TO: ACADEMIC AFFAIRS and THE FACULTY CURRICULUM COMMITTEE

FROM: DR. BARBARA E. BORG and the STEERING COMMITTEE OF THE INTERDISCIPLINARY ARCHAEOLOGY MINOR PROGRAM

DATE: MARCH 1, 2012

RE: CHANGES TO THE ARCHAEOLOGY MINOR PROGRAM

THE FOLLOWING DOCUMENTS ARE INCLUDED IN THIS ENVELOPE:

1 -- FCC NEW COURSE FORM for ARCH 400 Internship (2-6)

2 -- FCC DELETE COURSE FORM for ANTH 300 Archaeological Lab Methods

3-- FCC DELETE COURSE FORM for ANTH 381 Internship

[EXPLANATION: Due to difficulties filling ANTH 300 we are removing it (and the ANTH 381 internship paired with it) as an option for fulfilling the capstone requirement in the Archaeology minor. We are replacing ANTH 300 + ANTH 381 with ARCH 400, a new internship course added to the new proposed Interdisciplinary Archaeology Major. Using the same internship option in the minor brings the minor requirements into line with the new major's requirements.]

CONTACT PERSON: Dr. Barbara E. Borg, Sociology/Anthropology
Director, Interdisciplinary Archaeology Minor Program
E-mail: borgb@cofc.edu
Office phone: 3-5408
FACULTY CURRICULUM COMMITTEE MINOR FORM

Contact Name: Barbara Borg Email: borgb@cofc.edu Phone: 3-5408

Department or Program Name: Interdisciplinary Archaeology Minor
Name and Acronym of Minor: No acronym at present

Date (Semester/Year) new minor first available to students or change will take effect: Is an existing minor

I. CATEGORY OF REVIEW (Check all that apply)

☐ New (attach details) Total # of hours:

☐ Terminate Minor (if checked, skip sections III, IV, and VIII below)

☐ Change Request (attach details; if checked, skip sections below that do not apply)
   ☐ Add existing course or courses to requirements or electives
   ☑ Add new course(s) to requirements or electives (complete and attach COURSE FORM for each)
   ☐ Delete courses from requirements or electives

☐ Interdisciplinary (attach evidence of compliance with guidelines and acknowledgement from relevant departments. Guidelines can be found: http://curcomm.cofc.edu/guidelines-interdisc/index.php)

II. DESCRIPTION OF MINOR: If change of minor, please list the specific changes here.

We are adding ARCH 400 Archaeology Internship (3-6 s.h.) as one of several alternatives for satisfying the minor's capstone requirement.

III. RATIONALE or JUSTIFICATION: For changes or termination, please provide a detailed justification. For a new minor, briefly address the goals/objectives for the new minor, provide evidence of student interest (i.e., has the program offered special topics courses in this area? has the program interviewed student focus groups as part of an internal assessment? etc.), and explain how the minor supports the liberal arts tradition and the mission of the institution.

The goal is to offer students one more way to 1) achieve hands-on training in archaeology and 2) to satisfy the archaeology minor capstone requirement. Most students will elect a field school or travel course option to satisfy the minor capstone. However, a student who could not physically participate in a field school, or for whom a required summer program might constitute a real financial hardship, would be able to complete an internship during the regular school year to satisfy the minor capstone. We are adding ARCH 400 to the minor capstone because we have added it to the new ARCH major capstone, and we wish to keep the two programs synchronized.
IV. CURRICULUM

A. Provide the COMPLETE curriculum for the proposed minor, distinguishing between required and elective courses, and listed EXACTLY as it should appear in the catalog, including the catalog description to be included in the new minor. Note pre-requisite courses where appropriate. Note any sequencing of courses or requirements in the program. Attach the completed COURSE FORM and a sample syllabus for each NEW course.

V. STUDENT LEARNING OUTCOMES and ASSESSMENT

<table>
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<tr>
<th>Program-Level Student Learning Outcomes</th>
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VI. IMPACT ON EXISTING PROGRAMS and COURSES: Please briefly document the impact of this new/changed/deleted minor on other programs and courses; if deleting a minor—list all programs that will be impacted (and how); if adding or changing a minor—explain any overlap with existing programs in the same or different departments.

VII. COSTS ASSOCIATED WITH THE ACTION REQUESTED: List all of the new costs or cost savings, (including new faculty/staff requests, library or equipment, etc.) associated with the action requested.

