



**IUP Graduate Handbook**

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**M.A. in Applied Archaeology**

Department of Anthropology

Handbook Updated 2021-2022

M.A. Program in Applied Archaeology

Department of Anthropology

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Program Website: <https://www.iup.edu/anthropology/>

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## INTRODUCTION

This handbook was developed to provide you with answers to frequently asked questions and will help you successfully complete the program in a timely manner. We encourage you to develop a positive working relationship with the graduate coordinator, your academic advisor, and your thesis chairperson, so you can have a productive and challenging experience!

### Indiana University of Pennsylvania

Founded in 1875, IUP is accredited by the Middle States Association Commission on Higher Education. Located in the heart of Indiana, Pennsylvania, IUP's main campus has grown from 12 acres and one building in 1875, to 354 acres and 65 major buildings. IUP has received consecutive reaffirmations of accreditation since 1941. Indiana University of Pennsylvania graduate programs utilize a student-centered classroom approach and encourage collaboration between faculty and students. IUP is a Carnegie Doctoral/Research university with over 2,000 graduate students and 48 graduate programs, including 13 doctoral programs. IUP is consistently ranked among the best institutions in the region for quality and cost, including being ranked one of the top 100 public universities in the nation, as selected by *US News and World Report*, and nationally ranked as a "Best for Vets" university by *Military Times*. The IUP Student Cooperative Association owns and operates the Hadley complex adjacent to the main campus and also maintains a 280-acre outdoor recreational park a short distance away.

### IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

- **To strengthen the university for academic success**, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.
- **To foster an environment for personal growth**, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.
- **To contribute to the future**, I will strive for the betterment of the community; myself, my university, the nation, and the world.

#### Additional resources:

- *Affirmative Action*: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)
- *Title IX Reporting Requirement*: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)
- *Student Conduct and Student Rights*: <https://www.iup.edu/studentaffairs/student-policy-index-a-z/index.html> and [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## Department of Anthropology

Cultural resource investigations are required by federal law, so the demand for professional archaeologists is closely linked to the development and permitting of transportation, energy, recreation, and military projects. As America expands, so does the need for trained archaeologists. Many IUP applied archaeology graduates go on to work for private consulting firms, state agencies, and federal agencies. Tourism is also an important economic force, improving a state's economy while also promoting a sense of regional and state pride. States like Pennsylvania have long recognized the need to combine research on cultural and historical preservation with tourism. More professionals are needed in the fields of cultural and historic preservation, key components of heritage tourism, the most rapidly expanding segment of the tourism industry.

The [MA in Applied Archaeology program](#) is one of only a few programs in the U.S. and the only one in Pennsylvania. The program is supported by an advisory board of professional archaeologists, representing private companies, state and federal agencies, and SHPO/THPOs. The board provides work opportunities for students and ensures that the program of study remains responsive to industry needs. It is also enhanced by the IUP Archaeological Services Center, a research center that contracts with several state and federal agencies and is fully staffed and well equipped to conduct field and laboratory projects throughout the Mid-Atlantic region.

The MA degree program is designed to prepare you to meet:

- The U.S. Secretary of the Interior's (SoI) standards for professional archaeologists (an option for individuals already employed in the field of CRM);
- All the requirements for being a professional archaeologist except for a full year of experience as a project supervisor (an option for students who enter the program immediately after graduation with a BA degree, or who otherwise do not meet the experience requirement).

## Mission Statement and Program Objectives

The Department of Anthropology provides a high-quality and experiential education for students wishing to pursue careers related to the management and stewardship of cultural resources in the United States. With a robust curriculum, a dynamic and intensive applied focus, and access to emerging and state of the art archaeological technologies, the Department of Anthropology is committed to transforming Applied Archaeology graduate students into informed, empowered and responsible professionals ready for employment in cultural resource management in both private industry and federal and state agencies. With an [MA in Applied Archaeology](#), you will have the discipline-specific knowledge, technical training, and experience to be employed as professional archaeologists in a variety of settings. IUP is one of the few universities in the nation that offers an MA degree specifically focused on cultural resource management. With an MA in Applied Archaeology, you can pursue careers in:

- Private environmental consulting & engineering firms
- Federal agencies (e.g., National Park Service, National Forest Service)
- State agencies (e.g., State Historic Preservation Office, Department of Transportation)
- Museums & heritage tourism
- Cultural resource management firms
- Historic preservation agencies

## Faculty and Staff

### Who's Who in the Department and College of Natural Sciences & Mathematics:

**Chair, Department of Anthropology:**

Dr. Benjamin Ford  
McElhaney Hall, Rm. G-1D  
[Ben.ford@iup.edu](mailto:Ben.ford@iup.edu); Ph: 724-357-3932

