



UNIVERSITY OF NORTHERN COLORADO

ANT 320 Archaeology Research Methods, 3.0 Credits

Course Syllabus, Fall 2022; August 22 – Dec 11

Face to face meetings Wednesday 1:25-3:20, Candelaria Hall, room 1190

Hybrid online component: <http://unco.instructure.com/>

Instructor: Dr. Andy Creekmore

Email: andrew.creekmore@unco.edu

Office: Candelaria 2200; tel. 351 2761

Course URL: <http://unco.instructure.com/>

Office Hours: Tuesday and Thursday, 10:45-1:15. Look for me in Candelaria Hall rooms 0110, 1190, or 2200. I can also meet at other days and times virtually, on zoom, or in person in some cases. Please do not hesitate to contact me by email to schedule a live or virtual appointment. I provide office hours to talk about anything you wish, from questions about the course or grades to careers in anthropology or just life in general.

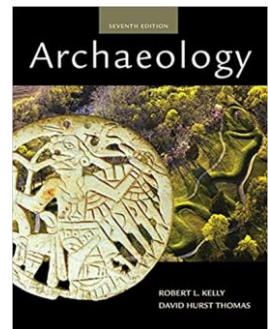
Prerequisites: none

Required Text

1) Textbook: Archaeology Down to Earth by Robert L. Kelly and David Hurst Thomas, 7th Edition. 9781305670402

2) Readings posted to Canvas (<http://unco.instructure.com/>)

3) During some weeks your reading load will be light, for others it will be heavier. Be sure to look ahead on the syllabus periodically so you can manage your preparation time effectively.



Course Description

From the catalog: Review field methods and laboratory techniques utilized in archaeology. Topics include locational analysis, stratigraphy, typological analysis, dating techniques and research publication.

Most of what we know about prehistory derives from archaeological research, and much of written history is supplemented, derived from, or even contradicted by archaeological research. Archaeology is thus an essential field for anthropology, history, and other subjects with which it intersects. This class introduces the history, theories, laboratory and field methods of archaeology, focusing especially on methods. We will cover many techniques including fieldwork such as surface survey, excavation, and geophysics, and lab methods including analysis of bone, ceramic, lithic and other materials. As we study these methods, we will review archaeological theories and principles related to interpreting the material remains that make up our data.

Note: this course requires labs that sometimes take place outdoors. On those occasions you should wear appropriate clothing as noted in the weekly schedule.

Course Learning Objectives (what we will do and what you will have learned by the end of the course).

In this course students will:

- Apply archaeological methods to the study of stone tools, ceramics, animal bone, and human bone.
- Apply archaeological methods to pedestrian survey, geophysics survey, and excavation.
- Describe and justify which field and lab methods to use in a range of research scenarios.
- Interpret human behavior based on artifacts and features recovered from archaeological sites.
- Use introductory flintknapping techniques to produce a stone tool.
- Identify and distinguish the major dating or chronological methods used in archaeology and explain under what circumstances and with what type of material each method is useful.

- Identify and distinguish the major theoretical paradigms of archaeology and how these affect research choices and interpretive frameworks.
- Complete labs and projects that require analysis and interpretation of archaeological materials.
- Demonstrate teamwork skills in the context of small group activities.

Course Policies and Expectations

Taking this course signifies acceptance of the terms and conditions stated in this syllabus.

- Make-up exams are given only when true emergencies occur, and only with proper documentation, such as a doctor's note. If you find yourself in such a situation, please contact me before the exam if at all possible. Please avoid scheduling vacations or other trips during exams and assignments as these do not constitute an acceptable conflict, and a make-up will not be allowed. The final exam is offered only on the date and time assigned to this course by the university.
- Students who add the course late should contact me immediately and complete any missed assignments within 1 week of adding the course.
- Work submitted after the due date will not be accepted unless special circumstances apply.
- Extra credit is not offered in this course.

Instructor-Student Communication

Students should not hesitate to contact me with any questions, comments, or concerns. I may be reached at the email address, phone and office above. Please contact me by email to schedule a live or virtual appointment. Days and times are flexible. Grades, announcements, and assignment guidelines will be posted to Canvas.

(<http://unco.instructure.com/>) Please check Canvas and your UNC email regularly.