VIII. APPROVAL and SIGNATURES

1. Signature of Department Chair or Program Director:
   Barbara E. Berg
   Date: 3/1/12

2. Signature of Academic Dean:
   David Cohen
   Date: 3/1/12

3. Signature of Provost:
   [Signature]
   Date: 3/8/12

4. Signature of Curriculum Committee Chair:
   [Signature]
   Date:
FACULTY CURRICULUM COMMITTEE COURSE FORM

Contact Name: Barbara Borg  Email: borgb@cofc.edu  Phone: 3-5738

Department or Program Name: Archaeology Minor Program  School names: ARTS, HSS, LCWA, SSM

Course Prefix, Number, and Title: ARCH400 Archaeological Internship

I. CATEGORY OF REVIEW (Check all that apply)
(Note: For changes to course, if you check more than two separate changes, you must create a new course.)

NEW COURSE

☐ New Course (attach syllabus)

CHANGE COURSE

☐ Change Number
☐ Change Title
☐ Change Credits/Contact hours
☐ Prerequisite Change
☐ Edit Description

DELETE COURSE

☐ Re-activate Course
☐ Delete Course

☐ Approve for Cross-listing (attach rationale and written permission from relevant department)

☐ Intended to fulfill a General Education requirement (new courses only). If this box is checked, the course must also be submitted for review by the General Education Committee using this form.

Date (Semester/Year) the course will first be offered: Fall 2012

What are the prerequisites AND OTHER RESTRICTIONS (e.g., class level, major, co-requisite, credit for a mutually exclusive course)?

Prerequisites: Completion of at least 6 hours in the archaeology major or minor, a GPA of 2.0 in archaeology, an overall GPA of 2.0, and permission of the Director of Archaeology. (Course prerequisites may vary depending on the nature of the placement.)

Will this course be added to the Degree Requirements of a Major, Minor, Concentration or List of Approved Electives?

a) ☒ Yes  ☐ No

b) If yes, complete and attach the CHANGE DEGREE REQUIREMENT form(s) for each affected program. List the name(s) of each program affected below:

New major in Archaeology

II. NUMBER OF CREDITS and CONTACT HOURS per week

A. Contact Hours

Lecture  Lab  Seminar  Ind. Study

6-18

B. Credit Hours

2-6

Is this course repeatable? ☒ yes  ☐ no  If so, how many credit hours may the student earn in this course? 6
III. CATALOG DESCRIPTION Limit to 50 words EXACTLY as you want it to appear in the catalog; include prerequisites, co-requisites, and other restrictions.

An opportunity for students to have a supervised field placement in areas related to the field of archaeology.

Prerequisites: Completion of at least 6 hours in the archaeology major or minor, a GPA of 2.0 in archaeology, an overall GPA of 2.0, and permission of the Director of Archaeology. (Course prerequisites may vary depending on the nature of the placement.)

IV. RATIONALE or JUSTIFICATION: If course change or deletion—please provide reasons for change(s) to or deletion of a course. If a new course—briefly address the goals/objectives for the course, how the course supports a major or minor program, etc. For non-major courses address how the course supports the liberal arts tradition and the mission of the institution.

Goals/Objectives: To provide students with hands on training in archaeology.

How course supports archaeology major and minor: A hands-on application of archaeological theory and methods through fieldwork or lab work forms the capstone experience for both the major and the minor in archaeology. This Internship would provide students with just one of several options for completing that capstone.

V. STUDENT LEARNING OUTCOMES and ASSESSMENT

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<td>1. Students will acquire hands on training in archaeological methods.</td>
<td>All students participating in an Internship will keep a journal in which they answer specific questions chronicling their methodological development and understanding of the application of archaeological principles. The journals will be submitted to the program director. The journals will be reviewed and summarized annually by three members of the archaeology steering committee. They will then be copied and kept in a file as qualitative measures of assessment. Because this is the capstone experience, students should score a 3 on a scale of 1-3 (1= unsatisfactory, 2= emerging understanding, 3= mastering).</td>
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How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

This course aligns with student learning outcome #4 of the major.

This supports program level outcome #4. 4. Students will participate in a field or laboratory Capstone experience in archaeology designed to teach them within the context of an actual research situation. The content and skills learned in the classroom are reinforced and demonstrated in a hands-on setting.
VII. IMPACT ON EXISTING PROGRAMS and COURSES: Please briefly document the impact of this new/changed/deleted course on other programs and courses; if deleting a course—list all programs that include the course; if adding/changing a course—explain any overlap with existing courses in the same or different departments.

