



**Department of Archaeology**  
**Graduate Student Handbook**

**Revised September 2018**

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## 1. INTRODUCTION

### 1.1 Purpose of this Guide

The purpose of this guide is not to provide every detail essential to graduate students in the Department of Archaeology at Memorial University of Newfoundland (MUN). Rather, it offers a variety of advice, resources, and contacts available to students. For details, students are encouraged to explore the links and contacts provided throughout.

It is the student's responsibility, working with your supervisors to ensure that you are informed of all rules and regulations pertaining to graduate studies. All relevant information can be found on the School of Graduate Studies website (<https://www.mun.ca/sgs/>).

### 1.2 Department Background

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.

### 1.3 Department Location and Contact Information

The Department of Archaeology is located at Memorial University's St. John's Campus in Queen's College (QC). The mailing address is as follows:

Department of Archaeology  
Queen's College  
Memorial University of Newfoundland  
210 Prince Philip Dr.  
St John's, NL A1C 5S7 Canada

The General Office is located in QC 2000. Inquiries can be directed to Fran Banfield or Glenda Hiscock (see Section 1.4.2 for their contact information).

Graduate students are encouraged to refer to the Department website (<https://www.mun.ca/archaeology/>) and follow us on Facebook (<https://www.facebook.com/munArchDep>).

A list of faculty and staff in the Department of Archaeology as well as their contact information is provided in Appendix A – please consult the department website for their most recent contact information.

## **1.4 Resources and Facilities in the Department of Archaeology**

The Department houses a variety of laboratory facilities available to students and collaborates with a variety of other facilities at MUN. The first level of QC (basement) houses all labs and collections for the Department.

In consultation with their supervisor, students will be given appropriate lab space to carry out their research.

For more information, please visit the Facilities and Resources webpage (<http://www.mun.ca/archaeology/research/resources/>). In addition to these facilities, students may also request permission to access collections housed in the Department, the collections, facilities and labs based at the Labrador Institute Research Station in North West River, as well as those at The Rooms Provincial Museum, St. John's.

### **1.4.1 Conservation Lab**

The Department has a fully equipped Conservation Laboratory (QC 1004 and 1020) used primarily for historical archaeological analysis, as well as for the stabilization and restoration of artifacts. Both inorganic and organic artifacts are conserved using a wide range of techniques, including freeze-drying, freezer storage, as well as 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 co-operation with the Department of Earth Sciences, which provides additional information for students, interns, and professional conservators working out of the laboratory. Please contact Donna Teasdale for more information.

### **1.4.2 Collections Room**

The Collections Room (QC 1003) and nearby iron artifact storage room house assemblages from historic and prehistoric archaeological sites from across Newfoundland and Labrador. This facility has several compact, high-density rolling storage units that incorporate individual cabinets and trays, as well as open storage space. The Collections Room contains several tables for students and visiting researchers to lay out and study specimens. Reference collections include ceramic types, glass bottles and European clay pipes. Please contact Maria Lear for more information.

Adjacent to the Collections Room, the department has a small Remote Sensing and Digital Imaging Laboratory (QC 1003A) for faculty and graduate student research. QC 1003A also contains a large-format printer that can be used by graduate students for their research. To access the printer, please speak to your supervisor or Maria Lear.

### **1.4.3 HATCH Laboratory**

The Historic Archaeology: Technology, Community and Heritage (HATCH) laboratory (QC 1014 and 1015) is dedicated to incorporating the principles of technology, community and heritage into the study of historical archaeology. HATCH researchers employ a broad range of field and laboratory methods, including archaeological excavation, geophysical survey, GIS modelling, as well as the quantitative and qualitative analyses of archaeological material to better understand how colonization and globalization have

influenced Atlantic communities over the last 500 years. For more information, please contact Drs. Barry Gaulton and Catherine Losier.

#### **1.4.4 Labrador Archaeology Laboratory**

The Labrador Archaeology Lab (QC 1005) primarily involves research associated with the Indigenous communities of Labrador, although some students work in other regions of the Northeast. The lab includes layout space and resources for the analysis of archaeological collections. For more details, please contact Drs. Lisa Rankin and Peter Whitridge.

#### **1.4.5 Labrador Digital Data Laboratory**

The Labrador Digital Data Lab (QC 1007) is fully equipped for computer processing, analysis and printing of GIS (Geographic Information System) data. For more information, please contact Drs. Lisa Rankin and Peter Whitridge.

