Preface

The intent of this handbook is to provide new graduate students in the Department of Archaeology with important information about their program, the department and Memorial University. While the goal of this handbook is to provide most of the information you might need in one spot, it is still useful and recommended that you consult the School of Graduate Studies (SGS) webpage (http://www.mun.ca/sgs/home/) as well as the University Calendar for the rules and regulations found through the Registrars Office (http://www.mun.ca/regoff/home/).

As a graduate student at Memorial University you become a member of the Graduate Student’s Union (GSU). The GSU provides many services for graduate students, including our health and dental plan, potential employment, and funding for conferences. The GSU office is located in Feild Hall (right next to Queen’s College) room GH-2007. Their office hours are from 10am-2pm Monday through Friday. You can also contact them by phone (864-4395), email (gsu@gsumun.ca) or visit their website (http://www.gsumun.ca/). Our department elects one representative to attend GSU meetings and make sure our needs as graduate students are met.

Any comments or suggestions for improvements on this handbook would be greatly appreciated. Enjoy your studies at Memorial University’s Department of Archaeology!
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td>ii</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>iii</td>
</tr>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Graduate Programs in Archaeology</td>
<td>2</td>
</tr>
<tr>
<td>M.A. Program</td>
<td>2</td>
</tr>
<tr>
<td>First Year</td>
<td>2</td>
</tr>
<tr>
<td>Second Year</td>
<td>3</td>
</tr>
<tr>
<td>Ph.D. Program</td>
<td>3</td>
</tr>
<tr>
<td>Course work</td>
<td>4</td>
</tr>
<tr>
<td>Language Requirement</td>
<td>4</td>
</tr>
<tr>
<td>Comprehensive Exams</td>
<td>4</td>
</tr>
<tr>
<td>Research Proposal</td>
<td>5</td>
</tr>
<tr>
<td>Responsibilities of Students and Supervisors</td>
<td>6</td>
</tr>
<tr>
<td>Responsibilities of Graduate Coordinator</td>
<td>8</td>
</tr>
<tr>
<td>Financial Support</td>
<td>9</td>
</tr>
<tr>
<td>Tuition Fees</td>
<td>9</td>
</tr>
<tr>
<td>Funding</td>
<td>10</td>
</tr>
<tr>
<td>Internal</td>
<td>10</td>
</tr>
<tr>
<td>External</td>
<td>13</td>
</tr>
<tr>
<td>Conference Travel</td>
<td>15</td>
</tr>
<tr>
<td>M.A. and Ph.D. Theses</td>
<td>15</td>
</tr>
<tr>
<td>Research Involving Human Subjects</td>
<td>18</td>
</tr>
<tr>
<td>Academic and Professional Organizations</td>
<td>19</td>
</tr>
<tr>
<td>Space and Facilities</td>
<td>20</td>
</tr>
<tr>
<td>Provincial Archaeology Office</td>
<td>21</td>
</tr>
<tr>
<td>Nunatsiavut Government</td>
<td>21</td>
</tr>
<tr>
<td>The Rooms Provincial Museum</td>
<td>21</td>
</tr>
<tr>
<td>Department of Archaeology Faculty and Staff</td>
<td>22</td>
</tr>
</tbody>
</table>
Introduction

Memorial University has offered undergraduate instruction in archaeology since 1967. The Archaeology Unit was formed within the Department of Anthropology in 1978 and in 2007 the department name changed to the Department of Anthropology and Archaeology. MA degrees in anthropology were first offered in 1963 and a doctoral program was introduced in 2001. In 2009 Archaeology and Anthropology became separate departments.

Today the Department of Archaeology offers undergraduate, Master’s and PhD programs in archaeology and bioarchaeology. The Department also provides students with laboratory facilities, including a conservation lab with on-site conservator and a palaeoethnobotany lab. Students have access to collections within the building as well as at the Rooms Museum.

Although the department specializes in the Atlantic region, many members of the faculty also have expertise in other regions of New and Old World archaeology as well as biological anthropology.

For more information on faculty interests and current research please refer to their contact info on page 21 or the faculty webpage at http://www.mun.ca/archaeology/faculty/

* The first thing you should do as a new student in the Department of Archaeology is introduce yourself to our wonderful administrative staff, Karen Woosley and Annette Sullivan. They will provide you with keys to the building, your office and mail box as well as give you your photocopy code. Both Karen and Annette are incredibly knowledgeable on administrative issues so they are good people to know!
Graduate Programs in Archaeology

The Department of Archaeology offers both Master’s (M.A.) and doctoral (Ph.D.) programs. The diversity of faculty interests leads to a variety of different research projects for students. Regardless of research focus, all students are encouraged to engage in independent research projects and are often provided with exciting field research opportunities. If you would like to see what our current graduate students are working on you can check out the Graduate Student Profiles on our website: (http://mun.ca/archaeology/students/gsp.php)

While this section will provide information on the graduate programs within the Department of Archaeology it is recommended that you consult the School of Graduate Studies (SGS) website for detailed regulations on graduate studies at Memorial. (http://www.mun.ca/sgs/home/)

To register for courses students must go online via MUN’s Self-Service link. If a student wishes to add or drop courses they will have to fill out an Add/Drop form and get the appropriate signatures. Aside from the required courses students also have to make sure that they are registered for 9000 which is a general grad studies code. This enables students in their non-course years to still maintain status as full-time students.

M.A. Program

The Master of Arts is a two-year thesis-based program. Upon acceptance into the program students will have an academic supervisor in place to assist them with the development of their thesis project.

The first year of the program is dedicated to coursework, preparation and defense of the research proposal and fieldwork or research. The second year focuses on the completion of research and writing the thesis.

