

GRADUATE STUDENT HANDBOOK
2016 - 2017



UNIVERSITY OF
CALGARY

*Welcome to the
Department of Anthropology and
Archaeology*

*This handbook was designed to help you navigate
the Department of Anthropology and Archaeology
and your degree.*

DEPARTMENT OF ANTHROLOGY AND ARCHAEOLOGY GRADUATE STUDENT HANDBOOK 2016-2017

Welcome! Please take the time to read the practical advice contained in these pages.

PART ONE: DEPARTMENT INFORMATION

The Department's Office is located in Earth Sciences Building, Room 620. Our department occupies the 8th, 7th and half of the 6th floors of the Earth Sciences Building. We also have two labs on ES 9th floor, one in the basement of ES and also a lab in the basement of the Science Theatres building.

Key Contacts:

Dr. Pascale Sicotte (Department Head)
ES 620A, 403-220-6377
sicotte@ucalgary.ca

Dr. Peter Dawson (Graduate Program Director)
ES 840, 403-220-4855
pcdawson@ucalgary.ca

Nikki Zdan (Graduate Program Administrator)
ES 622, 403-220-7131
nikki.zdan@ucalgary.ca

Courtney Wright (Administrative Assistant)
ES 620, 403-220-6516
courtney.wright@ucalgary.ca

We have a Facebook page: <https://www.facebook.com/Department-of-Anthropology-and-Archaeology-University-of-Calgary-324251484412717/?fref=nf>

- *The administrative office does not provide paper, pens, envelopes, change etc.*
- *The administrative office is unable to take messages for students, unless there is an emergency.*
- *There is a shared mailbox for graduate students in the administrative office, should you receive mail; however, space is limited, so please avoid large volumes of mail.*

Program Advising and Student Information Resources

Have a question, but not sure where to start?

Try either Nikki Zdan (ES 622, 403-220-7131, nikki.zdan@ucalgary.ca) or Dr. Peter Dawson (ES 840, 403-220-4855, pcdawson@ucalgary.ca).

Specific questions regarding graduate regulations, policies or registration issues, can be addressed to the **Faculty of Graduate Studies**, located in the MacKimmie Tower Room 213. They are open 10:00 – 4:30 Monday to Friday except statutory holidays, and the phone number is 403-220-4938 or visit the website at <http://grad.ucalgary.ca/home>.

The only time you need to contact **Enrolment Services** is if you wish to pay your fees in person, or for assistance with loans or your Student Centre. The contact number is 403-210-ROCK (7625), or visit them in the MacKimmie Block.

Faculty of Graduate Studies (FGS)

All graduate students are enrolled in the Faculty of Graduate Studies (FGS). Located in the MacKimmie Tower, room 213, this office serves the graduate student population, and helps with problems that cannot be solved at the Department level.

UNICARD Campus Card

At the start of your first term please get your UNICARD which is your campus I.D., and provides access to the library, gym, labs, and is your UPass (Universal Bus Pass). Visit <http://www.ucalgary.ca/unicard/>.

ANARKY Talk Series

Every Wednesday from 12:00pm – 1:00 pm during the school year, talks are given on various Anthropology and Archaeology topics. Attendance is strongly encouraged. Watch for emails announcing these events, they are usually held in Room ES 614.

Chacmool Annual Conference

This Year's Theme: Profane, Outlawed, and Prohibited: The Archaeology of Taboo
Dates of Conference: November 10 – 13, 2016
Now in its 49th year, consider attending and/or volunteering. For more information: <http://antharky.ucalgary.ca/chacmool2016/>

Grad Student Offices and Grotto

Located on the 7th and 8th floors of Earth Sciences (ES 720 and ES 806), the Graduate Student offices and Grotto are close to the Taylor Family Digital Library, the MacKimmie Tower, and the MacEwan Student Centre.

Office and Grotto Rules

- The grotto and other graduate student offices are a quiet study area. Please be respectful of your office mates, and keep the volume down.
 - You will be issued a key by Courtney Wright in ES 620.
 - If you're the last one out of the room you are responsible to lock the door.
 - You are responsible for your own valuables.
 - Please keep your workstation area and floor space tidy.
 - No food allowed in the grotto or office space. Use the lounge with kitchen, provided for your convenience which is located in ES 724. (The grad grotto and kitchen/lounge area use the same key.)
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Laboratories

Anthropology lab ES 614 is a classroom used for classes, talks and labs in primate and human evolution.

ES 851 is the Archaeology 201 lab/classroom.

ES 753 is the Archaeology 301 lab/classroom.

There is a museum of archaeological collections, a department faunal lab and a department microscopy lab.

We have several labs which are under the direct supervision of the primary faculty member(s) who are performing research in these labs, including two clean labs. Access for these labs should be requested from the appropriate faculty member. If you require information on access, please contact the administrative office.

Keys can be obtained from Courtney Wright 220-6516 or cwrig@ucalgary.ca. If the lab is controlled by a faculty member, consent is required by that faculty member for key distribution.