**Graduate Coordinator:**

Dr. Lara Homsey-Messer,  
McElhaney Hall, Rm. G-1B  
[lmesser@iup.edu](mailto:lmesser@iup.edu); Ph: 724-357-2117

**Director, Archaeological Services:**

Dr. William Chadwick  
McElhaney Hall, Rm. G-1H  
[williamchadwick@iup.edu](mailto:williamchadwick@iup.edu); Ph: 724-357-2659

**Department Secretary:**

Ms. Barbara Wodowski  
McElhaney Hall, Rm. G-1A  
[bwodowski@iup.edu](mailto:bwodowski@iup.edu); Ph: 724-357-2841

**Interim Dean, CNSM:**

Dr. Steve Hovan  
Weyandt Hall, Rm. 305  
[Steven.Hovan@iup.edu](mailto:Steven.Hovan@iup.edu); Ph: 724-357-2609

**Assistant Dean, CNSM:**

Dr. Karen Pizarchik  
Weyandt Hall, Rm. 305  
[karen.pizarchik@iup.edu](mailto:karen.pizarchik@iup.edu); Ph: 724-357-2609

**The Graduate Committee** (*sets policy & curriculum, recommends new applicants & assistantships*):

Dr. William Chadwick: Geophysical Archaeology, Geospatial Technology, Geoarchaeology, CRM  
Dr. Benjamin Ford: Historical Archaeology & Historic Preservation, Maritime Archaeology; CRM  
Dr. Lara Homsey-Messer: Environmental Archaeology, Geoarchaeology, Public Archaeology, CRM  
Dr. Andrea Palmiotto: Zooarchaeology, Environmental Archaeology, Forensic Archaeology, CRM

*Affiliated Graduate Faculty in the Department of Anthropology:*

Dr. Abigail Adams: Cultural Anthropology, Medical Anthropology and Global Health  
Dr. Francis Allard: East Asian Archaeology, Museum Studies, Biological Anthropology  
Dr. Amanda Poole: Cultural Anthropology, Applied Anthropology, Refugee Resettlement, Africa

### Who's Who in the School of Graduate Studies and Research (SGSR)

**SGSR Interim Dean**

Dr. Hilliary Creely  
Stright Hall, Rm. 129  
[hcreely@iup.edu](mailto:hcreely@iup.edu); Ph: 724-357-2644

**Assistant Dean for Administration**

Dr. Sharon Procter  
Stright Hall, Rm. 114  
[sprocter@iup.edu](mailto:sprocter@iup.edu); Ph: 724-357-1293

**Dean's Support Staff**

Ms. Judy Geesey  
[jgeesey@iup.edu](mailto:jgeesey@iup.edu); Ph: 724-357-1409

**Assistant Dean's Support Staff**

Ms. Rosie Gundy  
[rgundy@iup.edu](mailto:rgundy@iup.edu); Ph: 724-357-7789

**GA Support Staff**

Ms. Melanie Muscatello  
[melanie@iup.edu](mailto:melanie@iup.edu); Ph: 724-357-7789

**Thesis/Dissertation Support Staff**

Ms. Cindy Smeltzer  
[grad-research@iup.edu](mailto:grad-research@iup.edu); Ph: 724-357-2224

## ADMISSION

Students who enter the program usually hold a bachelor's degree in anthropology, history, geography, or a related field. Depending on your undergraduate coursework, you may be required to take courses as a condition of your admission to prepare for the program, especially a 6-week (or equivalent) North American archaeological field school. You must also meet all the requirements of the graduate school and take the General Test of the Graduate Record Exam (GRE) before admission. There is no deadline for admission; student applications are reviewed on a rolling basis.

For more information on the general IUP Graduate Admission policy, please see [www.iup.edu/admissions/graduate/](http://www.iup.edu/admissions/graduate/).

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: <https://catalog.iup.edu/index.php>.