First Year

Students are required to complete four courses, two per semester. Graduate courses are often taught in a seminar format which means that the student is expected to participate in class discussions, often leading at least one seminar per course. Your acceptance form will list the courses you need to take. These courses require intensive reading and the preparation of papers or other written assignments. Students are expected to have completed all of the readings and be well prepared for class. Depending on faculty availability, course offerings may change.

At least one of the courses offered during the first semester will help guide students with their research proposals. While the course is often structured to assist students in thinking about their theoretical and methodological approaches, students are encouraged
to have regular contact with their supervisors outside of class time to create and prepare their proposals.

Students should have a detailed research proposal ready for the beginning of the second semester. Once a date has been set for the oral defense of research proposals, students are required to submit a copy of their proposal (upon supervisor’s approval) to the Department at least two weeks in advance of their defense. This allows time for other faculty members to read the proposals prior to the defense. Proposals should be 10-15 pages long.

The research proposal defense consists of a 10-15 minute presentation to the faculty and other students on their thesis research objectives. Following their presentation the faculty may ask questions regarding their proposed projects, offer suggestions and/or criticism. This process will seem terrifying at the time but you will be well prepared through your coursework, assistance from your supervisor and support from fellow graduate students. The faculty will meet briefly and will then determine if the project is viable and if the student is prepared. Students need to have faculty approval prior to starting their research or applying for the variety of grants that are available.

Second Year

Students will have started their research at the end of the first year and usually continue their research throughout the summer. The second year of the program is dedicated to the completion of this research and thesis writing. It is recommended that the student meet frequently with their supervisor and devise a schedule and/or research plan to ensure they complete this phase of the project in a timely manner.

Students are required to do a post-fieldwork presentation during their second year to report on how their research went and how they plan to complete their projects. The Department Archaeology has set up Friday Afternoon Beer Sessions (F.A.B.S.) for this purpose. These presentations are more relaxed compared to the proposal defenses but they still require substance and students should carefully plan and prepare for their presentations.

Guidelines for thesis requirements can be found on the SGS website and in the MA/PhD Theses section of this handbook.

Ph.D. Program

Entry into the PhD program requires a Master’s degree, normally specializing in archaeology. The PhD program requires a minimum residency of two years and the duration of the program should not exceed seven years. A supervisory committee will be established upon entry into the program which consists of the student’s primary supervisor and two other members. PhD candidates also have a comprehensive exam committee as well as a thesis committee.
**Coursework**

Students are required to complete two courses during their first two semesters in the program, however, the supervisory committee may request that candidates complete additional courses.

**Language Requirement**

In addition to coursework candidates are required to demonstrate a reading knowledge of a second language. This language should be chosen based on either a substantial body of literature relating to the candidate’s topic or a field language pertinent to the research project. Students can seek permission to audit undergraduate courses in their chosen language to prepare for the exam and are encouraged to contact the head of the relevant language department to discuss preparations for language testing. In some cases a graduate level course may be offered which upon completion satisfies the language requirement. The completion of the language requirement is normally undertaken prior to the comprehensive exams.

**Comprehensive Exams**

The second year of the program is normally dedicated to the completion of three comprehensive exams. These comprehensive exams consist of three separate one-week take home exams. Candidates will prepare for these examinations by undertaking supervised readings in three fields prescribed by the four members of their comprehensive exam committee.

In general, the comprehensive exams are organized as follows:

Students will be provided with an extensive reading list from one member of their comprehensive exam committee on a particular subject relating to their project. The student will have three months to complete their readings. The student will then be given a question and will have one week to write a publishable quality paper based on that question. Upon completion of the first comprehensive exam the student is either given a week off or is provided with their next reading list. This occurs three times and generally takes up the entire second year of the program.

Once the student submits their paper the comprehensive exam committee will review it and make recommendations to the Dean based on the following options:

1) The category of 'pass with distinction' will be awarded to candidates who demonstrate superior knowledge of their chosen field. This category requires unanimous support of the comprehensive examination committee.

2) The category of 'pass' will be awarded to candidates who demonstrate an acceptable knowledge of their chosen area and requires a simple majority vote.
3) The category of 're-examination' selects those candidates with an understanding of their research area that lacks sufficient depth and scope as indicated by a simple majority of the comprehensive examination committee. Only one such re-examination is possible and students in this category are not eligible for the award of 'pass with distinction'. If a re-examination is to be held, it must be conducted not less than one month and not more than six months after the first examination. The decision of the voting members of the committee following this re-examination can only be 'pass' or 'fail' decided by simple majority. Failure will lead to immediate termination of the candidate's program. There is no option for further re-examination.

4) Students awarded a “fail” are deemed, by unanimous vote of the comprehensive examination committee, to be unable to demonstrate an adequate understanding of their research area. The candidate’s program is terminated. A simple majority vote will default to the award of “re-examination”.

Research Proposal

Immediately following the comprehensive exams students should begin finalizing their research proposals. Candidates are required to submit a written thesis proposal to the Department within 3 months after their last comprehensive exam. By this time most candidates have narrowed their focus and are prepared to write their detailed research proposal. This thesis proposal should be 25-40 pages in length. Once a date has been set for the oral defense of research proposals, students are required to submit a copy of their proposal (upon supervisor's approval) to the Department at least two weeks in advance of their defense. This allows time for other faculty members to read the proposals prior to the defense. The presentation is expected to be 30-45 minutes with questions to follow. Similar to the MA program, it is recommended that the student have regular contact with their supervisor to ensure that they are on the right track.