#### **1.4.6 MAAS Laboratory**

The research conducted in the Memorial Applied Archaeological Sciences (MAAS) Laboratory (QC 1019) involves a wide-range of analytical methods in archaeology, including stable and radiogenic isotope analysis (C/N/O/Pb/Sr/S), thin-section preparation, sclerchronology and high-resolution digital light microscopy. The lab specializes in the analysis of organic and inorganic hard-tissues, including human and animal bone, teeth, hair, shell, and coral, as well as metals, ceramics and sediments from a wide range of archaeological contexts. For more information, please contact Drs. Meghan Burchell and Vaughan Grimes.

#### **1.4.7 PEAT Laboratory**

The Palaeoecology, Environmental Archaeology and Timescales (PEAT) Laboratory (QC 1000) is equipped with a variety of resources for both teaching and research involving the analysis of insect and plant remains associated with archaeological sites (archaeoentomology, archaeobotany and palynology). The laboratory's main research focus is in examining long-term interactions between circumpolar foraging, fishing and farming communities through the analysis of ecofacts preserved in peat and archaeological deposits. Please contact Dr. Véronique Forbes for more information.



## 2. GETTING STARTED

The Department of Archaeology offers both Master's (MA) and doctoral (PhD) programs. Below, the general information applicable to both is provided. For details on individual programs, please visit the appropriate sections in this handbook.

If you have any questions about your program of study, resources or general questions about graduate studies, do not hesitate to ask. Our faculty and staff are here to support your program of research.

### 2.1 Keys, Office Space, Mailbox and Photocopying

Prior to arrival at Memorial, you should have received information on how to find your MUN Student ID and email address.

To access the photocopier, office/desk space, and keys (\$25 cash deposit), please see Fran Banfield in QC 2000.

Graduate students are provided with shared office space Queen's College and Field Hall. The MA office is located on the first level (basement) in QC 1012 and the PhD office is located on the fourth floor in QC 4020.

We try to provide students with desk space, and the protocol for assigning desks is as follows:

First Year MA – personal desk in QC 1012

Second Year MA – shared desk (if available) in QC 1012

PhD students in Years 1-4 – personal desk in QC 4020

Overflow office space in Field Hall FH-2019 is assigned by the department.

Students are 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 photocopy privileges are removed should the unpaid balance reach \$30.00.

### 2.2 Parking Passes and Bus Passes

Graduate students who wish to purchase on-campus parking passes must register in the lottery available under the Student tab on the my.mun.ca portal at the beginning of each semester. As it is a lottery and spaces are limited, you are not guaranteed to receive a parking pass. Those students that do are notified through the my.mun.ca portal and can claim their passes at the Parking Office (FM-1018). Prices for the passes depend on the lot, payments must be made by cash or debit, and vehicle registration is required to receive a pass.

Students can also purchase Metrobus passes from the ATTIC Copy and Convenience Store located on the third floor of the University Centre (UC-3009). Passes may also be purchased and reloaded at multiple sales outlets throughout St. John's (<http://www.metrobus.com/html-default/fares.asp>) as well as at the Metrobus e-Store (<https://www.metrobus.com/estore/store.asp>).

### 2.3 Email Communication

Much of your communication with colleagues, supervisors will be conducted via email. All emails pertaining to your research and program of study should be sent from your MUN email, including all academic communication between you and your supervisors and all other relevant persons.

It is highly advised that you talk with your supervisor about **email etiquette** to ensure that you establish a good foundation for communication.

It is strongly recommended that you check your email **regularly**, respond in a timely manner, and avoid using casual language in professional emails.

### 2.4 Website Research Profile

You will be provided with a template for your website research profile. Please submit:

- An appropriate photograph of you or an image that represents your research (if you do not want a photo, please provide an alternate image)
- Academic background (BA, MA, etc.)
- Research interests (5-6 key words)
- Current research (~250 words)

For an example, please visit <https://www.mun.ca/archaeology/people/grads/>.

### 2.5 Course Registration

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 acquire the appropriate signatures.

Each semester, graduate students **MUST** register for ARCH 9000, which is a general graduate studies code. This enable students beyond their course years to maintain status as full-time students. For information on the required and optional courses for MA and PhD students, please see the appropriate sections below. Please note that the department only offers a select number of graduate courses each semester. Depending upon a student's research interests, taking graduate courses in other departments (including History, Geography and Earth Sciences) may also be an option.