This course only has an impact on the proposed archaeology major.

VIII. COSTS ASSOCIATED WITH THE ACTION REQUESTED: List all of the new costs or cost savings, (including new faculty/staff requests, library or equipment, etc.) associated with the action requested.

This course will incur no new costs to the archaeology program.

IX. APPROVAL AND SIGNATURES

1. Signature of Department Chair or Program Director:
   
   Barbara E. Borg 
   Date: 3/1/12

2. Signature of Academic Dean:
   
   Date: 3/1/12

3. Signature of Provost:
   
   Date: 3/8/12

4. Signature of Curriculum Committee Chair:

   Date:

5. Signature of Faculty Senate Secretary:

   Date:

Date Approved by Faculty Senate: ____________________________

Following Senate approval, the Faculty Senate Secretary will forward the entire packet to the Registrar.
ARCH400 - ARCHAEOLOGY INTERNSHIP SYLLABUS

Description:
This internship provides the student with an opportunity to have a supervised field placement in archaeology. The objective is to provide the student with hands-on training in archaeology where they will apply archaeological theory and methods through fieldwork and/or lab work.

Archaeology Program Director - ********
   Office - ****
   Phone - 953-****
   E-mail - *****@cofc.edu
   Office Hours - ***** & by appointment

Site Supervisor - *****
   Office - ****
   Phone - 953-****
   E-mail - ******@cofc.edu
   Office Hours - ***** & by appointment

Course Texts
   To be determined in consultation with site supervisor

Grading
   Interns are expected to work closely with their on-site supervisor and other organizational personnel and communicate weekly with the Archaeology Program Director.

   Three hours on site per week (or 40 hours per semester) are required for one hour of academic credit.

   You will be evaluated by two people:
      your on-site supervisor and
      the Archaeology Program Director

   It is required that you keep a written journal of your internship experience.

Attendance Policy
   Attendance is a key component of any internship. Occasionally there will be circumstances that prevent you from meeting your scheduled internship hours on a given day. If you know in advance there will be a conflict, please reschedule your hours with your internship supervisor. If you are ill, it is your responsibility to contact your internship supervisor and later make arrangements to make up the missed hours.
Journal Questions to be Submitted Weekly to the Director of Archaeology

General Instructions
Write in your journal after every day at your placement. Keep a record of the time you worked (e.g., Wednesday, August 28, 12-3 P.M.). Following the date, describe what you did that day. This will take some discipline. Strive to be accurate and descriptive.

In addition to the above information, you should address the following weekly questions.

Week 1:
Why did you choose to do an internship? Why this particular one? What are your goals and expectations for the semester? There are many different kinds of goals—they may be academic, professional, personal, or more likely, a combination of these. What skills do you hope to improve, what insights are you looking for? In other words, what do you want most to explore, understand, or learn during your internship?

Week 2:
Describe, in detail, your placement, the organization, its staff, the location, and the general surroundings. What were your first impressions? Were you nervous? Excited? How were you treated?

Week 3:
What are your general duties and responsibilities? How do they fit into the mission of the organization? If you are working on an archaeological site, documents or with artifacts, what is the history/prehistory of the site, documents, artifacts?

Week 4:
What do professional archaeologists or archivists do? How do they function in this organization?

Week 5:
What are the goals and objectives of your organization? What is the mission of the organization you are working for? Is it meeting its goals and objectives? How do people in your organization interact with the community?

Week 6:
It is an unusual intern who does not experience some kind of disillusion or disappointment; there is almost always a difference between what was anticipated and what is actually experienced. This is a typical stage of an internship, not necessarily an indication of your inadequacy. Have you felt this disillusion? How and in what regard? How are you addressing it?

Week 7:
How would you compare your learning in this internship course to a traditional course?

Week 8:
What has been your most positive experience thus far? Your least positive? Explain both.

Week 9:
Do you think you have developed any personal qualities (such as leadership, specific skills, compassion) through your internship? Elaborate.
Week 10: In describing your activities of the week, note if and how they have changed since Week 3. Comment both on areas in which you assumed more responsibility and changes in your perception of the organization. How do you think you are perceived by the staff? Did you have stereotypes about them that have since been altered?