Disability Resources

It is the policy and practice of the University of Northern Colorado to create inclusive learning environments. If there are aspects of the instruction or design of this course that present barriers to students' inclusion or to accurate assessments of students' achievement (e.g. inaccessible web content, use of videos without captions), students should communicate about these aspects with their instructor(s). Additionally, if you have a temporary health condition or a permanent disability that requires accommodations, contact the Disability Resource Center (DRC) as soon as possible. DRC facilitates the interactive process that establishes reasonable accommodations. Office: (970) 351-2289, Michener Library L-80. Students can learn more here: www.unco.edu/disability-resource-center

Land Acknowledgment

The University of Northern Colorado occupies the lands in the territories of the Ute, Cheyenne, and Arapaho peoples. The University acknowledges the 48 tribes that are historically tied to the state of Colorado. Thus, the land on which UNC is situated is tied to the history and culture of our native and indigenous peoples. UNC appreciates this connection and has great respect for this land. Additionally, the University community pays its respect to Elders past, present, and future, and to those who have stewarded this land throughout the generations. As part of the learning and reflection process please visit <https://native-land.ca/> or call the Office of Equity & Inclusion at 970-351-1944, or consider taking the following courses: ANT 212 North American Indians (LAC Area 8); ANT 317 Contemporary Native American Issues; HIST 329 Indigenous N. America (sophomores & above).

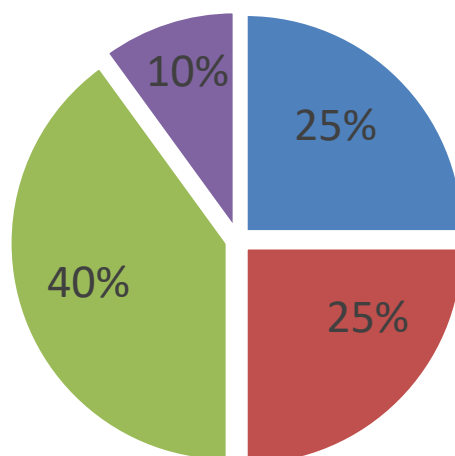
Course Requirements

Students are expected to attend class regularly, log on daily to our course website and check their university e-mail frequently in order to keep up with announcements and to ensure all tasks are being completed. Your grade is based on your combined score for the following activities:

(% of final grade) Description

- 25% Exams (midterm+final). There are two exams. The exams cover material from the readings, instructor notes, lectures, videos, films, assignments, and discussions. Make-up exams will be given at the instructor's discretion. If you miss an exam due to unforeseen circumstances such as illness or family emergency, arrangements will be made so no penalty is imposed, but **please contact your instructor as soon as you can to inform them of the situation**. If possible, all make-up exams must be taken within one week after the exam. Otherwise, the student will receive a "0" for that exam.
- 25% Online (canvas) quizzes. Must be completed by 1:30pm Wednesday for each week that a quiz is assigned unless otherwise noted in canvas. The quiz is open book and open note but is timed so you must be prepared before you begin the quiz. Canvas will be set to automatically **drop your three lowest quiz grades** when calculating your final grade for the course.
- 34% Activities / labs. There will be many labs, some in class and some take-home. Due dates will vary so check the syllabus carefully. Some labs will be started in class and finished at home. Some labs will be completed in groups or pairs, and others will be completed solo. If you have an unexcused absence on the day that we complete an in-class or on-zoom lab you cannot make up the lab. Canvas will be set to automatically **drop your three lowest assignment grades** when calculating your final grade for the course.
- 6% Excavation report (extended group lab).
- 10% Attendance and participation. Although one must be present to participate, this grade is not based solely on attendance. It includes engaged participation in class activities and discussion. Engaged means listening, offering comments, and paying attention to each other as we hold discussions or complete activities. This grade will drop due to behavior detrimental to the class, including texting or fiddling with electronic devices, regularly arriving late or leaving early without giving prior notice and explanation, disengaged completion of activities, or not working with classmates on group assignments.

Grade distribution by category



- Exams (midterm, final)
- Online Quizzes (weekly)
- Activities and labs (weekly)
- Attendance and participation

Grading Procedures

All assignments, exams, etc., have a due date, after which they will not be accepted for grading except in special circumstances. Final grades are based on a standardized scale listed below. Extra credit is not offered. There is a deadline if you decide that you want to **drop (Sept 3) or withdraw (Dec 3)** from this class and there is an official drop or withdraw procedure that must be followed. If you do not follow this procedure correctly, you will receive an "F" at the end of the semester. The procedure is described here: <https://www.unco.edu/registrar/registration/add-drop-withdrawal.aspx> Please contact the registrar at that page if you have any questions about the procedure.