## FINANCIAL ASSISTANCE

- ***IUP Graduate Assistantships:*** A limited number of graduate assistantships (GAs) are available each year; these consist of a combination of tuition waiver and stipend. You are automatically considered for an assistantship when you indicate your interest on the online application. Whether you receive an assistantship your first year or not, you may indicate your interest in a GA for your second year by sending an email to the Graduate Coordinator. **GAs are not awarded to students in the program for more than two years.**
  - *Payroll Paperwork & Background Clearance:* Once you have been offered a GA, a Letter of Agreement is prepared by SGSR for your signature and is kept on record. **The Letter of Agreement is sent via your IUP email and outlines your responsibilities for fulfilling your assistantship.** Please sign this document immediately and return it as directed to the SGSR to ensure the award. In this same email, you will be directed to obtain necessary Background Clearance. All required documents must be processed before a paycheck is issued. Paperwork must be submitted to Payroll Services in Sutton Hall before you can start work.
  - *Assistantship Responsibilities:* You are responsible for meeting with your faculty supervisor during the first week of classes and fulfilling all requirements of your GA duties as outlined in your Letter of Agreement. Each GA requires a specific number of hours of work per term according to your specific award. If at any point in the semester you are unable to fulfill your responsibilities for any reason, report this to your Graduate Coordinator immediately.
  - *Activity Fees:* If your GA includes a tuition waiver, you are still responsible for all assessed University fees.

For additional information regarding IUP Graduate Assistantships, see

- [Graduate Assistantships at IUP - Costs and Financial Aid - Graduate Admissions - Admissions - IUP](#)
- Office of Financial Aid: [www.iup.edu/financialaid/](http://www.iup.edu/financialaid/)

- ***SGSR Thesis Research and Presentation Funding:*** There are several sources of financial assistance through SGRS to assist you with the costs associated with conducting, traveling, and/or presenting your research. These are detailed on page 10, under the heading “Research.”
- ***Departmental Support:***
  - ***Faculty Grants:*** some students are supported through grants to faculty, such as external grants from the National Science Foundation, or internal grants from the or Faculty Senate. You are paid hourly on a grant, generally \$8-14/hr. If you work on a grant, you must complete the Background Clearance Check and complete the appropriate paperwork for payroll. Please see Ms. Barbara Wodowski, Department Secretary, for details.
  - ***Archaeological Services Center:*** Other work is available through IUP Archaeological Services on a project by project basis, both at the crew and supervisory levels. You are paid hourly, generally \$10-15/hr. Please see Dr. Bill Chadwick, Director, for details and an application.

### **ACADEMIC ADVISEMENT**

- ***Academic Advisor:*** You will be assigned an academic advisor when you are admitted to the program. Academic advisors are responsible for mentoring you and will assist in forming your committees, completing your graduate study plans, and scheduling classes during your first year in the program. Each semester, your academic advisor will receive PINs from SGRS which you will need to obtain in order to register for courses. Once you form a thesis committee, the chair of that committee will become your academic advisor for the rest of your tenure in the program.
- ***Thesis Chairperson:*** A thesis committee chairperson is selected by you and is the faculty member who serves as your primary mentor for the thesis or internship. You are encouraged to work with a faculty member whose area of specialization best matches your interests and research topic. The official selection of your thesis chair occurs when your Research Topic Approval Form (RTAF) is approved by the Assistant Dean for Research in the SGRS prior to the start of your planned research. Informally, this selection should occur during the second semester of your first year when you begin to develop your research proposal in ANTH 612 (Seminar in Cultural Resource Management I), or soon after.
- ***Thesis Committee:*** The thesis committee, also selected by you, exists to approve the thesis and assist you with your research. It is composed of your thesis chairperson, plus 2-4 additional faculty members. These are generally from within the Anthropology Department but can also be faculty members who teach in related departments or outside institutions (e.g., PennDOT) if they provide special expertise on the topic. **At least two of your committee members must be graduate faculty in the Department of Anthropology.** If you plan to have an external member, please consult your thesis chair and the Graduate Coordinator. The committee is officially formed when the RTAF is approved by the SGRS in the semester prior to graduation at the latest. *NOTE: Check with the Graduate Coordinator if a change in committee membership is necessary or if a sabbatical leave should interrupt the committee; you will have to submit a revised RTAF.*



## CAMPUS RESOURCES & STUDENT SUPPORT

### University Resources:

- The School of Graduate Studies and Research: [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)
- Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)
- Office of Student Billing: [Student Billing - IUP](#)
- Office of the Registrar: [www.iup.edu/registrar/](http://www.iup.edu/registrar/)
- Disability Support Services: [www.iup.edu/disabilitysupport/](http://www.iup.edu/disabilitysupport/)
- Office of Social Equity: [www.iup.edu/socialequity/](http://www.iup.edu/socialequity/)
- IUP Campus Library [www.iup.edu/library/](http://www.iup.edu/library/)
- MyIUP: [www.iup.edu/myiup/](http://www.iup.edu/myiup/)
- IT Support Center: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)
- Veterans and Service Members: [www.iup.edu/veterans/resource-center/](http://www.iup.edu/veterans/resource-center/)
- IUP Writing Center: [www.iup.edu/writingcenter/](http://www.iup.edu/writingcenter/)
- IUP Career and Professional Development Center: [www.iup.edu/career/](http://www.iup.edu/career/)
- IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>
- University Police <http://www.iup.edu/police/> | 724-357-2141  
Crisis Intervention 24/7 Hotline: 1-877-333-2470
- Student Registration: [www.iup.edu/registrar/students/registration/](http://www.iup.edu/registrar/students/registration/)

