



IUP Graduate Handbook

M.A. Program in Applied Archaeology

Department of Anthropology

Handbook Updated 2020-2021

M.A. Program in Applied Archaeology

Department of Anthropology

McElhane Hall, Room G-1

441 North Walk

Indiana, PA 15705

Ph: 724-357-2841; Fax: 724-357-7637

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

TABLE OF CONTENTS

Introduction	1
Indiana University of Pennsylvania	1
IUP’s Civility Statement	1
Affirmative Action	1
Title IX Reporting Requirement	1
Student Conduct and Student Rights	1
Department of Anthropology	2
Mission Statement and Program Objectives	2
Faculty and Staff.....	3
Admission	4
Financial Assistance	4
Academic Advisement	5
Campus Resources & Student Support	6
IUP Email	6
Graduate Student Assembly	7
Programs and Degrees	7
Master’s	7
Certification /Certificates / Licensure	8
Degree Completion	8
Thesis Completion.....	9
Evaluation Outcome for Dissertation and/or Thesis	9
University Policies and Procedures (See Graduate Catalog www.iup.edu/gradcatalog)	10
Research	10
Appendices	12
Departmental Facilities and Instrumentation.....	13
Archaeological Services Center	14
Departmental Activities and Professional Development	14
Campus Map	15
Transportation and Parking	15
The Indiana Community	15
Things to Do.....	16
Signature Page	17

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
- *Title IX Reporting Requirement*: www.iup.edu/gradcatalog
- *Student Conduct and Student Rights*: www.iup.edu/studentconduct/policies/ and 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 archeologist 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. Specifically, students graduating from our program will 1.) fulfill the U.S. Secretary of the Interior's standards for professional archaeologists (an option for those already employed in the CRM field) and 2.) meet all the requirements for being a professional archeologist except for a full year of experience as a project supervisor (an option for students who enter the program immediately after graduation with a bachelor's degree, or who otherwise do not meet the experience requirement).

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 successful 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 Humanities & Social Sciences:

Chair, Department of Anthropology:

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

Graduate Coordinator:

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

Director, Archaeological Services:

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

Department Secretary:

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

Dean, CHSS:

Dr. Yaw Asamoah
McElhaney Hall, Rm. 201
osebo@iup.edu; Ph: 724-357-2280

Assistant Dean, CHSS:

Dr. Dorothy M. Gracey
McElhaney Hall, Rm. 201
dgracey@iup.edu; Ph: 724-357-2280

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. Victor Garcia: Director, Mid-Atlantic Research & Training Institute, Latin American studies
Dr. Amanda Poole: Cultural Anthropology, Applied Anthropology, Refugee Resettlement, Africa

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

Interim Dean, SGSR

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

Assistant Dean for Administration

Dr. Sharon Procter, Rm. 126
Stright Hall, Rm. 114
sprocter@iup.edu; Ph: 724-357-1293

Administration Support Staff, Dean's Office

Ms. Dana Minser, Stright 129
dminser@iup.edu; Ph: 724-357-1409

Administrative Support Staff

Nicole Denning, Stright 101A
ndenning@iup.edu; Ph: 724-357-4058

GA Support Staff

Mr. Timothy Rager, Stright. 127
trager@iup.edu; Ph: 724-357-2051

IRB & Research Funding Support Staff

Ms. Bethany Jackson, Stright 113
bjackson@iup.edu; Ph: 724-357-7730

Thesis/Dissertation Support Staff

Ms. Brenda Boal, Stright 120
bboal@iup.edu; Ph: 724-357-2224

Administrative Support Staff

Ms. Melanie Muscatello, Stright 101D
melanie@iup.edu; Ph: 724-357-7789

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/.

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/gradcatalog.

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. *Assistantships are awarded for a single academic year.* 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 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 with the SGSR. **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, including all weekly hours scheduled. Each assistantship requires a specific number of hours of work per term according to your specific award. If, at any point in the semester, you are not able to fulfill your responsibilities for any reason, you must report this to your faculty supervisor and 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

- www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/
- Office of Financial Aid: www.iup.edu/financialaid/
- ***SGSR Thesis Research and Presentation Funding:*** There are several sources of financial assistance through SGRS too assist you with the costs associated with conducting, traveling, and/or presenting your research. These are detailed on page 16, 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 College of Humanities and Social Sciences 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 are 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 Chair is selected by you and is the faculty member who is the primary mentor for the written 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 Primary Thesis Committee 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 is also selected by you and exists to approve the Thesis and assist you with your research and thesis manuscript. 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 Advisor and the Graduate Coordinator. The committee is officially formed when the RTAF is approved by the SGSR 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/
- Graduate Catalog: www.iup.edu/gradcatalog
- Office of the Bursar: www.iup.edu/bursar/
- Office of the Registrar: www.iup.edu/registrar/
- Disability Support Services: www.iup.edu/disabilitysupport/
- Office of Social Equity: www.iup.edu/social-equity/
- IUP Campus Library www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
- IT Support Center: www.iup.edu/itsupportcenter/
- Veterans and Service Members: www.iup.edu/veterans/resource-center/
- IUP Writing Center: www.iup.edu/writingcenter/
- IUP Career and Professional Development Center: 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/

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

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 www.iup.edu/itsupportcenter/howTo.aspx?id=23401 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

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 for more information.