Grading Scale

<u>Percentage</u>	<u>Letter Grade</u>	<u>Quality Points</u>
93-100	A	4.000
90-92	A-	3.667
88-89	B+	3.334
83-87	B	3.000
80-82	B-	2.667
78-79	C+	2.334
73-77	C	2.000
70-72	C-	1.667
68-69	D+	1.334
63-67	D	1.000
60-62	D-	0.667
0-59	F	0.000

Computer and Technical Issues

- Canvas assistance: <http://www.unco.edu/canvas/student-support/> In this course, if you have computer-related problems contact UNC's Tech Support at 1-970-351-HELP(4357).

- Wireless: I recommend that you complete all timed online assignments, such as quizzes, on a hard line, not wireless, because if your connection drops then you could lose your opportunity to complete the assignment.
- EMAIL address: The default email for Canvas is your UNC Bearmail. If you would like your UNC e-mail forwarded to another mail address, your URSA student page or the helpline can assist you with changing this. When I send email to the whole class I will use the single click link on Canvas. I also make frequent use of our Canvas announcements page, so check that often too.
- To successfully complete the course, you should have a general familiarity with a personal computer and be able to log onto the course Canvas page several times a week to download and upload readings and assignments, and to view announcements. Necessary equipment and software include:
 - A computer with internet access, and a web browser (free versions include Explorer <http://windows.microsoft.com/en-us/internet-explorer/download-ie> Firefox <https://www.mozilla.org/en-US/firefox/new/> , Google Chrome <http://www.google.com/chrome/> ,and Apple Safari <http://www.apple.com/safari/>).
 - Microsoft Word, or convertible software, in order to upload assignments to Canvas that I can download and open. If you don't have MS Word, be sure to convert your file or save it as a PDF or rtf (rich text file).
 - Adobe Acrobat Reader to view readings and assignments (free version <http://get.adobe.com/reader/?promoid=BUIGO>).
 - Video player (free versions include, Real Player <http://www.real.com/>, and VLC media player <http://www.videolan.org/vlc/>). Your browser may open videos in Adobe Flash player, which is integral to the browser.

Assignment guidelines

- Most weeks we will complete activities in class, and some activities should be finished as homework, or will be assigned as out-of-class individual or group activities.
- Most out-of-class, individual assignments will take a few hours to complete. Group activities will take considerably longer. You should coordinate with your group members and get started early on all group assignments.
- All assignments have due dates and times that are shown in the syllabus and canvas. To receive credit for an assignment, it must be submitted by that date unless prior arrangements have been made. Some assignments will be handwritten and others will be typed. All typed assignments should be in 12 point New Times Roman Font, double-spaced with 1" margins, unless otherwise noted.
- Assignments will be graded for quality (how well they answer the questions posed), accuracy (when facts are involved, they should be accurate and correct), and completeness (addressing all aspects of the assignment, using the proper format and so forth. For example if the assignment says "write 3 paragraphs" then that that is what should be submitted, not a list of bullet points).
- Group projects or activities may be peer-reviewed. Persons who do not uphold their obligations to the group will lose points on the assignment and their participation grade.
- Missed assignments can only be made up in cases of documented emergencies or approved academic conflicts.

COURSE SCHEDULE: TOPICS AND READINGS (Readings not in the textbook are posted to Canvas; refer to Canvas for updates to course content or assignment instructions. Please read the assigned chapter or article **BEFORE** the class date for which it is listed).

***NOTE: The schedule or topic of readings or assignments may change during the course. Be sure to check Canvas each week for announcements of any changes. Kelly and Thomas = Kelly and Thomas textbook.

WEEK 1: Aug 24 The Structure of archaeological inquiry Dress for outdoors.

Reading

- Chapter 2 in: *Archaeology Down to Earth* by Robert L. Kelly and David Hurst Thomas, 7th Edition. 9781305670402.
(in subsequent weeks this reading is abbreviated as “Kelly and Thomas chapter #”)

Video

- Narrated powerpoint covering this week’s topic (posted to canvas). Complete video by 1:30pm Wednesday, if possible, but the quiz will be open until Sunday 11:59pm.