The third and fourth years of the PhD program are normally devoted to research and the writing of the dissertation.
Responsibilities of Students & Supervisors

Below is a copy of the responsibilities of Graduate Students and Supervisors (the original can be found at http://www.mun.ca/sgs/responsibilities.pdf) as approved by the Academic Council of the School of Graduate Studies (June 2000).

The fundamental principle underlying this statement of responsibilities is that between students and faculty there must be mutual respect governed by high standards of professional integrity and ethics. Supervisors and students alike are expected to assume responsibilities and commitments, without which no written regulations will create a successful relationship.

1. Supervisors should make themselves familiar with regulations of the SGS and their own academic units, keep abreast of any changes that might affect their students, and ensure that students are informed of these regulations.

   Students should become familiar with, and meet all appropriate deadline dates and regulations associated with registration and graduate requirements, as specified in the appropriate regulations of the SGS and the academic unit.

2. Supervisors should help students outline programs of study that are challenging and feasible and which enable students to contribute to their disciplines.

   Students should understand that they are making a commitment to enhance the chosen field of study by developing expertise to a level of competence where new ideas and knowledge may be created. In consultations with the supervisor and members of the committee, the student should endeavor to choose an appropriate and reasonable topic of research as early as possible.

3. Supervisors should make reasonable efforts to ensure students have access to academic, financial and other resources necessary in order to complete their programs in a timely manner.

   Students should make reasonable efforts to become aware of appropriate sources of funding.

4. If students have been supported by funds from the supervisor's research grants, and such funds become unavailable, supervisors should attempt to give at least one semester's notice to these students to find alternative funding.

   Students should assist in the securing of additional or alternative funding by seeking sources, completing forms and providing information as required.

5. Supervisors should consult their academic units on the assignment of graduate assistantships, and ensure that duties assigned under such assistantships are appropriate and do not impede the progress of students' academic programs.

   Students should be aware of guidelines governing teaching assistantships in their academic units and should carry out those duties in a professional manner.
6. Supervisors should inform students of safety regulations on campus and encourage students to become familiar with regulations off campus. Students should maintain safe work environments and discuss concerns with supervisors as soon as problems are noted. Students should become aware of and follow safety policies on and off campus.

7. Supervisors should initiate regular meetings with their students, according to a mutually agreed schedule, and make themselves accessible to discuss problems or issues that may arise between scheduled meetings. All students should have a supervisor or an advisor during the course of the program, and should contact the Graduate Officer if they do not have one. Students must maintain regular contact with the supervisor and the members of the supervisory committee, and should meet with the latter regularly to review progress. Students should follow the agreed upon program of study (including thesis research where appropriate) and endeavor to make acceptable progress towards program objectives.

8. During any extended period of absence from campus, supervisors must make arrangements for advising and supervising students while they are absent; such arrangements should be acceptable to their students and to heads of the relevant academic units. It is the student's responsibility to keep the supervisor informed of where s/he may be contacted. Students should also inform the supervisor of any extended period of absence or the potential of such absence.

9. Supervisors must convene meetings of students' supervisory committees at least once a year and should complete and submit to the SGS annually a detailed Supervisory Report Form for each student under their supervision. Students should assist the supervisor in preparing for the yearly report by providing relevant documents or information.

10. Supervisors should make constructive suggestions on any written work submitted as part of their students' program, alert students to any perceived difficulties this work is likely to encounter, and return the work to students promptly. Supervisors should make reasonable efforts to ensure that theses are acceptable before they are submitted to the SGS for examination. Where it is required, the student must agree to produce a thesis of his/her own work that reflects a capacity for independent scholarship in the discipline, and that meets generally accepted standards of quality and style. In the thesis, the student must acknowledge assistance, materials and/or data provided by other scholars, including fellow students, companies, technicians, the supervisory committee and others.

11. Supervisors should discuss intellectual property issues with students, at the earliest possible stage of their programs, including any potential joint authorship that might arise from their research and any joint ownership of data or patents; supervisors should also
make sure they adequately acknowledge any student contributions to material they publish.

Students must recognize that in cases where his/her research comprises a component of the supervisor's research program, questions of joint ownership of data and/or patents should be discussed. Questions regarding sole or joint ownership of data in such a research program must be resolved as early as possible in the life of the program, and the possibility of joint publication of research results discussed and clarified.

12. Supervisors should ensure that they do not exploit students for personal, financial or professional gain.
   If students feel they are exploited in any way they have the responsibility to discuss concerns with the Vice-President (Academic) of the GSU, Graduate Officer, Head of Department and finally the Dean of Graduate Studies. This list may not be exclusive.

13. Supervisors should avoid any attempts to indoctrinate students into their own political, religious or other ideologies and prejudices.
   If students feel they are being pressured, they have the responsibility to discuss concerns with the Vice-President (Academic) of the GSU, Graduate Officer, Head of Department and finally the Dean of Graduate Studies. This list may not be exclusive.

14. Supervisors should in any case where disagreement arises between supervisor and student, approach (in consultation with the student if possible) the Head, Graduate Officer or other appropriate person to initiate a process for resolving the dispute.
   In cases where there is disagreement between supervisor and student, it is incumbent upon the student, in consultation with the supervisor whenever possible, to approach the appropriate officials within the academic unit and/or the SGS so that discussions aimed at solving the problems can be initiated. The Vice-President (Academic) of the GSU is available for information and advocacy as well.