### Program Resources:

- Program website: <http://www.iup.edu/anthropology/grad/>
- Program Blog: <http://iblog.iup.edu/trowelsandtribulations/>
- American Cultural Resources Association (ACRA): <http://acra-crm.org/>
- Register of Professional Archaeologists (RPA): <http://rpanet.org/>
- Society for American Archaeology (SAA): <http://www.saa.org/>
- Pennsylvania Archaeological Council: <http://www.pennarchcouncil.org/>
- *American Antiquity* Style Guide (for thesis):  
[http://www.saa.org/Portals/0/SAA/Publications/StyleGuide/StyleGuide\\_Final\\_813.pdf](http://www.saa.org/Portals/0/SAA/Publications/StyleGuide/StyleGuide_Final_813.pdf)

## IUP EMAIL

IUP offers an email account to all active students. **Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit [IT Support - IUP](#) to learn more about setting up this account.

For more information regarding University policy on email communication, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## GRADUATE STUDENT ASSEMBLY

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and

graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit [www.iup.edu/graduatestudies/gsa](http://www.iup.edu/graduatestudies/gsa) for more information.

## **PROGRAMS AND DEGREES**

### **Curricular Requirements for M.A. degree in Applied Archaeology (36 credits)<sup>1</sup>:**

#### **I. Required Core Program, 18 Credits**

ANTH 610: Archaeological Laws and Ethics (3 cr)  
ANTH 612: Seminar in Cultural Resource Management I: Method and Theory (3 cr)  
ANTH 616: Pre-Columbian North American Archaeology (3 cr)  
ANTH 618: Historical Archaeology (3 cr)  
ANTH 714: Seminar in Cultural Resource Management II: Analysis and Interpretation (3 cr)  
ANTH 745: Seminar in Archaeological Interpretation (3 cr)

#### **II. Electives, 12 Credits** (*at least 9 credits with ANTH prefix<sup>2</sup>, others must be approved*)

ACCT 502 Foundations of Financial Accounting (3)  
ACCT 606 Management Accounting (3)

ANTH 513 Archaeology of Coasts (3)  
ANTH 514 Native Americans (3)  
ANTH 556 Ethnographic Research Methods (3)  
ANTH 560 Ethnographic Field School (6)<sup>3</sup>  
ANTH 570 Environmental Archaeology  
ANTH 581 Special Topics (3)  
ANTH 584 Specialized Methods in Archaeology (3)  
ANTH 586 Historic Artifact Analysis (3)  
ANTH 587 Geoarchaeology (3)  
ANTH 588 Geophysical Applications (3)  
ANTH 589 Prehistoric Technologies (3)  
ANTH 590 Applied Spatial Methods (3)  
ANTH 591 Zooarchaeology (3)  
ANTH 592 Soil Science (3)  
ANTH 596 Human Osteology (3)  
ANTH 597 Forensic Archaeology (3)  
ANTH 625 Public Archaeology (3)  
ANTH 720 Issues in Historic Preservation (3)  
ANTH 730 Archaeology of Pennsylvania (3)  
ANTH 740 Advanced Archaeological Field Methods (3-6)<sup>3</sup>

GEOG 515 Remote Sensing  
GEOG 516 Introduction to GIS (3)  
GEOG 517 Technical Issues in GIS (3)  
GEOG 625 Environmental Planning (3)  
GEOG 655 Advanced Remote Sensing (3)

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<sup>1</sup>A full-time course load is 9 credits each semester.

<sup>2</sup>It is recommended that you complete one course in cultural anthropology as part of these electives.

<sup>3</sup>Up to 3 may be applied toward the elective program requirements.

### **III. Thesis & Internship, 6 Credits**

*(all students are required to complete a thesis, which may take the form of a cultural resource management report or policy study of a cultural resource issue)*

#### **ANTH 698 Internship (3 cr):**

Students may elect to take a faculty-supervised internship with organizations in non-academic settings, such as cultural resource management firms, government agencies, private nonprofit organizations, tribal governments, or museums.

#### **ANTH 795 Thesis (var. 3-6 cr):**

MA Degree candidates can opt to take 3 or 6 credits of thesis; the 3 credit option requires you to complete at least 3 credits of internship. The internship may be used as preparation for the thesis.