Quiz

- Covers narrated powerpoint and assigned readings. Complete by Sunday 8/28, 11:59pm. Two attempts allowed for this quiz only.

WEEK 2: Aug 31 Fieldwork: excavation (dress for digging holes outside; for this you need sturdy shoes, pants and shirts that can get dirty, a hat and sunscreen).

Readings:

- Kelly and Thomas Ch 4
- Skim Thomas and Freidenburg 1997:11-28.
- Brauner 1995: Skim entire publication but be sure to read pages 14-17 because they will be on the quiz.

Video

- Narrated powerpoint covering this week’s topic (posted to canvas).
- Other videos (posted to canvas).

Quiz

- Covers narrated powerpoint and assigned readings. Complete by class time Wednesday.

Assignment:

1. Begin working on excavation project (target: 20 cm this week).

WEEK 3: Sept 7 Fieldwork: excavation (dress for digging holes outside; for this you need sturdy shoes, pants and shirts that can get dirty, a hat and sunscreen)

Assignment:

1. Continue excavation work from last week. Target: additional 20cm

WEEK 4: Sept 14 Fieldwork: excavation (dress for digging holes outside; for this you need sturdy shoes, pants and shirts that can get dirty, a hat and sunscreen)

Assignment:

1. Continue excavation work from last week. Target: additional 20cm
2. Canvas Discussion Post: Finding fieldwork opportunities: Find 2 fieldschools in USA, one focusing on historic topics, one on prehistoric; Also find 1 fieldschool overseas. For each field school, provide the web link, sponsoring institution, dates, cost, and summary of what you will learn.

WEEK 5: Sept 21 Fieldwork: excavation, and field survey

Readings

- Kelly and Thomas Ch 3
- Kansas Historical Society's SHPO guide to archaeological survey (<https://www.kshs.org/index.php?url=p/shpo-s-guide-to-archeological-survey/15783>)

Video

- Narrated powerpoint covering this week's topic (posted to canvas).
- <https://www.youtube.com/watch?v=AswC2b0NZY> (3 minutes, pedestrian survey)

Quiz

- Covers narrated powerpoint and assigned readings. Complete by class time Wednesday.

Assignment

1. Survey methods assignment: Submit on canvas by class time Wednesday. Browse the Kansas Historical Society's SHPO guide to archaeological survey (<https://www.kshs.org/index.php?url=p/shpo-s-guide-to-archeological-survey/15783>) and submit a list of two things you found especially interesting or useful from the first page (Phase I) and two from the second page (Phase 2), and two things from the third page (Phase 3) for a total of six things, and state in a sentence or two why you chose each thing.
2. Continue excavation work from last week. Target: additional 20cm

WEEK 6 Sept 28 Fieldwork: field survey (continued); wear clothing suitable for walking on grass outside.
AND Bioarchaeology

Reading

- Kelly and Thomas Ch 10

Video

- Narrated powerpoint covering this week's topic (posted to canvas).
- Videos showing how burials are excavated in a variety of contexts (posted to canvas).

Quiz

- Covers narrated powerpoint and assigned readings. Complete by class time Wednesday.

Review last week's readings and assignments and be prepared to discuss them.

Assignment

1. Lab: field survey, complete in class.

WEEK 7: Oct 5 Archaeogeophysics. (dress for outdoors and walking on grass)

Readings:

- Kelly and Thomas Ch 3: 54-59; AND additional article by Conyers, Somers, or Kvamme, assigned to groups by last name – see Geophysics reading questions lab on canvas for instructions.

Video

- Narrated powerpoint covering this week's topic (posted to canvas).
- Other videos (posted to canvas).

Quiz

- Covers narrated powerpoint and assigned readings. Complete by class time Wednesday.

Assignment:

1. Geophysics Reading Questions. Complete by class time Wednesday.
 2. Geophysics scenarios lab (complete in class).
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WEEK 8: Oct 12 Geoarchaeology and site formation processes. (prepare to get your hands dirty)

Readings:

- Kelly and Thomas Ch 5
- Soil i.d. Sheets

Video

- Narrated powerpoint covering this week's topic (posted to canvas).
- Other videos (posted to canvas).