For questions about your graduate coursework, you can ask your supervisor or the Graduate Officer.

All students are also required to take Safety 1000 offered through Brightspace. Students must register for Safety 1000 on MUN's Self Service and the online training will become available on Brightspace. Once complete, print your online transcript as proof of training and submit it to the Graduate Officer.

### 2.6 Graduate Officer

The Graduate Officer of the Department of Archaeology oversees the administrative process of each graduate student and serves as the liaison between SGS and the

Department. The Graduate Officer works closely with the Department Head to ensure that all students' needs and concerns are met.

The Graduate Officer is responsible for ensuring the general regulations of the SGS are met in the case of each student. Students are encouraged to contact the Graduate Officer with academic concerns regarding their program.

### 3. RESOURCES FOR GRADUATE STUDENTS

While this handbook provides information on the graduate programs in the Department of Archaeology, you should also consult the following resources.

#### 3.1 University Calendar

The University Calendar contains the rules and regulations for all programs at Memorial University and may be accessed from the Office of the Registrar's website (<http://www.mun.ca/regoff/calendar/>).

#### 3.2 School of Graduate Studies

The School of Graduate Studies (SGS) website (<http://www.mun.ca/sgs/>) contains detailed regulations on graduate studies at Memorial University. Specifically, the sections on guidelines and policies, forms, theses and reports, and integrity and ethics should be reviewed by each student. The School of Graduate Studies (SGS) office is located in the Inco Innovation Centre (IIC-2012).

#### 3.3 QEII Library

The Queen Elizabeth II (QEII) Library has other important services available to students aside from its general operations. Several are highlighted here, but students are encouraged to explore the website for other opportunities.

##### 3.3.1 The Commons

The Commons is located on the main level of the library and is an area designed for students to use computers and printing services (printing charges apply). The Computing Support desk is also located in the Commons and students can seek help with various Microsoft programs and the set-up their MUN user accounts.

##### 3.3.2 Centre for Newfoundland Studies

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 hand copy or photocopy what they need. This ensures the material is always available.

##### 3.3.3 MUN Libraries Research Tools

MUN libraries offer students a variety of research tools, including maps, data and government documents. For more information, please visit <https://www.library.mun.ca/researchtools/mapsdatagovdocs/>.

##### 3.3.4 3D Pen, Printer and Scanner

Students can borrow a Scribbler VE 3D Pen and have access to a Tiertime UP Mini 2 3D printer and an Occipital Structure Sensor 3D scanner. For more information, please visit <https://www.library.mun.ca/grenfell/resources/3Dprinting/>.

### 3.4 The EDGE

The Enhanced Development of the Graduate Experience (EDGE) is a collection of professional development programs and services on campus that provide students with complementary skills required to be successful following graduate school.

You must sign up to receive emails by contacting the Senior Career Development Coordinator, Graduate Studies at the Smallwood Centre, Julie Bowering ([jbowering@mun.ca](mailto:jbowering@mun.ca)).

A calendar of events may be found here: <https://www.mun.ca/sqs/edge.php>.

### 3.5 Writing Centre

The Writing Centre is a free facility for all MUN students looking to improve their writing. They are not an editing service, but rather teach students how to improve their organization, tone, style, flow and grammar. Students are free to submit any document pertaining to their professional and academic careers, including funding proposals, thesis or dissertation drafts, article drafts, cover letters, curriculum vitae, resumes and so forth. Services include a one-hour session with another graduate student trained as a Writing Centre tutor. An online system is also available for students living outside the greater St. John's area. For more information, please visit the Writing Centre website at <https://www.mun.ca/writingcentre/>.

### 3.6 Graduate Student Union

As a graduate student at Memorial University, you are a member of the Graduate Students' Union (GSU). The GSU provides many services for graduate students, including a health and dental plan, potential employment, and funding for conferences. The GSU office is located in Field Hall in room GH-2007 and more information can be found on their website (<http://www.gsumun.ca/>).

### 3.7 Teaching Assistants' Union

The Teaching Assistants' Union of Memorial University of Newfoundland (TAUMUN) represents the rights of graduate assistants, teaching assistants and research assistants at MUN. For more information, please visit their website at <http://www.mun.ca/taumun/index.php>.

### 3.8 Student Wellness and Counselling Centre

The Student Wellness and Counselling Centre is located on the fifth floor of the University Centre in UC-5000. For more information, please visit <http://www.mun.ca/health/> and to book an appointment with a doctor or counsellor please call 709-864-8500.