### **Optional Certificates**

**GIS Certificate Option:** Students may take an additional four courses (**not** part of the Applied Archaeology degree) in order to receive a certificate in Geographic Information Science and Geospatial Techniques from the Geography Department. Your academic advisor will work you to meet the requirements of the GIS certificate program expeditiously. Students may take Up to 6 credits of the electives may be taken from the Geography Department's (GIS) courses. Please note, however, that we cannot guarantee that both programs can be completed within two academic years.

### **DEGREE COMPLETION**

Information specific to the M.A. in Applied Archaeology is described below. For university-wide information, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog). To access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>.

- ***Research Topic Approval Form (RTAF):*** Before you begin any substantial thesis research (e.g., fieldwork), you must electronically submit a RTAF to the SGSR for approval ([www.iup.edu/graduate](http://www.iup.edu/graduate)). The RTAF formalizes your committee selection and provides a summary of your project for SGSR approval. Your committee will approve your RTAF before it is forwarded to the Graduate Coordinator for signature, who will then forward it to the CNSM Dean and the SGSR Assistant Dean for approval. **You may only begin research after written notification of approval from the SGSR.**

The RTAF must be submitted no later than the semester prior to graduation, but it is recommended that you submit it by the start of your second year. Should changes occur, either in committee membership or topic, a new RTAF must be completed and approved. *NOTE: If your research involves human subjects, you will need to additionally obtain Institutional Review Board (IRB) approval. Refer to the [IUP IRB webpage](#) for more details. Your RTAF will not be approved until the IRB has approved your protocol.*

- ***Thesis Proposal:*** You must also submit a more comprehensive research proposal to your thesis chair and committee before conducting any substantial research. This proposal,

approximately 10 pages in length, should provide substantial detail concerning methods and research questions. It is internally approved by all members of your thesis committee via email. It is recommended that you complete this proposal by the beginning of your second year.

- **Thesis Timeline:** You will work independently, guided by your committee, to complete your thesis research and write the thesis itself. Once completed, you will submit it to your chairperson for initial review. After making required corrections, you will submit it to the rest of your committee. Once the committee has had a chance to review your thesis you will schedule a defense at least two weeks prior to the deadline for submission of your thesis to the SGSR. After passing your defense and making all necessary edits and corrections, you will submit the thesis to the SGSR by the required deadline for your desired graduation date. **The draft thesis should be submitted to your committee chairperson no later than 8 weeks prior to the SGSR due date.**

**Important resources:** please consult the Department of Anthropology's "10 Steps to MA Success". As well as the SGSR's [Thesis and Dissertation Information](#) webpage for more details and deadlines and checklist. Graduate students are strongly encouraged to utilize the [Graduate Editing Service](#) when preparing a draft for their thesis chair.

- **Application for Graduation:** See the [Thesis/Dissertation Manual](#) for calendar requirements for graduation application and submission of thesis materials.

For more information, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog).

### Thesis Completion

You are required to present a public defense of your thesis at least two weeks prior to the SGSR due date for submitting your thesis. For the defense, you will be expected to give an approximately 30-minute presentation (generally PowerPoint) of your thesis research. Your presentation will be followed by a Q&A session open to the public. Your committee will then convene privately to decide whether you have passed the defense and whether any corrections/additions will be needed prior to submission to the SGSR (see below).

### Evaluation Outcome for Thesis

After your public defense, your committee will meet privately to evaluate the thesis; possible outcomes are 1) pass, 2) pass with revisions; 3) revise and resubmit, and 4) fail. If you do not pass your defense you will need to revise your thesis and present a second defense during a subsequent thesis review cycle.

- **Effective fall 2017 for students admitted and students admitted after --** Thesis credits will be assigned Pass or Fail as the final evaluation outcome for all 6 credits and carry no quality points weighted towards a student's CGPA. Failure of thesis credits (e.g., due to plagiarism) is grounds for dismissal and university judicial review.
- **Ongoing Thesis students admitted "prior" to fall 2017 –** Thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program.

For more information, view the view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog).

## UNIVERSITY POLICIES AND PROCEDURES

**University policy is the baseline policy.** Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact your Program Coordinator, Lara Homsey-Messer, or the School of Graduate Studies and Research.