Quiz

- Covers narrated powerpoint and assigned readings. Complete by class time Wednesday

Assignment:

1. Geoarchaeology lab (complete in class).
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WEEK 9: Oct 19 MIDTERM

- Complete in class

Covers narrated slideshows, videos, readings, discussions, labs, and activities assigned to date. See canvas for more details.

WEEK 10: Oct 26 Stone tool analysis and flintknapping (dress for smashing rocks: ideally long pants, closed shoes, socks)

Readings

- Chapter 10, Pages 271-292 in: Price, Douglas T. 2007. *Principles of Archaeology*. New York: McGraw-Hill. (note: this is not our textbook, but a chapter from another book posted to canvas).
- Kelly and Thomas pp. 179 - 182.

Video

- Narrated powerpoint covering this week's topic (posted to canvas).
- Videos of how to flintknap (see canvas).

Quiz

- Covers narrated powerpoint and assigned readings. Complete by class time Wednesday.

Assignment

- Lab: Stone tools and the American Bottom (submit on canvas Sunday 10/30 11:59pm)
 - Flintknapping (complete in class).
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WEEK 11: Nov 2 Ceramic analysis

Reading

Chapter 11, Pages 297-318. In: Price, Douglas T. 2007. *Principles of Archaeology*. New York: McGraw-Hill. (note: this is not our textbook, but a chapter from another book posted to canvas).

Video

- Narrated powerpoint covering this week's topic (posted to canvas).

Quiz

- Covers narrated powerpoint and assigned readings. Complete by class time Wednesday.

Assignment

1. Ceramic recording lab (complete in class)
 2. Discussion board, ceramic production (includes watching two short videos; submit on canvas by class time).
 3. Ceramic Analysis (submit on canvas by 11:59 pm Sun 11/6)
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WEEK 12: Nov 9 Chronology: how to date artifacts and archaeological contexts.

Readings:

- Kelly and Thomas Ch 6.
- Kutschera n.d.:1-9.
- Skim WSU Museum of Anthropology n.d. Marmes Rockshelter, Appendix Q

Video

- Narrated powerpoint covering this week's topic (posted to canvas).
- Other videos (posted to canvas).

Quiz

- Covers narrated powerpoint and assigned readings. Complete by class time Wednesday.

Assignment:

1. Draw section of your excavation unit.
 2. Stratigraphy lab (submit on canvas by class time).
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WEEK 13: Nov 16 Taphonomy, experimental archaeology, ethnoarchaeology.

Readings:

- Kelly and Thomas Ch 8.

Video

- Narrated powerpoint covering this week's topic (posted to canvas).
- Other videos (posted to canvas).

Quiz

- Covers narrated powerpoint and assigned readings. Complete by class time Wednesday.

Assignment:

1. Ethnoarchaeology assignment. Due on canvas by 11:59 pm on Monday, November 21 (includes watching a film).
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WEEK 14: Nov 23 **NO CLASS, HOLIDAY.**

WEEK 15: Nov 30 Archaeozoology and archaeobotany.

Reading:

- Kelly and Thomas Ch 9

Video

- Narrated powerpoint covering this week's topic (posted to canvas).
- Other videos (posted to canvas).

Quiz

- Covers narrated powerpoint and assigned readings. Complete by class time Wednesday.

Assignment:

1. Lab: site seasonality, due on canvas by class time.
 2. Lab: excavation report: due on canvas by end of day FRIDAY.
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WEEK 16: Wednesday December 7, 1:30-4:00pm

Final Exam

UNIVERSITY POLICIES AND IMPORTANT INFORMATION

Honor Code

All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an

atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

Academic Misconduct

UNC's policies and recommendations for academic misconduct will be followed. Cheating, plagiarism, forgery, and all other forms of academic misconduct are unacceptable in this course, and at UNC. Please familiarize yourself with the UNC Student Code of Conduct: <http://www.unco.edu/dos/Conduct/codeofconduct.html> Lack of knowledge of these requirements will not be viewed as an excuse for noncompliance. Cheating, plagiarism, or forgery will result in a zero for that assignment. Repeat offenders may receive a failing grade for the course. Please especially avoid plagiarism in composing your written assignments. To plagiarize is to present the words or ideas of some else as if they were your own, but can also include turning in the same paper or work, even if it is your own, in multiple classes. In other words, if you are cutting and pasting from any source, reusing material from another class, or closely following the format/content of another paper, you must cite the source in every instance. This includes websites, books, unpublished papers, lectures, etc. Penalties for plagiarism range from a failing grade on the assignment or course to more comprehensive University disciplinary action. For more information on this topic and university policies, consult the resources on this website: <http://www.unco.edu/dean-of-students/offices-resources/student-rights-responsibilities/academic-integrity.aspx>

Academic Integrity

Students are expected to practice academic honesty in every aspect of this course. Students who engage in academic misconduct are subject to grading consequences with regard to this course and/or university disciplinary procedures through the Student Conduct and Accountability. More information about the academic misconduct process can be found in UNC's Student Code of Conduct (BEAR Code).