Laboratory Rules

Do -

1. Use the labs for conducting laboratory research.
2. Bring only what you need into the lab.
3. Think Green/Safety: turn off the light and close the door when finished.
4. Take a break outside the room when necessary.

5. For labs such as the clean labs, no outside items are allowed and proper lab clean suits must be worn.
6. Some labs will require WHMIS training, the wearing of lab coats and goggles. Please familiarize yourself with lab requirements – the laboratory manual, safety signage, fire extinguishers and lab procedures.

Don't –

1. Don't bring food into the labs. If you have a drink with you, make sure you dispose of the container properly. Some labs may have additional restrictions.
2. Don't leave personal belongings – purses, instruments, or backpacks – unattended in the labs.
3. Don't use the labs for homework or for personal meetings.
4. DO NOT use laboratory equipment without proper training first.

Orientations

Department

All new Graduate Students must attend the Department Orientation, held on **Wednesday, September 7th at 1:00 pm** in ES 614. This orientation is designed specifically to answer the questions of incoming grad students relating to department matters. I expect to see you **all** there, please let your GPA know if you cannot attend.

Faculty of Graduate Studies

The Faculty of Graduate Studies will be running GradO, on **Friday, September 9th**. This will include information such as the role of the Faculty of Graduate Studies in your program, scholarship opportunities, My GradSkills and Library Services Tour. Students who have attended previously have said it was very helpful and allowed them to meet new graduate students from other departments. Grad Studies will be emailing you an invitation and registration form.

International Student Services

International Student Services also has an orientation for new International Students on **Thursday, September 8th (8:30AM – 12 PM)**. Here is the link to register for their orientation (registration opens in August 2016):

<http://www.ucalgary.ca/orientation/international>

Room Bookings

We have office space available for TAs who need office hours to meet with students. Please contact Courtney Wright at 220-6516 or at courtney.wright@ucalgary.ca to book time in these rooms. Arrange to borrow a key from Courtney which you must return. Also, ensure you lock the room when you've finished your meeting.

Changes to Address and Phone Number

Important correspondence will be forwarded to students throughout the academic year so it is important that you register for your U of C email account (www.ucalgary.ca/it/email). All students must ensure that the contact information in the Student Centre is current. Students are responsible for the accuracy and validity of their contact information.

- *****Important.** To be considered for many awards, students must have a local address, and therefore it is imperative that your address be kept current and local. Especially important before going into the field.
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Library Resources

The University of Calgary Libraries and Cultural Resources supports the Anthropology and Archaeology programs with extensive collections and services.

Note the Anthropology LibGuide at <http://libguides.ucalgary.ca/anthropology> and the Archaeology LibGuide at <http://libguides.ucalgary.ca/archaeology>

Graduate Students' Association (GSA)

Once you are admitted in a graduate program at the University of Calgary, you automatically become a member of the campus-wide Graduate Students' Association. To learn more about the GSA and all that it does, please visit their website at <http://gsa.ucalgary.ca/index.html>.

Evaluation Exam

Every student admitted to the graduate program in Archaeology has to undergo an evaluation. You meet with your supervisor and a couple of other members of the faculty and they will ask you questions related to your background, research interests etc. We do try to keep this relatively informal but you may find it stressful as of course we tend to focus on what you don't know, rather than what you do know! The evaluation is designed to allow the faculty (who in most cases do not know you) to find out what your background is and to help you decide what courses you should be taking.

Once the evaluation is over you will have a chat with your supervisor who will recommend the courses you are to take. You will also receive a **written summary** of this conversation.

For Anthropology students, your program courses will be determined by the requirements of the graduate calendar for your degree, however you should consult with your supervisor who may recommend extra or alternate courses as appropriate.

Registration in Courses – More than one Process

If the courses that your supervisor has recommended are in ANTH or ARKY, please do the following:

- 1) In your Student Centre, you can access REGISTER FOR COURSES. You will be required to search for the course by name and number ie: ARKY 601. If you can find the course in the term you want, you should be able to register for the course yourself. If you do see the course and get a message that the registration is blocked, you may need a permission for the course (especially for the ARKY courses). If this is so, send your GPA an email with the name of the course(s) you want and your student ID, and she can put a permission on for you to enable you to go back and register for the course.
- 2) If you have searched for the ANTH or ARKY course in the term and you cannot see that it is offered, then you need to email your GPA and she will have the registrar's create the course for you. You should do this as soon as possible before the deadline to add fall courses. You will need to know the name and number of the course and the name of the instructor.
- 3) For decimalized courses ie ARKY 603.XX, your GPA needs to know the title of the proposed course, and the title can be no more than 33 characters long,

including spaces. Your GPA will give you the additional decimal numbers once the course is made.

If the course you want to add is from a department outside ANTH or ARKY, then you must fill in a CHANGE OF COURSE REGISTRATION form. This form will need to be signed by the instructor of the course, the signature of your supervisor, our Graduate Director and also the designate of the department offering the course if they require it.

This means you need to get this form filled out as soon as possible, so that you will have it in before the add/drop course deadline.