### 3.9 Glenn Roy Blundon Centre

The Glenn Roy Blundon Centre, located on the fourth floor of the University Centre (UC-4007) supports all students who experience barriers to accessing post-secondary education. Some students come to Memorial having received academic accommodations

or supports in high school. Others look for ways to reduce barriers related to mobility, ways of learning, vision and hearing, mental health and wellness, and temporary or chronic illnesses or injuries once they arrive. For more information, visit their website: <https://www.mun.ca/student/about/Blundon-Centre.php>.

## 4. TUITION AND FINANCIAL SUPPORT

### 4.1 Tuition and Other Fees

Graduate diploma and doctoral program fees are fixed. Master's students may have a choice among 3 payment plans:

- Plan A: Normally recommended for full-time students (i.e., students who anticipate completing in 6 semesters or less).
- Plan B: Normally recommended for part-time students (i.e., students who will require more than 6 semesters to complete).
- Plan C: Full-time students in certain 1-year Master's programs may be eligible (please refer to the Minimum Expense form for details).

Students who do not complete their programs in the number of semesters listed above will be required to pay a continuance fee for each additional semester required. For more information on continuance and other fees, please refer to the Minimum Expense forms ([http://www.mun.ca/sqs/MinimumExpense\\_18-19.pdf](http://www.mun.ca/sqs/MinimumExpense_18-19.pdf)).

Program fees as of July 2018 are as follows:

Program	NL Students*	Other Canadian Students	International Students	# Semesters for fee payment
Master's Plan A	\$953	\$1,239	\$1,611	6
Master's Plan B	\$632	\$822	\$1,069	9
Master's Plan C	\$1,313	\$1,707	\$2,218	3
Doctoral Programs	\$888	\$1,154	\$1,499	12

\*Details on the criteria to qualify as a Newfoundland and Labrador (NL) student can be found on the Office of the Registrar website: <http://www.mun.ca/regoff/admissions/apply/nl-resident.php>.

In addition to tuition, graduate students are also responsible for a number of other fees (including but not exclusive to student union fees, recreation fees, student services fees, campus renewal fee, health insurance, and dental insurance). These are listed in the Minimum Expense form ([http://www.mun.ca/sqs/MinimumExpense\\_18-19.pdf](http://www.mun.ca/sqs/MinimumExpense_18-19.pdf)).

### 4.2 Internal Funding

#### 4.2.1 Baseline Funding

Full-time MA and PhD students are generally offered support through the Department upon entry to the program. This support is guaranteed for the first year and is often renewed, provided the student meets 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 (e.g., ISER) or external (e.g., SSHRC) fellowships, these sources **replace** baseline funding from the Department.

Students entering the MA program who do not have an undergraduate average of 75% are not eligible for support from the Department but may receive support from other sources (e.g., their supervisor).

#### **4.2.2 Graduate, Teaching, and Research Assistantships**

Graduate students are 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 to receive a position every semester.

A normal GA position per semester is: 56 hrs/semester x \$22.22/hr = \$1244.32. The Department can also assign partial TA positions (e.g. a 'half' GA, or a 1.5 GA) and follows all TAUMUN and SGS protocols for employing graduate students.

Duties vary depending on the type of assistantship received but generally a TA-ship requires the student to mark assignments and invigilate exams for an undergraduate course. GA and RA's often involve the student working for a faculty member and may require archival research, working on a database, cataloging collections or other research-based assistance.

If you are assigned a TA (teaching assistantship) or a GA (graduate assistantship), ensure that you and your assigned supervisor complete your (TA) agreement. This will be provided with the written notice of your TA appointment placed in your mailbox in the department.

#### **4.2.3 Internal Scholarships, Fellowships, and Awards**

There are a number of awards at MUN for which students can either be nominated or apply. Below is a condensed list but students should consult the SGS *Searchable Awards and Scholarships Database* (<https://www.mun.ca/sgs/current/scholarships/>) for a full list and more details.

- Affinity NL
- A.G. Hatcher Memorial Scholarship
- F.A. Aldrich Fellowship
- F.A. Aldrich Graduate Award
- The Garfield Weston Award for Northern Archaeology (MA and PhD)
- Institute of Social and Economic Research (ISER) Fellowship
- ISER Research Grants
- J.R. Smallwood Foundation Research Grants
- Women's Association of Memorial University of Newfoundland Graduate Student Scholarship

#### **4.3 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 Social Sciences and Humanities Research Council (SSHRC) of Canada.