Attendance

Students are expected to attend class regularly. Each instructor determines the relationship between class attendance, the objectives of the class, and students' grades. Instructors are responsible for articulating their attendance policies and their effect on grades to students. Students are responsible for knowing the attendance policy of each course. Only the instructor can approve students' absences. Students are responsible for requesting such approval. In an effort to create inclusive learning environments, instructors should not require doctors' notes to determine whether or not to excuse an absence.

Title IX

The University of Northern Colorado is committed to providing a safe learning environment for all students that is free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

Please be aware all UNC faculty and most staff members are "responsible employees," which means that if you tell a faculty member about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, they must share that information with the Title IX Coordinator, Larry Loftin. Larry or a trained staff member in the Office of Institutional Equity and Compliance (OIEC) will contact you to let you know about accommodations and support services at UNC as well as your options for pursuing a process to hold accountable the person who harmed you. You are not required to speak with OIEC staff regarding the incident; your participation in OIEC processes are entirely voluntary.

If you do not want the Title IX Coordinator notified, instead of disclosing this information to your instructor, you can speak confidentially with the following people on campus and in the community. They can connect you with support services and help explore your options now, or in the future.

Confidential Campus Resources

- Assault Survivors Advocacy Program (ASAP); Office Located: 2nd floor of Cassidy Hall
Office Phone: 970-351-1490 Web: unco.edu/asap Hours: M-F, 9am-5pm; 24 Hour Hot Line: 970-351-4040
Email: advocacy@unco.edu
- UNC Counseling Center; Office Located: 2nd floor of Cassidy Hall; Office Phone: 970-351-2496
Hours: M-F, 8am-12PM, 1pm-5pm; Web: unco.edu/counseling-center
- Psychological Services; Office Located: McKee Hall Room 247; Office Phone: 970-351-1645
Web: <https://www.unco.edu/cebs/psychological-services-clinic/>
Hours: By Appointment; Email: ppsy.clinic@unco.edu

*Staff members at confidential campus resources are not required to automatically report incidents of sexual or relationship/dating violence or stalking to the University. There are limits to confidentiality, and before speaking with a staff member, those exceptions will be outlined.

Students who are survivors, who are concerned about someone who is a survivor, or who would like to learn more about sexual misconduct or report an incident, can visit www.unco.edu/sexual-misconduct . Students may also contact OIEC at 970-351-4899 or email titleix@unco.edu.

Food Insecurity and Basic Needs

Research shows that college students experience food insecurity at higher rates than the American household rate, and that food insecurity can negatively impact academic performance and persistence. In recognition of this problem, UNC offers assistance to students facing food insecurity through an on- campus food pantry. The Bear Pantry is located in University Center 2166A and is open for regular hours throughout the semester. Please visit www.unco.edu/bear-pantry for more information. Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is also urged to contact Student Outreach and Support (SOS) for assistance. SOS can assist students during difficult circumstances which may include medical, mental health, personal or family crisis, illness or injury. SOS can be reached at sos@unco.edu or via phone at 970-351-2796.

Center for Career Readiness

Come visit us at the Center for Career Readiness to talk about resume, cover letter, interviewing, career/major exploration, job/internship search, graduate school search, and everything else career.

For more information on student resources, or to schedule an appointment, visit the website: www.unco.edu/career/students or for student events, visit: www.unco.edu/career/events .