**Responsibilities of the Graduate Coordinator (Graduate Officer)**

The role of the Graduate Coordinator (also referred to as the Graduate Officer) is to guide students through their graduate program and to serve as the liaison between the School of Graduate Studies and the Department. The Graduate Coordinator is responsible for ensuring that the general regulations of the SGS are met in the case of each student. Students may approach the Graduate Coordinator with any concerns regarding their program, including concerns with their supervisor. The Graduate Coordinator is responsible for working closely with the Department Head to make sure that all student’s needs and concerns are met.
Financial Support

Tuition Fees

Students should consult the University Calendar for current fees as they are subject to change. As of 2011-2012 fees were the following:

**M.A.**

MA students have 3 fee payment options and must make their choice at the time of registration. The payment plan of choice remains in effect for the duration of the program and cannot be changed past the first semester. The payment plans are:

Plan A:
$733 (Canadian students)/$953 (international students) to be paid for each of 6 semesters
(Total program fee: $4398 (Canadian)/$5718 (international))

Plan B:
$486 (Canadian students)/$632 (international students) to be paid for each of 9 semesters
(Total program fee: $4374 (Canadian)/$5688 (international))

Plan C: $1010 (Canadian students)/$1312 (international students) to be paid for each of 3 semesters (Total program fee: $3030 (Canadian)/$3936 (international))

*Continuance fees (for each additional semester required to complete the program):
$358 (Canadian students)/$466 (international students)

**Ph.D.**

There is only one payment plan for doctoral students:

$683 (Canadian students)/$887 (international students) to be paid for each of 12 semesters
(Total program fee: $8,196 (Canadian)/$10,644 (international))

*Continuance fees (for each additional semester required to complete the program):
$668 (Canadian students)/$867 (international students)

These amounts do not include the following mandatory fees:

Graduate Students’ Union fee ($20 per semester)
Canadian Federation of Students (CFS) fee & CFS NL fee ($8.16 per semester)
Mandatory MUN recreation fee ($53.04 per semester; provides access to the Field House gym, Aquarena swimming pool, and fitness classes)

There are also optional fees for health and dental insurance offered by the GSU (to opt out you must prove you have other insurance, you may also opt-in family members). For one student these fees are $65.56 per semester for dental and $184.65 per semester for
health ($750.63 per year). For more information on the GSU health and dental plan visit their website http://www.gsumun.ca/

Students who are awarded funding paid through the School of Graduate Studies (either from the SGS, their Department or supervisor) have the option of signing for payroll deduction. This authorizes the Cashier’s Office to deduct the cost of their tuition from their graduate funding, over the three semesters of the academic year. If students complete the graduate payroll deduction authorization form (available from the Cashier’s Office and online at http://www.mun.ca/regoff/comtroller/GradStudDedAuth.html) in the Fall semester, they will not have to sign up again in the Winter or Spring, unless there are changes in the student’s account (eg. You are awarded a SSHRC or other award that changes the amount of funding). It is the student’s responsibility to ensure that a new payroll deduction form is completed to reflect these changes.

Please note: If a student account has an unpaid balance from a previous semester, payroll deductions will not continue until the outstanding balance is paid. The student is responsible for reactivating payroll deductions once the outstanding fees have been paid.

For more information, consult the payroll deduction policy online at http://www.mun.ca/regoff/comtroller/GradStudDedAuthPolicy.html or contact the Cashier’s Office. The fees payment deadline is also enforced for students opting into payroll deduction – failure to sign up for payroll deduction before this deadline will result in a late fee and delays in the processing of payroll deduction requests.

**Funding**

There are a variety of funding sources for graduate students, both internally and externally. It is a good idea to stay informed on what types of funding are available and to apply for everything that you are eligible for.

**Internal Funding**

Full-time MA and PhD students are generally offered support through the department upon entry into the program. This support is guaranteed for the first year and is often renewed provided the student meets with the department’s academic standards. MA candidates are eligible for support for up to two years and PhD candidates are eligible for support for up to four years. If students acquire other internal (such as ISER) or external fellowships (such as SSHRC), these sources replace baseline funding from the department.

Students entering the MA program who do not have an undergraduate average over 75% are often not eligible for support from the department but may receive support from other sources (such as their Supervisor).
There is no fixed sum for graduate support but in recent years the department has offered $12,000-$15,000 per year for MA students and $15,000-$17,500 per year for PhD. These fellowships are reviewed annually based on the student’s performance and the department may choose to discontinue the support if they feel the student is not meeting the standards.

Graduate students are also offered further support in the form of Teaching Assistantships (TA), Graduate Assistantships (GA) or Research Assistantships (RA). The number of these assistantships varies by year and students are not guaranteed that they will get one every semester. Students are required to work 56 hours over the semester (approximately 4 hours per week). Duties vary depending on the type of assistantship received but generally a TA-ship requires the student to invigilate and mark exams for a number of undergraduate courses. GA and RA’s often have the student working for a faculty member and may require archival research, working on a database, cataloging collections or other research-based assistance. The rate of pay for these assistantships is $20.33*/hour ($1,138.40 total per 56 hour term)

*This rate of pay will increase as of September 1st, 2012 to $21.15/hour.

Since Memorial funding is limited, it may be decreased if a student secures external funding. Students should also be aware that if they receive Memorial support that they are not allowed to work more than 24 hours per week. This affects students who may choose to find additional employment on campus, they must ensure that they do not exceed 24 working hours per week.

Internal Scholarships/Fellowships & Research Grants

There are a number of awards at MUN that students can either be nominated for or apply for. Below is a condensed list but students should consult the School of Graduate Studies for a full list and more details:

- **School of Graduate Studies F.A. Aldrich Fellowships**
  Six to eight fellowships valued at $20,000 per annum on the doctoral level and $15,000 on the masters level will be awarded to incoming full-time Canadian students. Renewal for one year at the doctoral level will be possible. Recipients will be selected by the Dean of the School of Graduate Studies, on the recommendation of the Awards and Medals Committee, on the basis of exceptional academic achievement.

