



UNIVERSITY OF  
**NORTHERN  
COLORADO**

**ANT 320 Archaeology Research Methods, 3.0 Credits**  
**Course Syllabus, Fall 2021; August 23 – Dec 12**  
**Wednesday 2:30-5:30, Candelaria Hall, room 1190**

**Instructor:** Dr. Andy Creekmore

**Email:** [andrew.creekmore@unco.edu](mailto:andrew.creekmore@unco.edu)

**Office:** Candelaria 2200; tel. 351 2761

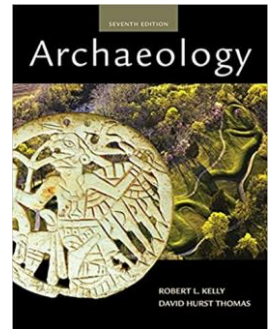
**Course URL:** <http://unco.instructure.com/>

**Office Hours:** Wednesday 10-12. 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.

### 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

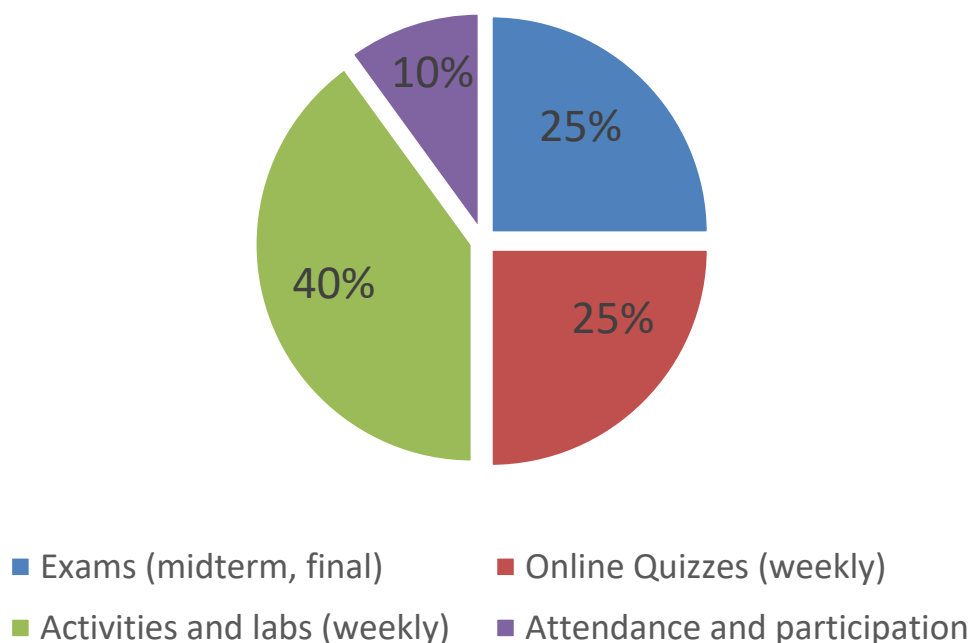
Students are expected to attend class regularly, log on daily to our course website and check their university e-mail frequently in order to keep up with announcements and to ensure all tasks are being completed. Your grade is based on your combined score for the following activities:

(% of final grade)      Description

- |     |  |
|-----|--|
| 25% | Exams (midterm+final). There are <u>two exams</u> . 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 <b>please contact your instructor as soon as you can to inform them of the situation</b> . 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 2:30pm 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 <b>drop your three lowest quiz grades</b> when calculating your final grade for the course.   |

- 40% 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.
- 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



### 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.

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**WEEK 1: Aug 25** The Structure of archaeological inquiry

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 2:30pm Wednesday, if possible, but the quiz will be open until Sunday 11:59pm.

Quiz

- Covers narrated powerpoint and assigned readings. Complete by Sunday 8/29, 11:59pm. Two attempts allowed for this quiz only.

Assignment

1. Pre-survey lab (complete in-class).

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**WEEK 2: Sept 1** Fieldwork: field survey (dress for outdoors and walking on grass)

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. Survey lab (complete and submit in class).
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**WEEK 3: Sept 8** Curation – special workshop on condition assessments

Reading

TBA

Video

- TBA

Quiz

- Covers videos and assigned readings. Complete by class time Wednesday.

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**WEEK 4: Sept 15** Fieldwork: excavation (dress for outdoors and walking on grass)

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. Lab: excavation and recovery, due on canvas by 11:59pm Sunday 9/16
2. 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. Due on canvas by Class time 9/22 (in week 5)
3. Special lab in the field: excavation; Friday Sept 17 at the Poudre Learning Center, Greeley. From 10 am – 4pm. See Canvas for more details.

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**WEEK 5: Sept 22** 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 due on canvas by 11:59pm Sunday 9/23

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**WEEK 6: Sept 29** Photogrammetry and Drones.

Readings

- Prins 2016.
- SAA\_Record\_March2016 Drones in Archaeological Research (pp. 6-42).

