

COURSE SYLLABUS



COURSE TITLE: ARCH-190-Archaeological Field Assistant

CLASS SECTION: 001

TERM: 2025W

COURSE CREDITS: 3

DELIVERY METHOD(S): face to face

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

INSTRUCTOR DETAILS

NAME: Nicole Kilburn

EMAIL: kilburn@camosun.ca

OFFICE: Y212A

HOURS: Prior to the start of the program, office hours will be by appointment and can be either in person or virtual. Once the program begins the customized support that is generally offered in office hours will be incorporated into the intensive teaching days since there is at least 8 hours of contact time per day.

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course combines classroom and hands-on training to develop skills to assist at archaeological sites. Students will learn Indigenous perspectives in archaeology, identification of sites, excavating test pits, mapping and recording, basic study of local environments and plant communities, and safety in the field.

PREREQUISITE(S):

One of:

C in English 12

C in Camosun Alternative

CO-REQUISITE(S):

EQUIVALENCIES:

COURSE LEARNING OUTCOMES / OBJECTIVES

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

- Employ basic archaeological inventory skills in the field to accurately and safely record heritage features and sites.
- Complete key components of the Archaeological Site Inventory Form and the CRM site Recording Form or other forms as required by the BC Heritage Conservation Act.
- Use appropriate technology to identify and efficiently record archaeological features.
- Describe and identify the laws that protect archaeological sites in British Columbia.
- Use respectful practices in all aspects of archeological field work.
- Follow Indigenous cultural protocols as related to a particular site.
- Apply the principles related to the protection of Indigenous knowledge.
- Be able to work in teams to effectively apply the techniques of field archaeology.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

A student gear kit is to be purchased from the Camosun college bookstore prior to the first day of the program. It can be paid for online for easy pick up on May 14, or purchased in person.

Since the program is intensive and fast-paced, you will want to look at these resources before the start of the program, and then refer back to them as reference material through the program. Two readings in particular (McLay *et. al* 2008 and Cote 2010) will take a bit more time to read and digest. They are important and relevant to what we will be doing together, so please give them the time that they need so that you can get the most out of them. I look forward to discussing them as a group, maybe around a campfire?!

Many of these readings are more for reference, so do not print these unless you have a specific interest. They are all available on our D2L page, and listed here in alphabetical order rather than the order to read them!

British Columbia Archaeological Resource Management Handbook (While this has been written for local governments, it is concise and accessible, making it useful for field assistants to understand the application of the HCA legislation.)	https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/archaeological_handbook_for_local_governments.pdf
British Columbia Site Inventory Form Guide	https://www.for.gov.bc.ca/ftp/archaeology/external/!publish/Web/inventory_site/Site_Form_Guide.pdf
BC Tree Identification book	https://www.for.gov.bc.ca/hfd/library/documents/treebook/TreeBook.pdf (resource only) but nice to have access to for free
Heritage Conservation Act	https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96187_01 Please read all of this; it will be demystified in class!
Cote, C. (2010). The Centrality of Whaling to Makah and Nuu-chah-nulth Life. In: <i>Spirits of our Whaling Ancestors, Revitalizing Makah and Nuu-chah-nulth Traditions</i> , p. 1-41. Vancouver: UBC Press.	Linked off of D2L
Joe, H. (producer). (2018) <i>Dust n' Bones</i> [video]. Telus Storyhive.	https://www.youtube.com/watch?v=-UOemcu7L3Q&ab_channel=TELUSSTORYHIVE

<p>Ministry of Small Business, Tourism and Culture 2000 <i>Archaeological Inventory Guidelines</i>. Prepared by the Archaeology Branch for the Culture Task Force Resources Inventory Committee</p>	<p>https://www.for.gov.bc.ca/ftp/archaeology/external/!publish/web/inventory_guidelines.pdf</p>
<p>Ministry of Small Business, Tourism, and Culture 2001 Culturally Modified Trees of British Columbia; A Handbook for the Identification and Recording of Culturally Modified Trees. Published by the Resource Inventory Committee</p>	<p>https://www.for.gov.bc.ca/hfd/pubs/docs/mr/mr091.htm</p> <p>This is a great resource, with more information than you will need in this program. You can download it, but beware, it is HUGE. Please read the following:</p> <ul style="list-style-type: none"> • Introduction (p. 1-5) • skim the Coast BC section, paying attention to the shaded boxes, ID key for coastal CMTs, and summary of toolmarks (p. 6-60) • skim Interior BC section (p. 61-85) <p>skim recording section, paying attention to the Level 1 (p. 88-90) and Level 2 (p. 95-108) site forms recording guidelines</p>

Please note that a few extra resources may be provided before the start of the program. Students will be notified by email, and resources will be posted to D2L.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor. (Please note that the timing for Huu-ay-aht based program delivery is approximate and may change based on emerging opportunities or responding to the weather and learning needs of the group).