PROGRAMS AND DEGREES

Curricular Requirements for M.A. degree in Applied Archaeology (36 credits)¹:

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 prefix², others must be approved)

ACCT 502 Foundations of Financial Accounting (3)	ACCT 606 Management Accounting (3)
ANTH 514 Native Americans (3)	ANTH 589 Prehistoric Technologies (3)
ANTH 556 Ethnographic Research Methods (3)	ANTH 590 Applied Spatial Methods (3)
ANTH 560 Ethnographic Field School (6) ³	ANTH 591 Zooarchaeology (3)
ANTH 581 Special Topics (3)	ANTH 592 Soil Science (3)
ANTH 584 Specialized Methods (3)	ANTH 625 Public Archaeology (3)
ANTH 586 Historic Artifact Analysis (3)	ANTH 720 Issues in Historic Preservation (3)
ANTH 587 Geoarchaeology (3)	ANTH 740 Adv. Arch. Field Methods (3-6) ³
ANTH 588 Geophysical Applications (3)	
GEOG 515 Remote Sensing	GEOG 517 Technical Issues in GIS (3)
GEOG 516 Introduction to GIS (3)	GEOG 625 Environmental Planning (3)

¹ A full-time course load is 9 credits each semester.

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

³Up 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.

Preparing Future Faculty Option: The Preparing Future Faculty (PFF) Certificate provides graduate students an opportunity to gain experience and skills necessary to teach at a college or university in their disciplines. The Certificate is provided through the Center for Teaching Excellence and the School of Graduate Studies and Research, though students must have approval from their specific graduate program coordinators. Students must complete core classes (9 credits) within their degree programs, complete an approved teaching class (3 credits), and participate in activities specific to skill learning and teaching practice. This certificate provides students exposure to faculty life in a protected educational context, allowing you to make an informed decision about an academic career, while gaining the experience to be competitive if they choose to move forward into teaching.

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. 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). The RTAF formalizes your Thesis 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 CHSS 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. 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 thesis research. This proposal, approximately 10 pages in length, should provide substantial detail concerning methods and expected outcomes. It is internally approved by all members of your thesis committee via email.
- **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.** See 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

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.

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/

The following University and SGSR policies can be found at www.iup.edu/gradcatalog

- **Academic Good Standing:** www.iup.edu/gradcatalog
- **Academic Integrity:** www.iup.edu/gradcatalog. Please also reference *The Source: A Student Policy Guide*: www.iup.edu/studentconduct/thefsource/
- **Bereavement-Related Class Absences:** 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.
- **Grade Appeal Policy:** www.iup.edu/gradcatalog
- **Graduate Fresh Start Policy:** www.iup.edu/gradcatalog
- **Graduate Residency Requirement:** www.iup.edu/gradcatalog
- **Leave of Absence Policy:** 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
- **Time-to-Degree Masters Dismissal Appeal Policy:** www.iup.edu/gradcatalog
- **Time-to-Degree Extension for Master's Thesis:** www.iup.edu/gradcatalog
- **Transfer of Credits Policy:** 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/ and click on *Research*. For more information on research opportunities centers on campus, visit 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](#), [Lambda Alpha National Anthropology Honor Society](#), 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/.

Software Availability: Graduate students are eligible for free license copies of many programs such as Microsoft Office 365, EndNote, 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. G-3 contains workspace, educational artifact collections, hard copies of soil surveys, a photography area, desktop computers, and color printers for approved use (printers are not to be used to print papers unless authorized by the Department or the Director of Archaeological Services). 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 you are not using them. Do not assume that supplies in the lab are available for your 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. On the west end of G-2 is McElhaney G-3A/B— the Faunal Lab. 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 the Director of Archaeological Services.
- **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 may provide funding and professional 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 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.

CAMPUS MAP

A campus map is available at <https://www.iup.edu/mapanddirections/>.

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 <https://www.iup.edu/parking/student-and-employee-permit-application-instructions/>.

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/>

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 has self-named itself 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'll 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 <http://visitindianacountypa.org/things-to-do/>.

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, 2020

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