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:

- None this week but heads up: geophysics reading questions are due on canvas by class time **NEXT** Wednesday 10/6 (submit via canvas link).

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**WEEK 7: Oct 6** 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 13 MIDTERM**

- Wednesday October 20, 2:30-5:30

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

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**WEEK 9: Oct 20** 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

- Stone tools (submit on canvas Sunday 10/24 11:59pm)
- Flintknapping (complete in class).

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**WEEK 10: Oct 27** Ceramic analysisReading

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 Wednesday)
2. Discussion board, ceramic production (includes watching two short videos; submit on canvas by class time Wednesday).
3. Ceramic Analysis (submit on canvas by 11:59 pm Sun 10/31)

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**WEEK 11: Nov 3**

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. Archaeological dating techniques lab (in class).
2. Stratigraphy lab (submit on canvas Sunday 11/7).

### **WEEK 12: Nov 10** 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 11:59pm Sunday 11/14

### **WEEK 13: Nov 17** 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. Individual 3D models due on canvas on the virtual machine. Complete by class time Wednesday.
2. Ethnoarchaeology assignment. Due on canvas by 11:59 pm on Monday, November 22 (includes watching a film).

### **WEEK 14: Nov 24** **NO CLASS, HOLIDAY.**

### **WEEK 15: Dec 1** Bioarchaeology or Other TOPIC

#### 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.

#### Assignment:

1. Bioarchaeology lab, complete in class.



## UNIVERSITY POLICIES AND IMPORTANT INFORMATION

### **COVID protocol**

To limit the spread of the COVID-19 virus, protect ourselves and our classmates, we will follow UNC COVID protocol as stated here: <https://www.unco.edu/coronavirus/> Protocol may evolve during the semester, so be prepared to be flexible. The COVID-19 pandemic is a complex, challenging, and fluid situation, which continues to evolve. UNC will follow applicable legal requirements and federal, state, and county public health recommendations and mandates in all decisions related to university operations. Students should review the [Coronavirus website](#) for the current academic term for the most up to date guidance. Students who fail to comply with UNC's public health requirements, 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 Dean of Students office. As of August 12, 2021, masks are required in all indoor spaces, except for limited exceptions. Instructors who can maintain a 6 foot distance from students are exempt while engaged in instructional activity. 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.

### **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' achievements (e.g. time-limited exams, inaccessible web content, use of videos without captions), students should communicate about these aspects with their instructor(s) and contact Disability Resource Center (DRC) to request accommodations. Office: (970) 351-2289, Michener Library L-80. Students can learn more here: [www.unco.edu/disability-resource-center](http://www.unco.edu/disability-resource-center)

### **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 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 Dean of Students Office. More information about the academic misconduct process can be found in UNC's Student Code of Conduct (BEAR Code).

## **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. Students who have experienced (or who know someone who has experienced) any of these incidents should know that they are not alone. UNC has staff members trained to support students to navigate campus life, to access health and counseling services, to provide academic and housing accommodations, to help with legal protective orders, and more.

Please be aware all UNC instructors and most staff members are required to report their awareness of sexual violence to the Office of Institutional Equity and Compliance (OIEC). This means that if students tell an instructor about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, the instructor must share that information with the Title IX Coordinator, Larry Loftin. Larry or a trained staff member in OIEC will contact the reporting students to let them know about accommodations and support services at UNC as well as their options to pursue a process to hold accountable the person who caused the harm to them. Students who have experienced these situations are not required to speak with OIEC staff regarding the incident. Students' participation in OIEC processes are entirely voluntary.

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

- UNC's Assault Survivors Advocacy Program (ASAP): 24 Hr. Hotline 970-351-4040 or <http://www.unco.edu/asap>
- UNC Counseling Center: 970-351-2496 or <http://www.unco.edu/counseling>
- UNC Psychological Services: 970-351-1645 or [http://www.unco.edu/cebs/psych\\_clinic](http://www.unco.edu/cebs/psych_clinic)

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](http://www.unco.edu/sexual-misconduct). Students may also contact OIEC at 970-351-4899 or email [titleix@unco.edu](mailto:titleix@unco.edu).

## **Food Insecurity and Basic Needs**

Knowing that food insecurity is experienced at higher rates among college students, 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](http://www.unco.edu/bear-pantry) for more information. Students who face challenges (i.e., emotional distress, grief and loss, academic concerns, basic needs insecurity, navigating university processes) and believe this may affect their academic performance may contact Student Outreach and Support (SOS), which is part of the Dean of Students Office. SOS will help connect students with appropriate referrals based upon their needs. The Dean of Students Office can be reached at [dos@unco.edu](mailto:dos@unco.edu) or via phone at 970-351-2001.

## **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](http://www.unco.edu/institutional-equity-compliance).

## 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](mailto:writingcenter@unco.edu) or visit the website: [www.unco.edu/writing-center](http://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/> ). Your browser may open videos in Adobe Flash player, which is integral to the browser.