- **The Department of Archaeology Scholarship**
  This scholarship, which is made possible by the Newfoundland Marine Archaeology Society, will be awarded annually to a full-time master’s student, who is in his/her second year of study in the area of Archaeology. Valued at $1,000.00 this scholarship will be awarded by the Dean of Graduate Studies based on a recommendation from the Head of the Department of Archaeology on the basis of academic standing.
• **F.A. Aldrich Graduate Award**
  Up to three annual awards of $2,000 may be made. Awards will be made by the Dean of Graduate Studies to alumni of Memorial who are in the first year of a full-time graduate program at the time of application and will be based on academic merit, and need only if all other things are equal. If the application is based on need, please make a case. For further information, contact the School of Graduate Studies.

• **A.G. Hatcher Memorial Scholarship**
  Three scholarships valued at $15,000 each for one year will be awarded for high academic merit to full-time students working towards graduate degrees at this University. For further information, contact the School of Graduate Studies.

• **Women’s Association of Memorial University of Newfoundland Graduate Student Scholarship**
  Two Master's level and two Ph.D. level scholarships valued at $1,200.00 each are awarded annually to full-time students entering a program in the School of Graduate Studies. Of the Master's level awards, one shall be for a thesis program, and one for a non-thesis program. Financial need as well as scholarship standing will be taken into consideration. The awards will be made upon the recommendation of the Dean of Graduate Studies.

• **The Big Ben’s Graduate Scholarship in Archaeology**
  This scholarship is funded through a generous annual contribution by Big Ben's to honor the amity and patronage of graduate students in Archaeology over the years. This scholarship of $500 is awarded annually to a full-time student enrolled in graduate studies in Archaeology. Candidates must be in the first two years of the Master's program or the first four years of the Doctoral program. The award will be based on academic merit, with preference give to recipients with demonstrated leadership and public-spirited service to Memorial University of Newfoundland's graduate program in Archaeology. It will be awarded by the Dean, School of Graduate Studies based upon recommendation of the Head, Department of Archaeology.

• **Institute of Social and Economic Research (ISER) Fellowships**
  Both Master’s ($10,000) and Doctoral ($17,700) fellowships are offered only to research that falls under the Institute’s mandate. ISER’s mandate is to undertake, sponsor and publish research within such disciplines and in such parts of the world as are deemed of relevance to Newfoundland and Labrador. Research pertaining directly to social and economic development in Newfoundland and Labrador shall be of special importance. For more information go to [http://www.mun.ca/iser/about/](http://www.mun.ca/iser/about/)

• **ISER Research Grants**
  ISER also offers Research grants on a competitive basis to individual or team researchers. Eligible researchers include graduate students, faculty members at Memorial and elsewhere, as well as non-affiliated scholars. The grant will help defray the costs of such items as travel, subsistence, research assistance, materials...
and supplies necessary for carrying out a research project approved under ISER's research mandate.

- **J.R. Smallwood Foundation Research Grants**
  Research Grants (up to $3,500 each) are available to students, faculty members or non-affiliated scholars from within Memorial University of Newfoundland or elsewhere to help defray the costs of such items as travel, subsistence, research assistance and materials and supplies for carrying out an approved research project; capital expenditures are not covered. Applications are evaluated by an Awards Panel according to their relevance to the Smallwood Foundation mandate and the merits of the proposals and the applicants. The Smallwood Foundation’s mandate is intended for the promotion and support of research in Newfoundland Studies in the areas of the Humanities and Social Sciences and thus supports projects that contribute substantively to the knowledge of Newfoundland and Labrador.

*Students should pay close attention to application deadlines and ensure that they have the required information (transcripts, letters of reference etc…) well in advance.

**External Funding**

There are many options for external funding and students should search online databases for various alternative sources of funding. The most well-known external source for funding is the Federal Social Sciences and Humanities Research Council (SSHRC). Students must be Canadian residents to apply for SSHRC funding. SSHRC offers both MA and Doctoral scholarships as well as a Doctoral fellowship. Visit [www.sshrc-crsh.gc.ca](http://www.sshrc-crsh.gc.ca) for more information and to access the online application.

**SSHRC Joseph-Armand Bombardier Canada Graduate Scholarship (CGS) MA**

This award is offered to students entering or already enrolled in a Masters program at a Canadian University in the social sciences or humanities field. The award is valued at $17,500 for 12 months (non-renewable). Students applying for this award should have a very high academic standing, a well-written proposal as well as the required transcripts and letters of recommendation.

**SSHRC Joseph-Armand Bombardier CGS Doctoral**

This award is offered to students entering or already enrolled in a PhD program at a Canadian University in the social sciences and humanities field. The award is valued at $35,000 per year for three years. When applying for this award students will also be considered for the Doctoral Fellowship (see below).
SSHRC Doctoral Fellowship

This award is offered to students entering or already enrolled in a PhD program in the social sciences and humanities field. The award is valued at $20,000 per year for 12, 24, 36 or 48 months. This award also differs from the above mentioned CGS Doctoral scholarship because students are NOT required to attend a Canadian University. This enables students to take this award to Universities in the United States and abroad.

CGS Michael Smith Foreign Study Supplement (MA and Doctoral)

A tri-agency program to support Canadian graduate students build global linkages and international networks through exceptional research experiences at research institutions outside of Canada. Students can be awarded up to $6,000 for 4 – 6 months.

SSHRC Applications

Students in the Department of Archaeology should stay informed as to when the Department’s SSHRC application deadline is and make sure that they order their transcripts as soon as possible as well as provide their referees with ample time to write reference letters. This deadline is generally in October.

