine your state of knowledge about archaeology.
- A final short paper that self-assesses your learning about world archaeology will be due near the end of the quarter.
- Total = 50 points total or ~6% of your grade.

Course Evaluation

- Completion of a course evaluation is part of the requirements for this class. The college will send an email to each student to directly link to the evaluation website. I appreciate your feedback.
- Total = 10 points or ~1% of your grade.

How are final course grades determined?

- Students must complete all course requirements within the quarter in which the student enrolled before a final course grade will be issued. You can figure out your standing in class at any point in the quarter by accessing your grade book on CANVAS.
- “Official grades are available about 1 week after the quarter ends. Several ways to obtain your grades are:
 1. BCC website: www.bellevuecollege.edu
 2. Kiosk in the Student Services Building or the Campus Information Center

3. Mail: leave a self-addressed stamped envelope at the Student Service Center, with your Student ID #.
4. In person at the Student Service Center.”

Grades will be calculated using points. You may earn up to 810 points during the quarter, distributed as follows:

Class Requirement	Value	Percent of Grade
Tests	600 points	74%
Discussions	150 points	19%
Preliminary Assessment	25 points	3%
Final Assessment	25 points	3%
Course Evaluation	10 points	1%
TOTAL POINTS	810 points	100%

Course Grade	Decimal Value	Percentage Scale	Corresponding Point Value
A	4.0	92-100%	745 – 810 points
A-	3.7	90-91%	729 – 744 points
B+	3.3	88-89%	712 – 728 points
B	3.0	82-87%	664 – 711 points
B-	2.7	80-81%	648 – 663 points
C+	2.3	78-79%	631 – 647 points
C	2.0	65-77%	526 – 630 points
C-	1.7	60-64%	486 – 525 points
D+	1.3	58-59%	469 – 485 points
D	1.0	50%-57%	405 – 468 points
F	0	<50%	404 or fewer points

On what dates are tests and what materials are covered on each one?

TEST	DATE	MATERIALS COVERED
1	Monday October 3	Chapters 1, 4 Discussion 1 All materials from September 19 – October 3
2	Monday October 17	Chapters 5, 6, 7 Discussion 2 All materials from October 25 – October 17
3	Wednesday October 26	Chapters 8, 9 Discussion 3 All materials from October 19 – October 29
4	Monday November 7	Chapters 10, 11 Discussion 4 All materials from October 30 – November 12
5	Monday November 21	Chapters 12, 13 Discussion 5 All materials from November 13 – November 24
6	Wednesday November 30	Chapters 14, 15 Discussion 6 All materials from November 25 – December 3

How can you do the best you can in this class?

Since this course is a survey of world archaeology, we will be covering a lot of material. In order to be successful in this course, you will need to regularly attend class and do the assigned readings and assignments on time so that you do not fall behind. Many students find they need to dedicate a good amount of time and energy to pass this course. The following advice may help you succeed.

1. Questions or concerns? Contact me immediately.

- I welcome your e-mails and questions at any time. Often a problem can be easily resolved if it is addressed immediately. Too often, though, students delay in letting me know about a problem until the end of the quarter when it may be too late.
- Feel free to send me a message or stop by my office (D100E) to speak with me. If the door is closed, please knock.

2. Preparation

- Know what is expected of you! Be aware of class assignments, homework, test dates, discussion dates, etc.
- Come to class well prepared, ready to take notes. You should bring the textbook every time we have class.
- Do the chapter readings when they are assigned, and come to class prepared to discuss them. There will be exercises in class related to the readings. Films are also assigned, so be sure to keep up on the viewing of this material.
- For every hour you spend in class, expect to spend at least 3 hours at home studying, reading, or working on this course.

3. Attendance

- To do well in this class it is essential to regularly attend class.
- Always e-mail me as soon as possible to let me know if it is unavoidable that you miss class. It is your responsibility to obtain material that you have missed. Make sure there is someone from whom you can borrow notes.

4. Team Activities

- It's a good idea to bring your textbook to class since you will be participating in team activities throughout the quarter. These activities will be more productive if your textbook is at hand.

5. Participation

- Participating actively in class will help you learn. Ask questions when you do not understand, and join in class or group discussions. Whispering to other students does not count as participation and is a distraction to everyone's learning.

6. Reading

- Reading is an integral component of learning in this course. Remember that any material which is not covered in class is fair game for testing. Do not leave all of the reading for the day before the test since there is much material to learn.

