This syllabus is subject to further change or revision, as needed, to best realize the educational goals of the course. Necessary revisions will be announced in class or on course materials with fair prior notice.

Bioarchaeology and Human Osteology
June 14-July 25
Summer, 2020

Course Meetings: Monday-Friday; Saturday (9 units of credit offered through Arizona State University)

Instructor: Dr. Jane Buikstra
Office: Kamp Mansion/CAA Main Office
Contact Info: buikstra@asu.edu
Office Hours: by appointment

Lab Director: Jessica Hotaling
Office: Osteology Lab
Office Hours: by appointment

Associate Lab Director: Elizabeth Hannigan
Office: Osteology Lab
Office Hours: by appointment

Course Description
The Bioarchaeology and Human Osteology track offered at the Arizona State University Field Program in Kimpsville, Illinois enables students to work first-hand with skeletal remains in an intensive six-week immersion course. An important aspect of this class involves learning about skeletal analysis in a problem-oriented context that is suitable for students interested in a variety of subjects: bioarchaeology, forensic anthropology, medical and dental science, or skeletal biology. The course is offered at three different levels (Beginner, Intermediate, Advanced), each tailored to the student’s prior experience with relevant subject matter. This class allows students an exciting opportunity to study osteology as well as to learn about the archaeology of North America. Visits to regional archaeological sites and research centers supplement the program, as do a series of lectures from archaeologists working around the globe.

Students will attend daily lectures given by Dr. Jane Buikstra of Arizona State University covering topics such as: skeletal anatomy; osteological techniques for estimating age and sex, paleopathology and genetic relatedness, among others. In addition to lectures, students will have access to skeletal study collections that facilitate learning about skeletal anatomy, analytical methods, and engaging in independent research. Well-trained and knowledgeable teaching assistants also enhance the classroom and laboratory experiences.

Course Goals
The goals of this course include: advancing each student’s knowledge of human skeletal anatomy, increasing the student's skills in developing the osteological biological profile, and achieving an independent research project.

Learning Outcomes
By the end of this course, each student will have demonstrated that they are able to:

- Identify fragmentary human skeletal remains, such as those typically recovered in archaeological and forensic context.
• Make informed decisions about estimations of attributes used in biological profile construction.
• Think critically about bioarchaeological and forensic anthropological concepts.
• Engage in independent bioarchaeological research

Pre-requisites/Co-requisites/Anti-requisites: none

Required Course Texts:
Buikstra, J.E. and Douglas H. Ubelaker

White, T. D., M. T. Black, and P. A. Folkens

Arizona State University Kampsville Bioarchaeological Field Manual (provided by the program)

Course Format:
The course focuses upon skeletal anatomy, developing observations skills, and independent research design and execution. Knowledge is tested through performance on quizzes, topical (sex and age-at-death estimation, biodistance, paleopathology) laboratory exercises and a final independent research project and presentation. Performance levels are commensurate with prior experience in human osteology. The final assignments are an excellent opportunity for beginning students to observational skills. Students with prior experience develop independent research projects suited to their interests. All students will gain experience in presenting their research in an academic setting.

Coursework
Final grades for the course will be assigned on basis of the following:
• Quizzes (8 total, lowest grade dropped) 40%
• Lab Reports (5 written reports & 1 presentation) 30%
  (See full assignments attached. Intermediate and advanced tracks have additional, more challenging assignments than those in the basic track.)
• Final Paper and Presentation 30%
• Contribution to Overall Classroom Learning Experience +/- half grade

Students are advised to retain copies of all materials submitted and graded.

Schedule of Readings and Assignments (See ATTACHED “ASUFS Schedule 2015”)

Course Schedule
Students are required to be in attendance for all class meetings, meals, and lectures. A typical day (M-F) in the Osteology track of the field school runs as follows (subject to change):

6:15 AM: Meet for breakfast
7:30 AM: Return from breakfast
8:00 AM: Class hours begin (lecture, quiz, and/or lab hours)
10:00-10:15 AM: Break
12:00-12:30 PM: Lunch
2:00-2:15 PM: Break
4:00 PM: Break before dinner
4:30 PM: Meet for dinner
6:00 PM: Return from dinner
7:00 PM-9:00 PM: Evening class hours (lecture or free lab hours)
Saturdays are half days that end after lunch.
Final Grades
Final grades are scaled to individual performance based upon the overall numeric score, individual effort and contributions, and personal improvement over the course of the field school. Final grades are additionally adjusted to overall class performance—no quotas for specific grades are imposed.