Week 11:
Describe the differences between the staff's perspectives of themselves, their organisation, and their visitors and the visitors' views. What are your perspectives on the relationship between professionals and patrons?

Week 12:
What are you doing to help reach your learning goals? Have your goals changed at all? How? Is this internship meeting your original goals and expectations? Why or why not? Refer back to your first week's entry.

Week 13:
Would you suggest your placement to other students? Why or why not? Is there anything that you would have wanted to know at the beginning that would have improved your internship experience? I am collecting a list of tips for new interns that includes suggestions like varying the days or times of placement, or any other information that would be helpful to know before beginning. Do you have anything to add? Do you have any suggestions for your organization about the internship? What are they? Have you told them, and if so, how did they respond?

Week 14:
Your last journal entry should be a summary and evaluation of your experience. To write this, read back through your journal. The following questions should be answered in the summary, if you haven't already answered them elsewhere in the journal.

- What do you know now that you didn't know before? In other words, how has this internship made a difference in what you can now do and understand?
- Did you learn anything that you couldn't have learned any other way? If so, what?
- Did you overestimate, underestimate or accurately expect that which occurred during internship?
- What was your greatest challenge during this internship? How did you overcome it?
- What course material was most relevant to your experience?
- What was of greatest anthropological interest?
- Did this internship generate ideas for research?
- Did your internship have any effect on your career plans?
FACULTY CURRICULUM COMMITTEE COURSE FORM

Contact Name: Barbara Borg  Email: borgb@cofc.edu  Phone: 3-5738

Department or Program Name: Archaeology Minor Program  School name: ARTS, HSS, LCWA, SSM

Course Prefix, Number, and Title: ANTH 300 Archaeological Lab Methods

I. CATEGORY OF REVIEW (Check all that apply)
(Note: For changes to course, if you check more than two separate changes, you must create a new course.)

NEW COURSE  CHANGE COURSE  DELETE COURSE

☐ New Course (attach syllabus)  ☐ Change Number  ☑ Re-activate Course
☐ Change Title
☐ Change Credits/Contact hours
☐ Prerequisite Change
☐ Edit Description

☐ Approve for Cross-listing (attach rationale and written permission from relevant department)

☐ Intended to fulfill a General Education requirement (new courses only). If this box is checked, the course must also be submitted for review by the General Education Committee using this form.

Date (Semester/Year) the course will first be offered:

What are the prerequisites AND OTHER RESTRICTIONS (e.g., class level, major, co-requisite, credit for a mutually exclusive course)?

Will this course be added to the Degree Requirements of a Major, Minor, Concentration or List of Approved Electives?

a) ☐ Yes  ☐ No

b) If yes, complete and attach the CHANGE DEGREE REQUIREMENT form(s) for each affected program. List the name(s) of each program affected below:

II. NUMBER OF CREDITS and CONTACT HOURS per week

A. Contact Hours

 Lecture  Lab  Seminar  Ind. Study

B. Credit Hours

Is this course repeatable? ☐ yes  ☐ no  If so, how many credit hours may the student earn in this course?

III. CATALOG DESCRIPTION Limit to 50 words EXACTLY as you want it to appear in the catalog; include prerequisites, co-requisites, and other restrictions.
IV. RATIONALE or JUSTIFICATION: If course change or deletion—please provide reasons for change(s) to or deletion of a course. If a new course—briefly address the goals/objectives for the course, how the course supports a major or minor program, etc. For non-major courses address how the course supports the liberal arts tradition and the mission of the institution.

ANTH 300 is an Archaeological Lab Methods course paired with the Anth381 Internship in the Archaeology Minor as one way to fulfill the minor capstone requirement. ANTH 300, taught by an adjunct late Wednesday afternoon, cannot be filled with any predictable regularity, and we are replacing ANTH 300+ANTH 381 with a new internship number, ARCH 400, as one of several ways to satisfy the Archaeology Minor capstone requirement. The use of ARCH 400 (a new course in the proposed new interdisciplinary Archaeology Major) for the minor will bring minor requirements in line with the major requirements.

V. STUDENT LEARNING OUTCOMES and ASSESSMENT

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How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?
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We wish to drop ANTH 300 from the Archaeology Minor capstone option. We are adding ARCH 400 Archaeology Internship (2-6) in the place of ANTH 300 + ANTH 381.