- **Academic Calendar:** [www.iup.edu/news-events/calendar/academic/](http://www.iup.edu/news-events/calendar/academic/)

The following University and SGSR policies can be found at [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

- **Academic Good Standing:** [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)
- **Academic Integrity:** [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog). Please also reference *The Source: A Student Policy Guide*: [www.iup.edu/studentconduct/thefsource/](http://www.iup.edu/studentconduct/thefsource/)  
**Bereavement-Related Class Absences:** [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)
- **Continuous Graduate Registration for Dissertation and Thesis:** Effective Fall 2017, Following completion of course work...master's thesis students must be continuously enrolled for at least one (1) credit of thesis each semester (For the Applied Archaeology program, this is one credit of ANTH 795), through graduation or until the time limit is exceeded. For more view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog).
- **Grade Appeal Policy:** [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)
- **Graduate Fresh Start Policy:** [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)
- **Graduate Residency Requirement:** [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)
- **Leave of Absence Policy:** [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)
- **Time Limitations:** 2 to 2½ years is the standard time spent earning the MA degree in Applied Archaeology (2 years for coursework, and 1 semester for thesis). Two years is the minimum excluding transfer credits. **All of the work toward the degree program must be completed within 5 consecutive years from the first enrollment date, per university policy.** For more information view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)
- **Time-to-Degree Masters Dismissal Appeal Policy:** [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)
- **Time-to-Degree Extension for Master's Thesis:** [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)
- **Transfer of Credits Policy:** [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## RESEARCH

### Financial Assistance

- **Internal SGSR Funding Sources:**
  - **Professional Development Funds:** Graduate students can apply for up to \$300 to support their participation in scholarly and creative activities that add to their

professional development in a significant way. As part of the application, a faculty member must describe the importance of the activity as it relates to the student's scholarly and educational progress. Support to individual students will not exceed \$300 per academic year.

- ***Student Travel to Present Papers:*** SGSR supports travel for graduate students currently enrolled in a graduate program and who are presenting papers at professional meetings. Students may apply for up to \$750 for the fiscal year (July 1-June 30).
- ***Graduate Student Research Grants:*** This fund supports student research which contributes new insights in the student's field. The amount of the grant that students may receive in support of their project is \$1000. Applications for support must reflect excellent academic scholarship and must follow the proposal guidelines funding consideration. Two grant competitions are held annually, generally in November and February.

For more information on the above, visit [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/) and click on *Research*. For more information on research opportunities centers on campus, visit [www.iup.edu/research/](http://www.iup.edu/research/).

- ***External Funding Sources:*** Students are also encouraged to pursue outside funding for their research. Potential external funding agencies from which are students have been previously successful include Sigma Xi Scientific Research Society [Grants-in-Aid](#), and the [Society for Pennsylvania Archaeology](#)/Pennsylvania Archaeological Council.

### **Statistics and Software Assistance**

***Applied Research Lab (ARL):*** The ARL is a free consulting center providing expert assistance to empower the IUP research community to produce high-quality research. ARL provides assistance in research design and data analysis. They also offer a variety of workshops, demonstrations, and tutorials designed to help researchers apply best methodological practices. For more information visit ARL's website at [www.iup.edu/arl/](http://www.iup.edu/arl/).

***Software Availability:*** Graduate students are eligible for free license copies of many programs such as Microsoft Office 365, Malwarebytes, EndNote, Adobe Creative Cloud, SPSS etc. Please see [IT Support](#) for details.

## **APPENDICES**

## DEPARTMENTAL FACILITIES AND RESOURCES

### McElhaney Hall

The Department of Anthropology occupies the entire ground floor of McElhaney Hall, with additional storage space for field equipment in Eicher Hall. Graduate students have 24-hour access to their offices and research space within McElhaney Hall. After an established time, currently 1:00 am, undergraduates must exit the building. Please respect these hours for undergraduates, which have been established for safety and liability purposes. Do not leave doors propped open as this may result in a loss of open access for the entire program.