Extra Credit
There will be no extra credit opportunities assigned for this course.

Late Assignments
Unexcused late assignments will not be accepted. Excuses for an assignment must be made and approved in advance of the due date of the assignment.

Course Policies
Although a laptop/portable computer is not a requirement for this course, it is **HIGHLY RECOMMENDED** that students bring computers to Kampsville. All five laboratory assignments and the final research project are accompanied by a written report or research paper. While hand-written assignments are accepted, students have found it much easier to submit word processed materials. There are a limited number of computers available in Kampsville; however, these machines are community resources and must be shared by everyone. One printer is also available for student use.

Grade Appeals
ASU has formal and informal channels to appeal a grade. If you wish to appeal any grading decisions, please see [http://catalog.asu.edu/appeal](http://catalog.asu.edu/appeal).

Incompletes
A mark of "I" (incomplete) is given by the instructor when you are otherwise doing acceptable work but are unable to complete the course because of illness or other conditions beyond your control. You are required to arrange with the instructor for the completion of the course requirements. The arrangement must be recorded on the [Request for Grade of Incomplete form](http://students.asu.edu/forms/incomplete-grade-request).

Student Standards
Students are required to read and act in accordance with university and Arizona Board of Regents policies, including:

The ABOR Code of Conduct: Arizona Board of Regents Policies 5-301 through 5-308:  
[http://www.abor.asu.edu/1_the_regents/policymanual/chap5/5Section_C.pdf](http://www.abor.asu.edu/1_the_regents/policymanual/chap5/5Section_C.pdf)

Academic Integrity
**Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see [http://provost.asu.edu/academicintegrity](http://provost.asu.edu/academicintegrity).**

If you fail to meet the standards of academic integrity in any of the criteria listed on the university policy website, sanctions will be imposed by the instructor, school, and/or dean. Academic dishonesty includes borrowing ideas without proper citation, copying others’ work (including information posted on the internet), and failing to turn in your own work for group projects. Please be aware that if you follow an argument closely, even if it is not directly quoted, you must provide a citation to the publication, including the author, date and page number. If you directly quote a source, you must use quotation marks and provide the same sort of citation for each quoted sentence or phrase. You may work with other students on assignments, however, all writing that you turn in must be done independently. If you have any doubt
about whether the form of cooperation you contemplate is acceptable, ask the TA or the instructor in advance of turning in an assignment. Please be aware that the work of all students submitted electronically can be scanned using SafeAssignment, which compares them against everything posted on the internet, online article/paper databases, newspapers and magazines, and papers submitted by other students (including yourself if submitted for a previous class).

Note: Turning in an assignment (all or in part) that you completed for a previous class is considered self-plagiarism and falls under these guidelines. Any infractions of self-plagiarism are subject to the same penalties as copying someone else’s work without proper citations. Students who have taken this class previously and would like to use the work from previous assignments should contact the instructor for permission to do so.

Prohibition of Commercial Note Taking Services
In accordance with ACD 304-06 Commercial Note Taking Services, written permission must be secured from the official instructor of the class in order to sell the instructor’s oral communication in the form of notes. Notes must have the notetaker’s name as well as the instructor’s name, course number, and tdate.

Student Support and Disability Accommodations
In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at the Disability Resource Center (DRC) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities.

Qualified students with disabilities may be eligible to receive academic support services and accommodations. Eligibility is based on qualifying disability documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing qualifying documentation to the DRC. Every effort is made to provide reasonable accommodations for qualified students with disabilities. Qualified students who wish to request an accommodation for a disability should contact their campus DRC at: http://www.asu.edu/studentaffairs/ed/drc/

If you are a student in need of special arrangements, we will do all we can to help, based on the recommendations of these services. For the sake of equity for all students, we cannot make any accommodations without formal guidance from these services. Typically, once a student discloses the need for an accommodation through their study abroad application, the Study Abroad Office, the academic unit, the student and DRC will develop a plan on how to best accommodate the student within the parameters available within the onsite locations.