We are located: Office: University Center 1st floor Hours: M-F, 8am-5pm

Appointments: Virtual and In-Person; Drop-Ins: Visit our website for up-to-date information

COVID-19

The COVID-19 pandemic is a complex, challenging, and fluid situation, which continues to evolve. UNC will follow applicable legal requirements and public health mandates, and evaluate federal, state, and county public health recommendations in all decisions related to university operations. Students should review **the Coronavirus website [COVID-19 \(coronavirus\) - University of Northern Colorado \(unco.edu\)](http://www.unco.edu/covid-19)** for the current academic term for the most up to date guidance. Students who fail to comply with any public health requirements that UNC puts in place, such as the use of masks and social distancing, will be reminded of current policy; students who fail to correct their behavior will be asked to leave the classroom and may be referred to the Student Conduct and Accountability.

The safety and well-being of our Community of Bears requires each of us to be prepared to do our part to protect the health of our entire campus community, as well as our friends, families, and neighbors. It is important that all members of the university community work together to do all we can to keep our community safe.

Equity and Inclusion

The University of Northern Colorado (UNC) embraces the diversity of students, faculty, and staff. UNC honors the inherent dignity of each individual, and welcomes their unique perspectives, behaviors, and world views. People of all races, religions, national origins, sexual orientations, ethnicities, genders and gender identities, cognitive, physical, and behavioral abilities, socioeconomic backgrounds, regions, immigrant statuses, military or veteran statuses, sizes and/or shapes are strongly encouraged to share their rich array of perspectives and experiences. Course content and campus discussions will heighten your awareness of others' individual and intersecting identities. For information or resources, contact the Division of Diversity, Equity and Inclusion, at 970-351-1944. If students want to report an incident related to identity-based discrimination/harassment, please visit www.unco.edu/institutional-equity-compliance

Name in Use/Pronoun in Use/Name Change

Some students may have changed their names to better reflect their gender identity or for other reasons. The process to request that the University change the name that appears on Canvas and on the course roster is available here:

<https://www.unco.edu/registrar/name-change.aspx>

Writing Center

The Writing Center offers three kinds of sessions to meet your writing needs: In-Person, Email, and Zoom Sessions. Trained Writing Center Consultants can assist you with writing assignments from any course or subject. Even if you think your writing is pretty good, it's always nice to have another reader look over your work. To guarantee a session time, make an appointment using our online scheduling system by visiting our website (below). We also have walk-in session times available during our scheduled open hours, Monday – Friday 9:00 am – 4:00 pm in the Writing Center, Ross Hall 1230 as well as walk-in sessions in the library (first floor) Monday – Thursday evenings, 5:00 pm – 8:00 pm. If your instructor requires you to visit the Writing Center, make sure to alert your Consultant, and/or check the box on the appointment form, and we will send an email confirmation of your session to your instructor. For more information, email the Writing Center at writingcenter@unco.edu or visit the website: www.unco.edu/writing-center.

Computer and Technical Issues

- Canvas assistance: <http://www.unco.edu/canvas/student-support/> In this course, YOU are responsible for dealing with any computer-related problems. Contact UNC's Tech Support at 1-970-351-HELP(4357) if you need assistance with any computer issues. **For assignments designated to be submitted via Canvas, I will not accept any email attachments as submissions unless you verify with IT and me that Canvas is disabled.**
- Wireless: I recommend that you complete all timed online assignments, such as quizzes, on a hard line, not wireless, because if your connection drops then you could lose your opportunity to complete the assignment.
- EMAIL address: The default email for Canvas is your UNC Bearmail. If you would like your UNC e-mail forwarded to another mail address, your URSA student page or the helpline can assist you with changing this. When I send email to the whole class I will use the single click link on Canvas. I also make frequent use of our Canvas announcements page, so check that often too.
- To successfully complete the course you should have a general familiarity with a personal computer and be able to log onto the course Canvas page several times a week to download and upload readings and assignments, and to view announcements. Necessary equipment and software include:
 - A computer with internet access, and a web browser (free versions include Explorer <http://windows.microsoft.com/en-us/internet-explorer/download-ie> Firefox <https://www.mozilla.org/en-US/firefox/new/>, Google Chrome <http://www.google.com/chrome/>, and Apple Safari <http://www.apple.com/safari/>).
 - Microsoft Word, or convertible software, in order to upload assignments to Canvas that I can download and open. If you don't have MS Word, be sure to convert your file or save it as a PDF or rtf (rich text file).
 - Adobe Acrobat Reader to view readings and assignments (free version <http://get.adobe.com/reader/?promoid=BUIGO>).
 - Video player (free versions include, Real Player <http://www.real.com/>, and VLC media player <http://www.videolan.org/vlc/>).