7. Comprehension

- If you are not understanding course material, come and see me right away. I want you to do well in this course, but it is difficult to help you if I do not know that you want help. Please set up an appointment with me during my office hours so I can help.

What are the Student Behavioral Expectations in this class?

- My assumption is that each of you is here to learn, and I want to make the classroom environment as conducive to learning as possible for everyone. Side comments directed to other students during lecture or class discussion are distracting. Once a distracting student comes to my attention, I will ask him/her to refrain from talking.
- **If a student persists in distracting the class, that individual will be asked to leave.**
- If a student in class is distracting you, and I do not notice, please let me know, so I can effectively deal with the situation.
- During class discussions and group exercises, you may find that your fellow students hold beliefs and opinions that are very different from your own. This situation is an opportunity to exercise your listening skills, to perfect your critical reasoning skills, and learn to examine claims based on supporting evidence. The classroom must be safe and open for all students regardless of their age, sexual orientation, race, ethnicity, religion, gender, disability, or perspective.
- We will observe the following guidelines for discussion.
 - 1. We are not here to persuade others to our point of view; rather to examine the merits of each position, based on evidence. We will question the evidence or the claim; not the person.
 - 2. We can respect the person even if we don't share his/her opinions.
 - 3. We will give each participant his/her time to express views without interruption, argumentation, or disrespectful gestures, laughter, body language, facial expressions, etc.
 - 4. We will remain open to corrective feedback as to our views and/or the impact of our communication style.
 - 5. We will remain aware of the time and seek to not dominate the discussion. A general rule of thumb is no more than two comments/questions before yielding the time to others.
 - 6. We will avoid phrases such as: "People like that..." "That's a stupid question....idea....etc." "They always..."
 - 7. No one should be understood to be 'representing' the racial/ethnic, gender, class, etc. group to which he or she ascribes. You speak for only yourself.

What are the class expectations?

- **Social Science Division Guidelines and Procedures**
 - If you have any questions about the meaning of these policies, please ask me. You are responsible for reading the guidelines and procedures of the Social Science Division which are given at the end of this syllabus, and which apply to ALL students in this class.
- **Do not submit assignments via e-mail, except by prior arrangement.**
 - Assignments submitted by e-mail will **not** be accepted, except by prior arrangement. It is challenging to keep track of assignments if they are submitted in different ways by different students at different times from various classes.
 - If you have to miss class on a day when an assignment is due, you can post it early on our CANVAS course site. Late assignments are not accepted.
- **Make-up Tests**
 - If you are requesting a make-up test or discussion, because you know in advance that you will have to be absent on the day of the assessment for a legitimate reason, you will need to write a note or e-mail *ahead of time* explaining why you need to miss class, and you will be required to provide *appropriate legitimate* documentation to explain your absence.
 - Vacation, attendance at social activities, sleeping in, picking up someone from the airport, work, etc. are not valid excuses for missing tests and/or discussions and you will not be able to make up assessments for these reasons.
 - Consideration for make-ups is provided ONLY if you have contacted me BEFORE your absence and you have provided legitimate documentation.
 - A make-up test is composed of several essay questions and must be taken on campus as soon as possible after the test was given in class. No notes, textbook, or other materials/resources are allowed as the make-up test is closed book.
- **Last-minute emergency on test days**
 - If you are extremely sick on the day of a test, you must contact me as soon as possible. If you wait until after the test or when you are back in class to explain your absence or ask to make-up work, I will be unable to accommodate your request, regardless of your excuse.
 - Any other kind of emergency request will be dealt with on a case-by-case basis. It is always important to contact me as soon as possible. To request an accommodation, you will need to write a letter stating why you were unable to attend class, evidence

to support your claim, and an explanation of why you think I should agree to your request (see above section).

- **Exploring Great Discoveries**

- A number of in-class assignments form a critical component of your assessment in this class. All assignments are completed in class and there are no make-ups for these assignments.
- It is absolutely critical that you are prepared for class every day since the writing assignments are unscheduled and you must have read pertinent material for the day.

- **Technology in the classroom**

- Please turn off cell phones, pagers, MP3 players, computers, laptops, tablets, nooks, etc. before class begins, as these items distract you and other students from learning.
- If you have a medical need to use a laptop or another electronic device, please come and talk with me. I'll be glad to accommodate you. All students who have permission to use a laptop or other electronic device will be seated in the front of the classroom. If you do not have a medical reason, please do not use electronic technology in the classroom.
- If you are found using your cell phone or other electronic device without permission, you will be asked to leave.