- ***Graduate Office Suite:*** the graduate office suite is located in G-12 McElhaney Hall. All GAs are assigned office space and a desktop for official use. Graduate students without GAs may work in the non-designated areas in the front of the office suite, or in G-3 (see below). All graduate students are assigned a mailbox in the G-12 complex; phone messages, mail, etc. that are received in the department office are placed in the mailboxes and they should be checked and cleaned out frequently. There is a communal kitchenette at the east end of the complex; **please do not store food in the offices or labs as it attracts unwelcome visitors.** All electronic devices and valuables are to be secured and brought into the complex at your own risk. Students should store personal valuables off-premises. Please do not bring additional appliances. Overnight sleeping in offices is also prohibited. Office keys must be returned at the end of each academic year; failure to do so may preclude graduation. To obtain a key to the G-12 complex & McElhaney Hall, please see the Department chair, Dr. Ben Ford.
- ***G-3 Laboratory:*** McElhaney G3 is a large, general-purpose laboratory used by both undergraduate and graduate students. It contains workspace, laboratory supplies, educational artifact collections, a photography area, desktop computers, and a color printer for approved use (see a faculty member to print in color). If the professor of one of your classes indicates that you can work on class materials, like faunal or artifact collections, you are expected to use the materials in the area designated only. If you have been given an area to use for your thesis analysis, you are expected to keep it orderly and to store your materials on shelves or in the lab table cabinets when not in use. To keep the lab as user-friendly for as many people as possible, please put supplies back where you found them after use.
- ***PHAST/Curation Office (G-4):*** G-4 is reserved for PHAST crew use. It also serves as a temporary curation facility.
- ***G-2 Classroom:*** G-2 has 24 laptop computers. These are generally used during class (they must stay in the classroom) and are loaded with Microsoft Office Suite and other specialized software. If you need to use one outside of G-2 for extended use and/or travel, please see the Graduate Coordinator.
- ***G3A/B:*** On the west end of G-2 is McElhaney G-3A/B, the Faunal Lab used for specimen preparation and zooarchaeological comparative collection. This is Dr. Andrea Palmiotto's lab and should only be entered with her permission.
- ***Geophysical/Geospatial Room (G5):*** G5 is where we keep the geophysical equipment, GPS units and total stations, terrestrial LiDAR, several desktops for specialized analyses, and the large-scale plotter for printing posters. Geophysical instrumentation includes ground penetrating radar instruments, magnetometers, electrical resistivity, magnetic susceptibility and



specialized software. If you are interested in using the instruments, you should take one of the field or on-campus classes. All of the instruments and computers in the laboratory are available for use with permission. All of the computers in G-5 belong to Archaeological Services and can be used with permission by submitting a request to the Department Chair or Director of Archaeological Services. To print posters, see one of the graduate faculty for assistance. It is tricky and the ink when we goof is expensive. Using the plotter without permission will result in permanent loss of access.

- **Wet Lab (G-11):** The wet lab houses a flotation system and equipment for geologic analyses. No equipment may be removed from this room. There is also field equipment in the closets on the right-hand side (e.g., soil probes, screens, soil chemistry kits etc); these may be signed out with permission from a faculty member; because people often need equipment at the same time, we ask that you reserve this equipment in advance.
- **Microscopy Lab (G-12L) and 3D Lab (G-12C):** These labs are in the graduate suite G12). Room L houses our portable X-ray Fluorescence unit (pXRF) and several research-grade stereoscopes, digital balances, and a polarizing microscope. All scopes have digital imaging software. To use this equipment, see Dr. Homsey-Messer. Room C houses 3D scanning and printing devices, and photogrammetry equipment. To use this equipment, see Dr. Ben Ford.

### Eicher Hall

The Department of Anthropology also has space on the ground floor of Eicher Hall on the south end of campus. Eicher is used to store large field equipment such as tripod screens, shovels, field tents, and camping equipment. Thesis students doing research or supervising the archaeological field school may use this equipment with permission. For access, please see the Department Chair or the Director of Archaeological Services.

### Archaeological Services Center

[This research center](#), housed on the ground floor of McElhane Hall, provides and professional and supervisory experience for students prior to graduation. Over last 15 years, Archaeological Services, housed in the Anthropology Department in the College of Humanities and Social Sciences, has conducted more than \$5,000,000 in projects and provided technical assistance to agencies as diverse as the Pennsylvania Historical and Museum Commission, the Pennsylvania Department of Transportation, Indiana County, township planning commissions, the Pennsylvania Department of Environmental Protection, the National Park Service, the U.S. Army Corps of Engineers–Pittsburgh District, and the Allegheny National Forest. Work includes Phase I and II pedestrian surveys, geophysical surveys, and geomorphic landform analyses.

The center is fully staffed to conduct field and laboratory projects with computers, GPS units, a Nikon Total Data Station; and Arc View, GPR Slice, Map Info software mapping packages, and geophysical instruments, including ground-penetrating radar, magnetometers, gradiometers, magnetic susceptibility instruments, and electrical resistivity.

Archaeological Services offers a variety of part-time employment and volunteer opportunities for students. See page 8 and <https://www.iup.edu/anthropology/grad/student-opportunities/> for more details.