Once online applications have been completed and submitted with all supplementary material to the Department, the faculty meets to review the applications. Applications are then ranked, and successful ones are sent on to the School of Graduate Studies. The SGS also reviews and ranks applications from all departments that fall into the social sciences and humanities. Successful applications from this round are then sent on to the Federal competition in Ottawa. Students are usually notified in December if their application has been chosen by the SGS to go to Ottawa. Once in Ottawa the applications are again reviewed. Students generally find out if their applications were successful in April/May.

There are many information sessions offered by the SGS to help with SSHRC applications and students are encouraged to attend. Faculty members can also assist with proposal writing and application preparation.

Vanier CGS (Doctoral)

The Vanier Canada Graduate Scholarship (Vanier CGS) was created to attract and retain world-class doctoral students and to establish Canada as a global centre of excellence in research and higher learning. It is worth $50,000 per year for three years and is available to both Canadian and international PhD students studying at Canadian universities.

Vanier Scholarships are awarded after a competitive evaluation process that begins with an internal university nomination process. Students must apply for a Vanier directly through the university and only the top applications will be nominated and sent on to the Federal competition. For more information on the Vanier visit their website: www.vanier.gc.ca
Northern Scientific Training Program (NSTP)

NSTP is a federally funded program through the Department of Indian and Northern Affairs that offers financial support to students working on projects in the North. These funds are processed through the University. For more information visit: [http://pse-esd.ainc-inac.gc.ca/nstp2/default.asp](http://pse-esd.ainc-inac.gc.ca/nstp2/default.asp) The application deadline for NSTP is usually in October and only Canadian students may apply.

Conference Travel

Students who plan to attend and present at conferences can apply for money to offset their travel costs. In order to do so students must fill out the *Student Request for Travel Assistance* form which they can pick up from the department office, the School of Graduate Studies or from the Graduate Student’s Union.

The two most common funding sources for conference travel for graduate students are the SGS and the GSU. In order to obtain SGS funding, applicants must produce verification of active participation in a conference or meeting (i.e., acceptance of a paper). This funding is normally available only once during a graduate program. The maximum award is stated to be $100 for travel within the Atlantic region, $200 for travel to other parts of Canada and the U.S., and $300 for Europe and elsewhere.

NOTE: If approved by School of Graduate Studies, matching funds from the Dean of Arts is also approved if funding is available.

The GSU allots a maximum of $250 per student per graduate program, with the option to split the allotment during the program (e.g., use $100 for one conference, then the remaining amount for another conference). Students should first take their completed form to their Supervisors to check for funds, then the department head, the SGS and finally the GSU. The GSU provides travel aid only after other funding sources have been exhausted.

*Students should also check with conference organizers to see if they provide funding for graduate students as many professional organizations do.*

M.A. & Ph.D. Theses

Official SGS thesis guidelines can be found at: [http://www.mun.ca/sgs/go/guid_policies/guidelines_intro.php](http://www.mun.ca/sgs/go/guid_policies/guidelines_intro.php) and it is a good idea to read and understand them before starting to write.

The forms required for submitting the thesis can also be found on the SGS website. Students will need to print off three copies of their thesis to submit for review with the necessary forms. Students are also required to submit a receipt from the Cashiers Office to prove that they have paid for their minimum of two bound copies at a cost of $20 each. These copies will be given to the MUN library and the department but students can...
purchase additional bound copies if they want. The three copies of the thesis and the forms are handed over to the Graduate Coordinator and they will submit the package to the SGS.

M.A. Theses

In general, M.A. theses should be around 100 to 150 pages. Often times they are more due to the number of photographs and maps that tend to be included in archaeological theses but the bulk of the text should not exceed 150 pages. Having a clear thesis outline that has been approved by the supervisor prior to writing is recommended.

Depending on the supervisor, some may prefer that students submit chapter by chapter while others like receiving the entire thesis as a whole. Regardless of the writing schedule set up between student and supervisor the thesis must be approved by the supervisor prior to being sent to the review committee.

M.A. theses are reviewed by an internal (either within the department or another department at MUN) and external reviewer selected by their supervisor. Generally the selection is based on similar research interests or expertise within the field. The reviewers are allowed to take six weeks to review the thesis before sending it back to the SGS with their comments. Theses are marked as follows:

1) Pass with no corrections (Very rare)
2) Pass with minor corrections (Very common)
3) Pass with major corrections → thesis needs to be submitted for re-examination
4) Fail*

*If the thesis is considered unacceptable (fail) by all reviewers it shall not be re-examined. If it is only failed by one reviewer the student may apply to the Dean to resubmit. Theses can only be re-examined once.

Ph.D. Theses

Currently there is no set page limit for Ph.D. theses. In general they are significantly longer than M.A. theses due to the amount of research put in. The procedures for writing the thesis are similar to the M.A., contact with the supervisor is highly recommended. The examination of Ph.D. theses differs from the M.A. and also requires an oral defense.

A thesis draft is first submitted to the supervisor(s) who will read and comment on its content. The supervisor may require a second draft for further examination. After revisions have been made (and with the approval of the supervisor), the dissertation is sent to the student’s Supervisory Committee (2 members) who will read and comment on its content. Further changes are made to the thesis as recommended by the supervisory committee. When the supervisor(s) and Supervisory Committee are satisfied that the thesis is ready for examination, 4 copies of the dissertation are submitted to the Graduate Coordinator or Administrative Program Assistant.
The Ph.D. thesis is then submitted to a Thesis Examining Board which consists of four members: the supervisor (who is in a non-voting capacity), two internal examiners and one external. The Board must be satisfied that the work contributes significantly to knowledge in the field of study; that the contribution is of high scholarly merit; that the candidate is aware of the pertinent published literature; that it is written in a satisfactory style; and that it is free from typographical and other mechanical errors.