How can I avoid plagiarism?

The Writing Lab website has excellent information about how to avoid plagiarism and how to correctly cite the work of others:

<http://www.bellevuecollege.edu/asc/writing/essays-guides/documents/plagiarism.pdf>

Preventing Plagiarism: "Plagiarism is a form of academic dishonesty occurring when students use information or material from outside sources and do not properly cite those sources. This use is grounds for disciplinary action. It is your responsibility to understand plagiarism and its consequences.

Plagiarism occurs if:

- a. You do not cite quotations and/or attribute borrowed ideas.
- b. You fail to enclose borrowed language in quotation marks.
- c. You do not write summaries and paraphrases in your own words and/or do not document your sources.

- d. You turn in work created by another person.
- e. You submit/use your own prior work from a current or past course, or work from one current course in another course *without express permission* from your professors. This use also constitutes academic honesty.
- f. Consequences: If it is determined that you have plagiarized or engaged in other forms of academic dishonesty, you will likely fail the assignment and possibly the course, despite points earned through other work. Acts of academic dishonesty are reviewed for disciplinary action.”

What is the college’s Student Code?

- “Cheating, stealing and plagiarizing (using the ideas or words of another as one’s own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the professor or classmates.
- The professor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services.”
- The Student Code, Policy 2050, in its entirety is located at:
http://bellevuecollege.edu/policies/2/2050_Student_Code.asp



PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION

Fall 2016

<http://www.bellevuecollege.edu/socsci/procedures-guidelines/>

Cheating, Stealing and Plagiarizing [1]

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Dean of Student Services.

Incomplete

If a student fails to complete all the required work for a course, an instructor may assign the grade of Incomplete ("I"). The student must complete the coursework by the end of the next quarter, or receive the assigned letter grade (usually an "F").

F Grade

Students who fail a course will receive a letter grade of "F."

Final Examination Schedule

The Social Science Division will adhere to the final examination schedule as stated in the BC Schedule. Final examinations will be held at the end of each quarter at fixed times. Instructors

will not give examinations in advance of the regular schedule. A student who is absent from any examination held at any time during the quarter may forfeit the right to make up the examination. If, for illness or some other circumstance beyond the student's control, the student is unable to be present at any scheduled examination and has contacted the instructor on a timely basis, the student may be permitted to take such examination at a time designated by the instructor.

Withdrawal from Class

College policy states that students must formally withdraw from a class by the end of the seventh week of the quarter (Registration Office, B125). If a student has not withdrawn by that date, an appropriate letter grade will be assigned for the course.

Hardship Withdrawal

Instructors may assign the grade of "HW" (hardship withdrawal) at their discretion in the event that a student cannot complete the coursework due to extreme and exceptional circumstances. Students may also contact the Enrollment Services office BEFORE grades are assigned in cases of hardship.

Students Who Require Disability Accommodations

Students with disabilities who have accommodation needs are encouraged to meet with the Disability Resource Center (DRC) office located in B132 (telephone 425.564.2498 or TTY 425.564.4110), to establish their eligibility for accommodation. The DRC office will provide each eligible student with an accommodation letter. Students who require accommodation in class should review the DRC accommodation letter with each instructor during the first week of the quarter.

Students with mobility challenges who may need assistance in case of an emergency situation or evacuation should register with Disability Resource Center, and review those needs with the instructor as well.

Distribution of Grades

Grades will not be posted in the Social Science Division or in faculty offices, and secretaries will not give out grades. Students should access their grades through the BC Web site.

Return of Papers and Tests

Paper and/or Scantron score sheet returns will be arranged in the following ways ONLY: by mail, if student supplies the instructor with stamped, self-addressed envelope (with appropriate postage); or by the instructor designating a time and place whereby the student may retrieve his/her papers. Unclaimed papers and/or Scantron score sheets must be kept by the instructor for a minimum of sixty (60) instructional days following the end of the quarter.

[1] If you are accused of cheating, stealing exams and/or plagiarism, there is a Bellevue College Student Discipline and Appeals Procedure (the right to due process) which you may pursue. Contact the office of Division Chair (D110), the Dean of Student Services (B231A) or the Associated Student Body (C212) for information regarding the appeals process.