VIII. COSTS ASSOCIATED WITH THE ACTION REQUESTED: List all of the new costs or cost savings, (including new faculty/staff requests, library or equipment, etc.) associated with the action requested.

IX. APPROVAL AND SIGNATURES

1. Signature of Department Chair or Program Director:

   [Signature] Date: 3/1/12

2. Signature of Academic Dean:

   [Signature] Date: 3/1/12

3. Signature of Provost:

   [Signature] Date: 3/8/12

4. Signature of Curriculum Committee Chair:

   [Signature] Date:

5. Signature of Faculty Senate Secretary:

   [Signature] Date:
Following Senate approval, the Faculty Senate Secretary will forward the entire packet to the Registrar.
FACULTY CURRICULUM COMMITTEE COURSE FORM

Contact Name: Barbara Borg         Email: borgb@cofc.edu         Phone: 3-5738

Department or Program Name: Archaeology Minor Program         School name: ARTS, HSS, LCWA, SSM

Course Prefix, Number, and Title: ANTH 381 Internship

I. CATEGORY OF REVIEW (Check all that apply)
(Note: For changes to course, if you check more than two separate changes, you must create a new course.)

NEW COURSE

☐ New Course (attach syllabus)

CHANGE COURSE

☐ Change Number
☐ Change Title
☐ Change Credits/Contact hours
☐ Prerequisite Change
☐ Edit Description

DELETE COURSE

☐ Re-activate Course
☐ Delete Course

☐ Approve for Cross-listing (attach rationale and written permission from relevant department)

☐ Intended to fulfill a General Education requirement (new courses only). If this box is checked, the course must also be submitted for review by the General Education Committee using this form.

Date (Semester/Year) the course will first be offered:

What are the prerequisites AND OTHER RESTRICTIONS (e.g., class level, major, co-requisite, credit for a mutually exclusive course)?

Will this course be added to the Degree Requirements of a Major, Minor, Concentration or List of Approved Electives?

a) ☐ Yes        ☐ No

b) If yes, complete and attach the CHANGE DEGREE REQUIREMENT form(s) for each affected program. List the name(s) of each program affected below:

II. NUMBER OF CREDITS and CONTACT HOURS per week

A. Contact Hours

B. Credit Hours

Is this course repeatable? ☐ yes ☐ no  If so, how many credit hours may the student earn in this course?

III. CATALOG DESCRIPTION Limit to 50 words EXACTLY as you want it to appear in the catalog: include prerequisites, co-requisites, and other restrictions.
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Anth381 is an Internship option that has been paired with ANTH 300 Archaeological Lab Methods as one way to partially fulfill the capstone requirement of the Archaeology minor. ANTH 300, taught by an adjunct late Wednesday afternoon, cannot be filled with any predictable regularity, and we are replacing ANTH 300+ANTH 381 with a new internship number, ARCH 400, as one of several ways to satisfy the Archaeology Minor capstone requirement. The use of ARCH 400 (a new course in the proposed new interdisciplinary Archaeology Major) for the minor will bring minor requirements in line with the major requirements.

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We wish to drop ANTH 381 from the Archaeology Minor capstone option. We are adding ARCH 400 Archaeology Internship (2-6) in the place of ANTH 300 + ANTH 381.

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   Date: 3/1/12

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4. Signature of Curriculum Committee Chair:

   date: 

5. Signature of Faculty Senate Secretary:
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FACULTY CURRICULUM COMMITTEE COURSE FORM

Contact Name: Barbara Borg  Email: borgb@cofc.edu  Phone: 3-5738

Department or Program Name: Archaeology  School names: ARTS, HSS, LCWA, SSM

Course Prefix, Number, and Title: ARCH400 Archaeological Internship

I. CATEGORY OF REVIEW (Check all that apply)
(Note: For changes to course, if you check more than two separate changes, you must create a new course.)

NEW COURSE  CHANGE COURSE  DELETE COURSE

- New Course (attach syllabus)
- Change Number
- Change Title
- Change Credits/Contact hours
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- Edit Description

- Approve for Cross-listing (attach rationale and written permission from relevant department)

- Intended to fulfill a General Education requirement (new courses only). If this box is checked, the course must also be submitted for review by the General Education Committee using this form.

Date (Semester/Year) the course will first be offered: Fall 2012

What are the prerequisites AND OTHER RESTRICTIONS (e.g., class level, major, co-requisite, credit for a mutually exclusive course)?