The outcome of the examination is as follows:
1) The candidate is allowed to proceed to the oral defense of the thesis
2) The candidate should not be allowed to proceed to oral defense at this time
3) The candidate failed

In the case of option (2) candidates will have to modify the thesis and resubmit for examination. Once again, a thesis can only be reviewed once. In the case of option (1), the candidate must prepare for the oral defense.

**Oral Defense**

The candidate must prepare a twenty minute presentation for their defense. The Thesis Examining Board with be in attendance along with the Dean of Graduate Studies who chairs the defense. Following the presentation will be at least two rounds of questions from all members of the board. The candidate then leaves the room while the Board discusses the outcome. Options are as follows:
1) Passed with distinction: Awarded to candidates who demonstrate superior knowledge of their chosen field; this category requires unanimous support of the Board. A simple majority vote will result in a recommendation of “passed”.
2) Passed: This recommendation may have attached to it the requirement that the candidate complete certain specified revisions to the satisfaction of the Supervisory Committee, the Head of the academic unit and the Dean.
3) Passed Subject to Conditions: This recommendation is made if there are revisions beyond those specified in the written appraisal submitted prior to the Oral Examination. This recommendation must have the conditions attached and cannot include the option of re-examination.
4) Re-examination required: The members of the Thesis Examination Board may attach to this recommendation a list of any requirements which they feel are appropriate.
5) Failed: Re-examination not permitted.

No candidate shall be permitted more than two Oral Examinations.
Research Involving Human Subjects

Archaeological research sometimes involves data collection from living human subjects, usually in the form of interviews for oral history research. Any research involving human subjects must obtain prior ethics approval from the University’s Interdisciplinary Committee on Ethics in Human Research (ICEHR).

Students must have their research proposal approved by the department prior to submitting an ICEHR application. Students should also be advised that ICEHR requires a minimum of four weeks to review proposals; if undertaking field research, students should allow for well above this minimum.

Students are also encouraged to read the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans at: http://pre.ethics.gc.ca/english/policystatement/policystatement.cfm

Students can visit http://www.mun.ca/research/researchers/ethics_committee.php for more information on ICEHR and the application procedure.

The ethical principles that should be respected include informed consent, in that participants must be made fully aware of the purpose, usefulness, and expected benefits of the proposed research, and should understand that it is their personal decision whether or not they wish to cooperate. Participants should also be informed of the degree of confidentiality that will be maintained in the study; unless they explicitly give permission otherwise, participants have rights to privacy, anonymity, and confidentiality of information divulged. They also have the right to withdraw their support at any time. Participants must also be informed of the use(s) to which their data will be put, how and where tape-recorded interviews will be stored, and who will have access.
Academic and Professional Organizations

Graduate students are encouraged to become members of academic and professional organizations in their field. Many organizations require membership in order to present at annual conferences which graduate students are also encouraged to attend. Below is some information on the three main archaeological organizations in North America.

Canadian Archaeological Association (CAA)
http://www.canadianarchaeology.com/home.lasso

The following are some of the benefits that come with membership in the Canadian Archaeological Association:

- receive the CAA Newsletter twice per year (spring and fall)
- receive two annual issues of the Canadian Journal of Archaeology
- receive logon privileges to the Members' Only Section of the CAA Web site
- be eligible to deliver papers at the CAA annual conference
- be updated on issues relevant to the Canadian archaeological community

Student membership for the CAA is $35.

Society for American Archaeology (SAA)
http://www.saa.org/

The society offers members a number of publications and services, access to outreach programs in education and government, reduced rates on society programs and publications, and opportunities and information for professional development.

Student membership for the SAA is $65.

Society for Historical Archaeology (SHA)
http://www.sha.org/

All members receive the society's journal, Historical Archaeology, and the SHA Newsletter. Individual members also may vote, hold office, serve on committees, and participate in the annual conference at member rates.

Student membership for the SHA is $80.
Space & Facilities

Queen’s College

The Department of Archaeology is located in Queen’s College. Graduate students are provided with shared office space on the second and fourth floors. Each office is equipped with a printer and the Department will provide two cartridges for each printer per year. Any additional cartridges are at the student’s expense. Students also have access to a communal lunch room with a fridge, stove, and microwave. Since this is a communal lunch area, students are reminded to respect the space and keep it clean!

The basement level of Queen’s College houses all of the labs and collections for the Department. Students will be given lab space to layout, catalogue and analyze any collections for their research as well as for any research assistant work that may be required.

The Department has a fully equipped conservation laboratory, used primarily for historic archaeological analysis, as well as for the stabilization and restoration of any archaeological artifacts. Both inorganic and organic artifacts are conserved using a wide range of techniques including freeze drying, freezer storage, mechanical and chemical cleaning. The restoration and conservation of metals, ceramics and textiles is carried out on site. Some analyses of artifactual remains can be facilitated through the co-operation of the Department of Earth Science which provides additional information to students, interns and professional conservators working out of the laboratory.

Students also have access to a computer lab with laser printing at a cost of $0.11 per page. The computer lab also has a poster printer and students can pay additional fees to print large posters for conference presentations. Students are also provided with a photocopy code to use the department photocopier at a cost of $0.04 per page. The department bills students monthly on their accounts and privileges are removed should the unpaid balance reach $30.00.

QEII Library

The QEII library has other important services available to students aside from its general operations. The Commons is located on the main level and is an area designated for students to use computers and printing services (printing charges apply). The Computing Support desk is there and students can seek help on various Microsoft programs and set up their MUN user accounts. The Digital Media Centre is also located in The Commons and is an excellent resource for students wanting to use programs like Photoshop, Corel Draw and other less-user friendly programs. The staff is knowledgeable and willing to teach!