Students must be Canadian residents to apply for SSHRC funding. For more information and to access the online application, please visit [www.sshrc-crsh.gc.ca](http://www.sshrc-crsh.gc.ca). The internal application deadline for SSHRC applications is generally in October for PhD students and end of November for MA students. Students should follow SGS and check their emails to ensure they are aware of current SSHRC deadlines

Michael Smith Foreign Study Supplements Program is available to Canadian citizens or permanent residents who hold a Joseph-Armand Bombardier, an Alexander Graham Bell, or a Frederick Banting and Charles Best Canada Graduate Scholarship (CGS) at the master's or doctoral level, or a Vanier CGS at the doctoral level. Up to \$6,000 for a period of research study abroad is available. For more information, please visit: [http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSForeignStudy-BESCEtudeEtranger\\_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSForeignStudy-BESCEtudeEtranger_eng.asp).

The Northern Scientific Training Program (NSTP) is a federally funded program through the Department of Indian and Northern Affairs that offers financial support to students working on projects in Northern Canada. These funds are processed through Memorial University. For more information, visit <https://www.canada.ca/en/polar-knowledge/fundingforresearchers/northern-scientific-training-program.html>. The internal application deadline for NSTP is usually in October and only Canadian students may apply.

#### **4.4 Conference Travel**

Students who plan to attend and present at conferences can apply for funding to offset their travel costs. To do so, students must fill out the Student Request for Travel Assistance form, available from <https://www.mun.ca/sgs/current/funding/travel.php>. Copies are also available at the Department office, SGS, or the GSU.

The two most common funding sources for graduate student conference travel are the SGS and the GSU. 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.

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 once conference and the remainder for another conference). Students should first take their completed form to their supervisor(s) to check for funds, then the Department Head, the SGS, the GSU and TAUMUN. The GSU provides travel aid only after other funding sources have been exhausted.

Please refer to Memorial's travel policy for the schedule of reimbursable expenses (<https://www.mun.ca/policy/site/policy.php?id=284>) and check with Glenda Hiscock on how to prepare your travel documents.

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

#### **4.5 Researcher Portal**

Students must apply for various research funding and ethics approval through the Researcher Portal (<https://rpresources.mun.ca/>). This program involves a very specific application process and for more information on how to register and navigate the portal, students are directed here: <https://rpresources.mun.ca/awards/manuals/>.

It is very important that you establish your MUN research portal account early in your program of study.

#### **4.6 Discounts Available to MUN Graduate Students**

##### **4.6.1 Travel Discounts**

Most research conducted by graduate students in the Department of Archaeology involves travel, whether to conduct fieldwork or access collections curated at various institutions. The majority of research funding sources thus require a budget of estimated costs for travel, equipment and various other aspects of graduate research. While this can seem challenging, there are options available to students to help offset the costs associated with research. For example, Memorial University has arranged agreements with various travel companies and business to provide discounted rates on travel planning, air travel, car rentals and office supplies. Please visit [https://www.mun.ca/finance/contract\\_tenders\\_awards/](https://www.mun.ca/finance/contract_tenders_awards/) for details.

##### **4.6.2 Free Software**

In addition, Memorial's Information Technology Services also offers students free software, including McAfee Antivirus, Microsoft Office 365 University for Windows/Mac, Matlab and ArcGIS. For more information, please visit <https://www.mun.ca/its/services/softwareforyou.php>.

## 5. RESPONSIBILITIES OF GRADUATE STUDENTS AND SUPERVISORS

The role of the supervisor is to guide the graduate student through their research program. Thus, the supervisor offers suggestions and advice to assist the student with completing their program in a timely manner.

All students should consult the statement of responsibilities of graduate students and their supervisors, summarized below, and endorsed by the SGS Academic Council (September 2016; <http://www.mun.ca/sgs/responsibilities.pdf>). Information on student privacy, copyrights and intellectual property (IP), can be found elsewhere: [https://www.mun.ca/sgs/IP\\_Guidelines\\_FINAL.pdf](https://www.mun.ca/sgs/IP_Guidelines_FINAL.pdf) and <http://www.mun.ca/policy/site/policy.php?id=280>.