	Topics covered	Associated readings
<p>MAY 14 8:30am-4:30pm Lansdowne campus</p>	<p>Getting things started... (housekeeping, Q and A, introduction)</p>	<p>Heritage Conservation Act; British Columbia Archaeological Resource Management Handbook; Nicholas 2014</p>
	<p>Heritage Conversation Act legislation and process</p>	
	<p>Introduction to maps, compasses and GPS units (with some orienteering)</p>	
<p>MAY 15 8:30am-4:30pm Lansdowne campus</p>	<p>Introduction to fieldnotes</p>	<p>Archaeological Inventory Guidelines; Archaeological Impact Assessment Process</p>
	<p>HCA quiz (30 minutes)</p>	
	<p>Deep heritage of BC, infused with what sites and features look like</p> <p>Belongings lab</p>	
<p>MAY 16 8:30am-4:30pm Witty's Lagoon, Victoria</p>	<p>Safety in the Field</p>	<p>British Columbia Site Inventory Form Guide</p>
	<p>Feature ID and site recording at Witty's Lagoon</p>	

MAY 17	Rest day from content but prep for the field- gear, food shopping, etc	
MAY 18 8:00am-6:00pm Meet on campus at 8:00am to pack the bus	Travel day to the west coast (arrival ~1pm), set up camp afternoon applied orientation and welcome to the territory Sediments lab, set up and excavation of an Evaluative Unit (EU)	
MAY 19 8:00am-5:00pm	Thinking about and recording Culturally Modified Trees (CMTs)	Culturally Modified Trees of British Columbia.; A Handbook for the Identification and Recording of Culturally Modified Trees
MAY 20 8:00am-6:00pm	Full field survey day leaving camp at 8:30am-4:30pm (plus time in camp to finish up any fieldnotes)	
MAY 21 8:00am-6:00pm	Full field survey day leaving camp at 8:30am-4:30pm (plus time in camp to finish up any fieldnotes)	
MAY 22 8:00am-6:00pm	Final field survey day 8:30-3:00pm beach feast	
MAY 23 8:00am-5:30pm	Project wrap up Break camp and be able to leave by 8:30 am Travel back to Victoria (arrival about 5:00pm)	

If you have accommodations through the Centre for Accessible Learning (CAL) please connect with me BEFORE the start of the program so that we can discuss what these accommodations will look like in this program. We only have one quiz, and I can provide the additional time and separate space as required.

EVALUATION OF LEARNING

This program is evaluated on a pass/fail basis, and these thresholds have been determined in consultation with the Archaeology Branch to have the program meet or exceed the requirements of RISC (Resource Inventory Skills Committee). Evaluation is based on the following elements, which will be tested on multiple occasions over the course of the program:

DESCRIPTION	COMPETENCY
Attendance and participation	Students must attend every day of the program, and miss no more than 2 hours over the entire period to successfully complete.
Map reading skills	90% correct by end of program
Identifying arch sites and features	80% correct
Successful completion of Arch Branch site forms and CMT forms:	80% correct
Field notes	by the end of the program these should be at least 80% correct
Survey skills	100% correct by the end of the program

Heritage Conservation Act quiz	85% correct; with additional chances to attempt the quiz in consultation with the instructor
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Each of these elements of evaluation will be explained in the program orientation.

Upon successful completion of the program, students will receive a Certificate in Archaeology Field Assistance from Camosun College and a Certificate of Competency from the Provincial Archaeology Branch.

COURSE GUIDELINES & EXPECTATIONS

Since this is a unique program, PLEASE ask questions and get clarification about anything that you are uncertain about. Being proactive is key since the program is quite short and intensive.

Please be aware of the soft skills that are a critical part of this program. In particular, there is an emphasis on team work. both in the field and in camp. Contributing to the group and communicating clearly and respectfully with group members is essential for success in archaeology, it is a question I am regularly asked when employers are checking references. It is understandable that one's social battery can wear down after intensive days in the field, and this is something to think about and strategize about prior to the start of the program. There is a camp manager in Bamfield, and multiple people to talk to as you navigate this. If you don't know how to contribute in camp, just ask!

SCHOOL OR DEPARTMENTAL INFORMATION

There is no specific additional information to add at this time.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards

Support Service	Website
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:

<https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education.

To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.