The second floor of the QEII library features the Centre for Newfoundland Studies (CNS) which houses a variety of materials on Newfoundland and Labrador. This material cannot be checked out so students must use while in the CNS or photocopy what they need. This ensures that the material is always available.
The Provincial Archaeology Office (PAO)

The PAO is the regulatory agency responsible for the management and protection of archaeological resources in Newfoundland and Labrador. Pursuant to the Historic Resources Act the PAO is mandated to protect and preserve the archaeological heritage of the province.

Students considering research in Newfoundland and Labrador should make themselves familiar with the PAO as not only do they provide the permits for archaeological research they also have a lot of knowledge and resources available to students and are always willing to help. The PAO also offers a research grant to students to offset the costs of fieldwork. Applications and other information can be found on their website:  
http://www.tcr.gov.nl.ca/ter/pao/

PAO Contact Information:
Martha Drake- Provincial Archaeologist  
Email: mdrake@gov.nl.ca

Ken Reynolds- Archaeological Resource Management Assistant/Researcher  
Email: kreynolds@gov.nl.ca

Delphina Mercer- Archaeological Resource Management Assistant  
Email: dhmercer@gov.nl.ca

Stephen Hull- Archaeology Data Management Assistant  
Email: shull@gov.nl.ca

Nunatsiavut Government

Students engaging in fieldwork in certain parts of Labrador must also contact the Nunatsiavut Government for research permits and procedures. To find out whether your research falls under Nunatsiavut territory visit their website:  www.nunatsiavut.com

Also contact Jamie Brake- Nunatsiavut Archaeologist  
Email: jamie_brake@nunatsiavut.com

The Rooms Provincial Museum

Students may also wish to make contact with The Rooms to view collections.  
Elaine Anton- Archaeology/Ethnology Collections Manager  
Email: eanton@therooms.ca

Kevin McAleese- Curator of Archaeology and Ethnology  
Email: kmcaleese@therooms.ca
Archaeology Faculty & Staff

Faculty

Mario Blaser (Ph.D., Associate Professor)
Canadian Research Chair, Aboriginal Studies
Email: mblaser@mun.ca

Stuart C. Brown (Ph.D. Toronto, Professor)
Archaeology, West and South Asia
Email: sbrown@mun.ca

Michael Deal (Ph.D. Simon Fraser, Professor)
Ethnoarchaeology, ceramic studies; paleoethnobotany; Mesoamerica, Cyprus, Eastern Canada.
Email: mdeal@mun.ca

Barry Gaulton (Ph.D. Memorial University, Assistant Professor)
Historical archaeology, vernacular architecture, material culture, military archaeology, maritime archaeology; transhumance; Eastern North America, Newfoundland.
Email: bgaulton@mun.ca

Vaughn Grimes (Assistant Professor)
Biomolecular archaeology; isotope analysis; osteology; diagenesis; bone and tooth chemistry; palaeoanthropology
Email: vgrimes@mun.ca

Oscar Moro (Assistant Professor)
History of archaeology, Prehistoric art, Origins of symbolism, History and philosophy of science, Paleolithic.
Email: omoro@mun.ca

Peter Pope (Ph.D. Memorial University, University Research Professor)
Historical archaeology of the early modern Atlantic world, landscape archaeology of the shore-based, salt cod fishery in Atlantic Canada, European ceramics.
Email: p pope@mun.ca

Lisa Rankin (Ph.D. McMaster, Associate Professor)
Eastern sub-Arctic and the Great Lakes Lowlands; hunter-gatherer and horticulturalist settlement pattern studies, and pre-contact and contact period inter-ethnic interaction; contextual archaeology; ethnohistory; and seasonality and subsistence studies.
Email: lrankin@mun.ca

M.A. Priscilla Renouf (Ph.D. Cambridge, Professor)
Hunter gatherers; Northern Europe, Eastern Canadian Arctic and Subarctic. Canada Research Chair in North Atlantic Archaeology.
Email: mapr@mun.ca
Peter Whitridge (Ph.D. Arizona State U., Associate Professor)
Hunter-fisher-gatherer archaeology, social theory, embodiment, hybridity, place, ethnoecology, zooarchaeology, spatial analysis, political economy of archaeology, Arctic.
Email: whitridg@mun.ca

Cross-listed Faculty

Marica Cassis (Ph.D., Assistant Professor, Department of History, Memorial University)
Byzantine and Syriac Christian history and archaeology; Islamic history; Islamic-Christian interaction; ancient Near Eastern history and archaeology.
Email: mcassis@mun.ca

Neil Kennedy (Ph.D., Assistant Professor, Department of History, Memorial University)
Seventeenth-century Bermuda and the Caribbean; credit and reputation in the English Atlantic; illicit trade in the Caribbean.
Email: nkennedy@mun.ca

Adjunct Faculty

Marianne Stopp (Ph.D., Historian, Parks Canada)
Newfoundland and Labrador archaeology, precontact and contact settlement and subsistence; food storage and mobility among northern forager peoples;
Email: Marianne.stopp@pc.gc.ca

Patricia Sutherland (Ph.D., Canadian Museum of Civilization)
Archaeology, hunter gatherers; prehistoric art; early European contact (Arctic North America)
Email: Patricia.Sutherland@civilization.ca

Staff

Maria Lear
Archaeology Curator, Collections Manager
Email: mlear@mun.ca

Annette Sullivan
Administrative Program Assistant
Email: acarter@mun.ca

Donna Teasdale
Archaeological Conservator
Email: dteasdale@mun.ca

Karen Woosley
Administrative Secretary, interim
Email: kwoosley@mun.ca