In the spring of each academic year, students and supervisors must meet to complete the Graduate Student Annual Program and Supervisory Report (Appendix D). This form ([https://www.mun.ca/sgs/Supervisory\\_Report.pdf](https://www.mun.ca/sgs/Supervisory_Report.pdf)) must be submitted to the School of Graduate Studies by the Department no later than August 31.

Supervisors	Students
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.
Supervisors must convene meetings of students' supervisory committees at least once a year and should annually complete and submit to the SGS 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 of information.
With the input of students, supervisors will provide clear guidelines of expectations from the supervising faculty member on their program, including timetables and milestones. This study plan will ensure students can complete their programs in a timely manner. Study plans should be challenging and feasible, and allow intellectual contributions from the students. Such plans should reflect short- and long-term academic and professional goals (e.g., publications, conference presentations, skills development, and awards) that will enrich students' experiences and prepare them for the world of work.	Students will provide input for and meet the milestones reflected in a study plan to ensure timely completion. A reasonable research topic shall be identified as early as possible with the consultation of their supervisor. 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 consultation with the supervisor, the student will choose and attend appropriate professional activities.
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.

Supervisors	Students
Supervisors should make constructive suggestions on any written work submitted as part of the 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.
Supervisors will endeavour to foster the development of professional skills among graduate students, including teaching, presentations, writing (including grant writing), and interviews. Supervisors will also encourage students to pursue professional activities and help prepare them to be competitive for employment by advising on career options within and outside of the academy.	Students will take advantage of skills development opportunities available to them, including workshops, seminars, and resources offered through the Enhanced Development of the Graduate Experience (EDGE) and within their academic units. Students will devote time and commitment to skills development as needed.
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.

### 5.1 Resolving Concerns between Students and Supervisors

If an academic concern arises between a student and their supervisor pertaining to the student's program of study, it is suggested that the student first discuss the problem with their supervisor. The Graduate Officer can also be consulted for how to best address any academic concerns.

## 6. MASTER'S PROGRAM OF STUDY

The MA program is a 2-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 and completion of their program of study.

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. These are outlined below, but students are encouraged to visit the Department's website for further details: <https://www.mun.ca/archaeology/programs/graduate/masters/>.

### 6.1 First Year

#### 6.1.1 Coursework

In the first year, students are required to complete four courses, two per semester. Graduate courses are taught in a seminar-format, with the expectation that students will participate in class discussions and often lead one seminar per course. Your Program of Study Acceptance Form lists the courses you are required to take. The required courses are designed to engage in method, theory and research design. These courses require intensive reading and the preparation of papers or other written assignments. Students are expected to have completed all readings and be well prepared for class. Depending on faculty availability, course offerings may change. For descriptions of graduate courses offered in the Department of Archaeology, please visit <https://www.mun.ca/archaeology/programs/graduate/courses.php>.

**ARCH 6411: *Theory and Method in the Study of Archaeology and Prehistory*** is a seminar-based course focusing on the development of theory and method in archaeological research. This course will assist students in selecting a theoretical orientation in which they can engage with their research.

**ARCH 6700: *Interpretive Methods in Archaeology*** will guide students in how to interpret archaeological data. This course is designed to help guide students with their research proposals. While these courses are 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.

Please note that interested students may register for additional courses in both the Archaeology and other departments at no additional charge.

#### 6.1.2 Research Proposal and Defense

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 the research proposals (usually towards the end of January to early February), students are required to submit a copy of their proposal, upon their supervisor's approval, to the Department at least **2 weeks** in advance of their defense. This allows time for other faculty members to read

the proposals prior to the defense. **Written proposals should be 10-15 pages long and can include tables and figures.**

The research proposal defense consists of a 15-minute presentation to the faculty, members of the university, and to the public. Following the presentation, the faculty will ask questions regarding the proposed projects, and offer suggestions and/or critique. The faculty will meet briefly and will then determine if the project is viable and whether the student is adequately prepared, and will offer suggestions (if necessary) for the proposed research. After the defense, you should consult with your supervisor for any feedback.

Students must have faculty approval prior to starting their research or applying for the variety of available grants. Please consult each funding source as well as the guidelines for submission to the Department and the Faculty of Humanities and Social Sciences (HSS) well before grant deadlines.

## **6.2 Second Year**

The second year of the MA program is dedicated to the completion of the proposed research and thesis writing. It is recommended that the student meet regularly with their supervisor and develop a schedule and/or research plan to ensure they complete each phase of their project in a timely manner.