Drop and Add Dates/Withdrawals
Please refer to the academic calendar on the deadlines to drop/withdraw from this course. Consult with your advisor and notify your instructor if you are going to drop/withdraw this course. If you are considering a withdrawal, review the following ASU policies: Withdrawal from Classes, Medical/Compassionate Withdrawal.

Please note that the ASU Academic Calendar only refers to withdrawal for the academic portion of your study abroad program. Please refer to the Study Abroad Withdrawal Policies for important dates regarding withdrawing from your Faculty Directed program.

Email Communications
All email communication for this class will be done through your ASU email account. You should be in the habit of checking your ASU email regularly as you will not only receive important information about your class(es), but other important university updates and information. You are solely responsible for
reading and responding if necessary to any information communicated via email. For help with your email go to: http://help.asu.edu/sims/selfhelp/SelfHelpHome.seam?dept_pk=822 and file a help desk ticket by clicking on “My Help Center.”

Campus Resources
As an ASU student you have access to many resources on campus. This includes tutoring, academic success coaching, counseling services, financial aid, disability resources, career and internship help and many opportunities to get involved in student clubs and organizations.

- Tutoring: http://studentsuccess.asu.edu/frontpage
- Counseling Services: http://students.asu.edu/counseling
- Financial Aid: http://students.asu.edu/financialaid
- Disability Resource Center: http://www.asu.edu/studentaffairs/ed/drc/
- Major/Career Exploration: http://uc.asu.edu/majorexploration/assessment
- Career Services: http://students.asu.edu/career
- Student Organizations: http://www.asu.edu/studentaffairs/mu/clubs/

Harassment Prohibited:
ASU policy prohibits harassment on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, Vietnam era veteran status, and other protected veteran status. Violations of this policy may result in disciplinary action, including termination of employees or expulsion of students. Contact Student Life (UCB 221) if you feel another student is harassing you based on any of the factors above; contact EO/AA (480-965-5057) if you feel an ASU employee is harassing you based on any of the factors above.

Establishing a Safe Environment:
Learning takes place best when a safe environment is established in the classroom. Enrolled students have a responsibility to support an environment that nurtures individual and group differences and encourages engaged, honest discussions. The success of the course rests on your ability to create a safe environment where everyone feels comfortable to share and explore ideas. We must also be willing to take risks and ask critical questions. Doing so will effectively contribute to our own and others intellectual and personal growth and development. We welcome disagreements in the spirit of critical academic exchange, but please remember to be respectful of others’ view points, whether you agree or not.

Syllabus Disclaimer:
The course syllabus is an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email, or in the Announcements section on Blackboard.

Student Conduct Statement:
Students are required to adhere to the behavior standards listed below:
- Arizona Board of Regents Policy Manual Chapter V – Campus and Student Affairs: Code of Conduct http://www.azregents.edu/policymanual/default.aspx,
- ACD 125: Computer, Internet, and Electronic Communications http://www.asu.edu/aad/manuals/acd/acd125.htm, and

Students are entitled to receive instruction free from interference by other members of the class. If a student is disruptive, an instructor may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in withdrawal from the course. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under USI 201-10 (http://www.asu.edu/aad/manuals/usi/usi201-10.html).
Course discussion messages should remain focused on the assigned discussion topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion.

Inappropriate discussion board messages may be deleted if an instructor feels it is necessary. Students will be notified privately that their posting was inappropriate. Student access to the course Send Email feature may be limited or removed if an instructor feels that students are sending inappropriate electronic messages to other students in the course.

Religious Accommodations for Students:
Students who need to be absent from class due to the observance of a religious holiday or participate in required religious functions must notify the faculty member in writing as far in advance of the holiday/obligation as possible. Students will need to identify the specific holiday or obligatory function to the faculty member. Students will not be penalized for missing class due to religious obligations/holiday observance. The student should contact the class instructor to make arrangements for making up tests/assignments within a reasonable time.