If you have any questions, please email your GPA. Also note, if you have a hold on your account for unpaid fees, you will not be able to register until you have either paid the fees, or arranged a payment plan for the total amount owing.

Students' Rights and Responsibilities

Rights

- Every student has the right to a quality education.
- Every student enjoys, within the university environment, all rights and freedoms recognized by law.
- Every student has the right to be treated fairly by the University of Calgary and the Department of Anthropology and Archaeology.
- Every student has the right to safeguard personal dignity and has the right to be protected by the University of Calgary against harmful conduct of other members of the University community.

Responsibilities

- Students will be prepared to engage in the pursuit of learning.
- The Department expects that student's personal integrity and self-respect will be reflected in honest, responsible behavior.
- The Department expects that students will not engage in behavior that has serious ramifications for the safety, welfare, and academic wellbeing of themselves and others.
- Students are expected to obey the laws of the Nation, Province, Municipality and the policies and procedures of the University of Calgary and Department of Anthropology and Archaeology.

Adapted from http://www.ucalgary.ca/access/students/rights_responsibilities

If you have challenges, issues or problems with a supervisor, faculty, staff, or another student, do not hesitate to contact Dr. Peter Dawson, Graduate Program Director or Dr. Pascale Sicotte, Department Head.

The university has appointed an Ombudsman who can help navigate any issues if required. For further information: <http://www.ucalgary.ca/ombuds/contact>

Annual Progress Reports

Each spring graduate students must complete an online Annual Progress Report, which documents the work completed (research, concerts, conferences, teaching) over the last year, and upcoming plans for your graduate program. The report is reviewed and approved by both your supervisor and the Graduate Program Director. *If you do not complete your report on time, internal funding could be suspended.*

Tuitions and Fees

At the University of Calgary you pay your graduate tuition in each term, four times a year – Fall, Winter, Spring, and Summer. Most of the general fees are paid in your annual registration term (the term you start), usually Fall. Graduate students who receive funding from the University of Calgary may apply for the Graduate Student Payment Plan which allows students to make payments over a specified period of time. Further information about tuition and fees can be found at <http://grad.ucalgary.ca/current/tuition>.

International Students

International Student Services (ISS) provides support services and customized advising for all international students adjusting to studying at the University of Calgary and to life in Canada. They can be reached in the MacEwan Student Centre, Room 275, by phone: 403.220.5581 or by email: international.advice@ucalgary.ca.

Social Insurance Numbers

Anyone receiving any form of payment for work in Canada needs to get a Social Insurance Number (SIN). You get this at the Human Resources and Development Canada office at the Harry Hays Building, Suite 150, 220 4th Avenue SE - www.hrsdc.gc.ca. You will need your passport, confirmation of enrollment and study permit. It is also advisable to come and see your GPA first and get an offer of

employment letter. Once the application form is completed it takes up to six weeks to issue the SIN number; don't panic, you will be paid but you must **let your GPA have a copy of your SIN number and expiry date form** as soon as you get it.

Alberta Health Care and University Health Services

Canadians from out of Province may either continue to use their current Provincial Health Care plan or you can change to Alberta Health Care. All visa students must obtain Alberta Health Care coverage within two months of arrival; you may pick up the appropriate forms and get information on AHC from University Health Services, 3rd floor MacEwan Hall or from the AHC web page at http://www.health.gov.ab.ca/ahcip/ahcip_forms.html.

The GSA provides additional health care and dental coverage. Full information may be obtained from the GSA Office (third floor MacEwan Student Services) or on the GSA web page www.gsa.ucalgary.ca/health-dental-services.

University Health Services provides a complete range of health care (excluding dental) during normal working hours (8:30 – 12:00 and 1:00 to 4:30), Monday to Friday. After hours care is generally available at walk-in Clinics (nearest to the University are those at Brentwood Village Mall or Market Mall). These are usually open to about 10:00 at night and on weekends. Health Services maintains a list of physicians who are able to take on new patients. There is also a full-service pharmacy in the MacEwan Student Centre.

Graduate Assistantships (aka Teaching Assistant positions)

Many graduate students receive funding from the Department through Graduate Assistantships, either teaching (GAT) or non-teaching (GANT) positions. All aspects of graduate assistantships are based on a Collective Agreement between the Governors of the University of Calgary and the Graduate Students' Association – a copy of the agreement can be found on the GSA website at <http://gsa.ucalgary.ca/collective-agreement-information>.

Degree Audit

Nearing completion of your degree? Before the last term of your courses you should make an appointment with the Graduate Program Administrator for a degree audit. This is to ensure that you have completed your course requirements and are aware of all the steps necessary to ensure that you graduate on time.

Copy of Thesis

The Department requires all students who have submitted their final thesis to the Vault to also provide 1 (one) bound copy of their thesis to the Department for archival purposes. The binding should be hard cover. It is traditional to offer a bound copy of your thesis to your supervisor if he or she wishes to keep one on file.

Please refer to the U of C Faculty of Graduate Studies Calendar (<http://grad.ucalgary.ca/current/graduate-calendar>) for complete and up-to-date information regarding program requirements, thesis examinations etc.