## DEPARTMENTAL ACTIVITIES & PROFESSIONAL OPPORTUNITIES

- **Graduate Colloquium:** The Graduate Colloquium is a student-run, graduate student organization that works to bring speakers to campus, sponsor SAA and ACRA webinars, and organize other events such as workshops (e.g., ceramic identification, flintknapping) and field trips. Colloquiums are offered at least once a month.
- **SAA Ethics Bowl:** each year, we organize a 3-5-person team to compete at the Society for American Archaeology's annual Ethics Bowl. Weekly practices occur during the Spring semester, (in tandem with ANTH 610, Laws and Ethics). If interested, see team coaches Dr. Lara Homsey-Messer or Dr. Bill Chadwick.
- **International Archaeology Day Open House:** held in tandem with the Archaeological Institute of America's International Archaeology Day every October, we open up McElhaney to the IUP campus and Indiana communities to promote archaeological awareness, stewardship and accountability. Stations (e.g., kid's activities, historic artifact identification etc.) are run by undergraduate and graduate students in the Department.
- **Advisory Board Annual Visit:** once a year, our advisory board comes for a 2-day visit, which consists of a panel discussion on a timely topic (e.g., professionalism, emerging technology, changing preservation legislation etc.), a networking dinner, and resume/CV development.

## TRANSPORTATION AND PARKING

**Departmental Vehicles:** The Department and Archaeological Services have a 12-passenger van and a 7-person minivan. Only student employees can use the vans, and only by completing a request form and submitting it to the Department Chair who coordinates the use of the vehicles.

**Commuter Parking:** There is metered parking ("pay per space") in the Hub and Keith Parking lots east of McElhaney Hall. Commuter space is also available at Robert Shaw lot which has bus access to McElhaney. This lot requires a commuter tag. You can apply for this free tag online at [Student and Employee Permit Application Instructions - Parking - IUP](#)

**Public Transportation:** bus service throughout the borough and select parts of Indiana County is available through the Indiana County Transit Authority (IndiGo). Limited service to Pittsburgh is also available. For a list of services provided and bus schedules, visit <https://www.indigobus.com/>

**Campus Map:** a campus map is available at [Map, Directions, and Parking - About IUP - IUP](#)

## THE INDIANA COMMUNITY

Indiana borough is the county seat of Indiana County. Located approximately an hour northeast of Pittsburgh, the population was 13,975 at the 2010 census. There are still many Christmas tree farms in the area. The largest employer in the borough today is IUP, the second-largest of 14 PASSHE schools in the state. The borough and the region have self-named themselves as the "Christmas Tree Capital of the World" because the national Christmas Tree Grower's Association was founded there. Indiana is also the birthplace of famous actor [Jimmy Stewart](#). Indiana is a "big" small

town with a lot to offer. We have parks to relax or exercise in, theaters to see movies and plays, your favorite restaurants and shops where you can find anything you need. With the IUP campus located right in the heart of Indiana, you will find there are a lot of things to do—and they're not far away.

### Things to Do Around Town

- If you're headed out to eat, Indiana has many options to choose from, including chain restaurants and locally-owned eateries featuring Thai, Indian, Mexican, Mediterranean, and Irish cuisine.
- Indiana has some great coffee shops, including locally-owned Commonplace Coffeehouse, the Artists Hand, and Café Amadeus, as well as chains like Dunkin' Donuts and Starbucks.
- Visit one of the nearby parks (Blue Spruce or Yellow Creek) that offer a lot of outdoors activities, including hiking, boating, fishing and biking. Popular trails include the [Hoodlebug Trail](#), which begins near the southwest corner of campus, as well as the Ghost Town Trail. For more information on county parks, visit <https://www.indianacountyparks.org/>.
- The [S&T Bank Arena](#), a recreational complex located on the east end of town, offers many amenities, including two full-size ice rinks, baseball and soccer fields, and tennis courts.
- Enjoy 280 beautiful acres of woods and fields at the [IUP Co-op Park](#), a recreational area located only a few miles from campus. You'll also find 10 miles of hiking, running, and walking trails there that connect to the [White's Woods Nature Center](#). You can also throw discs at the 18-hole disc golf course or go sledding, tubing, or tobogganing on the range.
- Enjoy the many offerings at one of the festivals held in town, including the Westsylvania Jazz and Blues Festival (May), Northern Appalachian Folk Festival (September) and Indiana County Fair (August), and the Festival of Lights (December).

Find a calendar of community events, a list of things to do in Indiana County, and more information on the [Indiana County Tourist Bureau](#) website.

For more information on things to do in Indiana, visit [Indiana County Events - Visit Indiana County Pennsylvania \(visitindianacountypa.org\)](#)

## **SIGNATURE PAGE**

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

\_\_\_\_\_ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit to \_\_\_\_\_ by September 4, 2021**

**The Department of Anthropology will keep this signed document on file.**