Prerequisites: Completion of at least 6 hours in the archaeology major or minor, a GPA of 2.0 in archaeology, an overall GPA of 2.0, and permission of the Director of Archaeology. (Course prerequisites may vary depending on the nature of the placement.)

Will this course be added to the Degree Requirements of a Major, Minor, Concentration or List of Approved Electives?

a) ☒ Yes  ☐ No

b) If yes, complete and attach the CHANGE DEGREE REQUIREMENT form(s) for each affected program. List the name(s) of each program affected below:

New major in Archaeology

II. NUMBER OF CREDITS and CONTACT HOURS per week

A. Contact Hours

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B. Credit Hours

2-6

Is this course repeatable? ☒ yes ☐ no  If so, how many credit hours may the student earn in this course? 6
III. CATALOG DESCRIPTION Limit to 50 words EXACTLY as you want it to appear in the catalog: include prerequisites, co-requisites, and other restrictions.

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</tr>
<tr>
<td>1. Students will acquire hands on training in archaeological methods.</td>
<td>All students participating in an Internship will keep a journal in which they answer specific questions chronicling their methodological development and understanding of the application of archaeological principles. The journals will be submitted to the program director. The journals will be reviewed and summarized annually by three members of the archaeology steering committee. They will then be copied and kept in a file as qualitative measures of assessment. Because this is the capstone experience, students should score a 3 on a scale of 1-3 (1=unsatisfactory, 2= emerging understanding, 3= mastering).</td>
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2.

3.

4.

How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

This course aligns with student learning outcome #4 of the major.

This supports program level outcome #4. 4. Students will participate in a field or laboratory Capstone experience in archaeology designed to teach them within the context of an actual research situation. The content and skills learned in the classroom are reinforced and demonstrated in a hands-on setting.
VII. IMPACT ON EXISTING PROGRAMS and COURSES: Please briefly document the impact of this new/changed/deleted course on other programs and courses; if deleting a course—list all programs that include the course; if adding/changing a course—explain any overlap with existing courses in the same or different departments.

This course only has an impact on the proposed archaeology major.

VIII. COSTS ASSOCIATED WITH THE ACTION REQUESTED: List all of the new costs or cost savings, (including new faculty/staff requests, library or equipment, etc.) associated with the action requested.

This course will incur no new costs to the archaeology program.

IX. APPROVAL AND SIGNATURES

1. Signature of Department Chair or Program Director:
   Barbara E. Borg Date: 2/29/12

2. Signature of Academic Dean:
   Date: 2/29/12

3. Signature of Provost:
   Date: 3/18/12

4. Signature of Curriculum Committee Chair:
   Date:

5. Signature of Faculty Senate Secretary:
   Date:

Date Approved by Faculty Senate: ____________________________

Following Senate approval, the Faculty Senate Secretary will forward the entire packet to the Registrar.
ARCH400 - ARCHAEOLOGY INTERNSHIP SYLLABUS

Description:
The internship provides the student with an opportunity to have a supervised field placement in archaeology. The objective is to provide the student with hands-on training in archaeology where they will apply archaeological theory and methods through fieldwork and/or lab work.

Archaeology Program Director- ********
   Office - ****
   Phone - 953-****
   E-mail - *****@cofc.edu
   Office Hours - ***** & by appointment

Site Supervisor- ***** ********
   Office - ****
   Phone - 953-****
   E-mail - *****@cofc.edu
   Office Hours - ***** & by appointment

Course Texts
   To be determined in consultation with site supervisor

Grading
   Interns are expected to work closely with their on-site supervisor and other organizational personnel and communicate weekly with the Archaeology Program Director.

   Three hours on site per week (or 40 hours per semester) are required for one hour of academic credit.

   You will be evaluated by two people:
       your on-site supervisor and
       the Archaeology Program Director

   It is required that you keep a written journal of your internship experience.

Attendance Policy
   Attendance is a key component of any internship. Occasionally there will be circumstances that prevent you from meeting your scheduled internship hours on a given day. If you know in advance there will be a conflict, please reschedule your hours with your internship supervisor. If you are ill, it is your responsibility to contact your internship supervisor and later make arrangements to make up the missed hours.
Journal Questions to be Submitted Weekly to the Director of Archaeology

General Instructions
Write in your journal after every day at your placement. Keep a record of the time you worked (e.g., Wednesday, August 28, 12-3 P.M.). Following the date, describe what you did that day. This will take some discipline. Strive to be accurate and descriptive.

In addition to the above information, you should address the following weekly questions.

Week 1:
Why did you choose to do an internship? Why this particular one? What are your goals and expectations for the semester? There are many different kinds of goals—they may be academic, professional, personal, or more likely, a combination of these. What skills do you hope to improve, what insights are you looking for? In other words, what do you want most to explore, understand, or learn during your internship?

Week 2:
Describe, in detail, your placement, the organization, its staff, the location, and the general surroundings. What were your first impressions? Were you nervous? Excited? How were you treated?

Week 3:
What are your general duties and responsibilities? How do they fit into the mission of the organization? If you are working on an archaeological site, documents or with artifacts, what is the history/prehistory of the site, documents, artifacts?

Week 4:
What do professional archaeologists or archivists do? How do they function in this organization?

Week 5:
What are the goals and objectives of your organization? What is the mission of the organization you are working for? Is it meeting its goals and objectives? How do people in your organization interact with the community?

Week 6:
It is an unusual intern who does not experience some kind of disillusion or disappointment; there is almost always a difference between what was anticipated and what is actually experienced. This is a typical stage of an internship, not necessarily an indication of your inadequacy. Have you felt this disillusion? How and in what regard? How are you addressing it?

Week 7:
How would you compare your learning in this internship course to a traditional course?

Week 8:
What has been your most positive experience thus far? Your least positive? Explain both.

Week 9:
Do you think you have developed any personal qualities (such as leadership, specific skills, compassion) through your internship? Elaborate.
**Week 10:** In describing your activities of the week, note if and how they have changed since Week 3. Comment both on areas in which you assumed more responsibility and changes in your perception of the organization. How do you think you are perceived by the staff? Did you have stereotypes about them that have since been altered?

**Week 11:**
Describe the differences between the staff’s perspectives of themselves, their organization, and their visitors and the visitors’ views. What are your perspectives on the relationship between professionals and patrons?

**Week 12:**
What are you doing to help reach your learning goals? Have your goals changed at all? How? Is this internship meeting your original goals and expectations? Why or why not? Refer back to your first week’s entry.

**Week 13:**
Would you suggest your placement to other students? Why or why not? Is there anything that you would have wanted to know at the beginning that would have improved your internship experience? I am collecting a list of tips for new interns that includes suggestions like varying the days or times of placement, or any other information that would be helpful to know before beginning. Do you have anything to add? Do you have any suggestions for your organization about the internship? What are they? Have you told them, and if so, how did they respond?

**Week 14:**
Your last journal entry should be a summary and evaluation of your experience. To write this, read back through your journal. The following questions should be answered in the summary, if you haven’t already answered them elsewhere in the journal.

- What do you know now that you didn't know before? In other words, how has this internship made a difference in what you can now do and understand?
- Did you learn anything that you couldn't have learned any other way? If so, what?
- Did you overestimate, underestimate or accurately expect that which occurred during internship?
- What was your greatest challenge during this internship? How did you overcome it?
- What course material was most relevant to your experience?
- What was of greatest anthropological interest?
- Did this internship generate ideas for research?
- Did your internship have any effect on your career plans?
TO: ACADEMIC AFFAIRS and THE FACULTY CURRICULUM COMMITTEE

FROM: DR. BARBARA E. BORG and the STEERING COMMITTEE OF THE INTERDISCIPLINARY ARCHAEOLOGY MINOR PROGRAM

DATE: MARCH 1, 2012

RE: PROPOSAL FOR A NEW INTERDISCIPLINARY COGNATE-MAJOR IN ARCHAEOLOGY

THE FOLLOWING DOCUMENTS ARE INCLUDED IN THIS ENVELOPE:

1 -- THE FCC NEW PROGRAM FORM (42 pages, but with a lengthy list of existing elective courses from the 10 participating departments, and an extensive library analysis that have both added to this proposal's length)

2 -- FCC COURSE FORM for the one new internship course (ARCH 400) proposed for the major (all other courses already exist as current listings in the Undergraduate Catalog.)

[NOTE: All four deans and the chairs of all ten participating departments have signed in support of this new program.]

CONTACT PERSON: Dr. Barbara E. Borg, Sociology/Anthropology
Director, Interdisciplinary Archaeology Minor Program
E-mail: borgb@cofc.edu
Office phone: 3-5408