### **6.2.1 Post-Fieldwork Presentation**

Students are required to give a post-fieldwork presentation during their second year to report the progress of their research and their preliminary results. This involves a 15-minute presentation with time for questions from the audience.

### **6.2.2 Thesis**

Official SGS thesis guidelines can be found on their website at: [http://www.mun.ca/sqs/go/guid\\_policies/theses.php](http://www.mun.ca/sqs/go/guid_policies/theses.php).

In general, the bulk of the text of a MA these should be between 100 and 150 pages. However, they are often longer due to the inclusion of additional photographs, maps, and appendices that tend to be included in archaeological theses. Having a clear thesis outline that has been approved by the supervisor prior to writing is recommended.

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

MA theses are reviewed by an internal (either within the Department of Archaeology 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 permitted six weeks to review the thesis before sending it back to the SGS with their comments. There are four possible outcomes:

- 1) Pass with no corrections.
- 2) Pass with minor corrections.

- 3) Pass with major corrections – thesis must be submitted for re-examination.
- 4) Fail.

If the thesis is unanimously considered unacceptable (fail) by all reviewers, it shall not be re-examined. If, however, it is failed by a single reviewer, the student may apply to the Dean for resubmission. Theses can only be re-examined once.

## 7. DOCTORAL PROGRAM OF STUDY

The PhD program requires a minimum residency of 2 years and the duration of the program should not exceed 7 years. A supervisory committee will be established upon entry into the program, which consists of the student's primary supervisor and two other members (usually Faculty members from the Department of Archaeology and/or related disciplines). PhD students have two committees: a comprehensive exam committee consisting of 5 members and a thesis committee consisting of 3 members.

### 7.1 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. Extra courses in the Archaeology and other departments can be taken at no additional cost. Please consult with your supervisor about any additional courses you may be required to complete or would like to take.

Typically, students are required to take ***ARCH 6411: Theory and Method in the Study of Archaeology and Prehistory*** and ***ARCH 6700: Interpretive Methods in Archaeology***, unless they have previously completed these courses as part of their Master's program at MUN. ARCH 6411 introduces students to the development of archaeological method and theory so that they may adopt a theoretical approach relevant to their project. The latter reviews the various methods used to interpret archaeological data (for details, see Section 6.1.1 of this handbook or the course descriptions at <https://www.mun.ca/archaeology/programs/graduate/courses.php>).

### 7.2 Language Requirement

In addition to coursework, PhD students are required to demonstrate reading-proficiency in a second language. The completion of the language requirement is normally required prior to the comprehensive exams and completed in the first year of study. This language should be chosen based on either a substantial body of literature relating or a field language pertinent to the student's research project.

Students can 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 of language testing. In some cases, a graduate level course may be offered, which upon completion, satisfies the language requirement.

FREN-6900 is scheduled regularly for students requiring a French course to fulfil their language requirement. All language comprehension tests require a passing grade of 50%; failure to achieve this passing grade will require re-examination.

Students who have a strong background in a second language relating to their research may translate a passage in lieu of taking a course. This is offered for French and Spanish within the Department. The student should email their supervisor to indicate they want to translate a passage and work with their supervisor to identify an appropriate text from which a passage is later chosen to translate from French to English. The translated passage will be graded as 'Pass' or 'Fail'.



The examination process will proceed as follows:

- 1) The student will have up to three hours for the examination.
- 2) The examination shall be scheduled with the departments' Graduate Officer at least one month prior to the examination.
- 3) The student may bring a print dictionary, but no electronic devices.
- 4) The student will translate a passage or passages that amount to one single-spaced page of text (about 500 words). The passage should be one that derives from texts that come from the student's likely area of study.

A 'pass' grade does not require grace in translation but rather one that is grammatically faithful and precise about the meaning of the text in terms of translation choices for particular words and idiomatic expressions. Errors that change the meaning of the text in a significant manner will be taken as more meaningful than typographical or minor errors. Failure of comprehension may occur in one or two isolated places and still result in a passing grade. The student then decides with their supervisor if they want to translate another passage or take a course.

Some students, with exceptional grounding in French or another second language pertaining to their work may be excused a formal examination by the Dean of Graduate Studies on the recommendation of the Graduate Officer and/or Graduate Committee.

### **7.3 Comprehensive Exams**

The second year of the PhD program is dedicated to the completion of three comprehensive exams. At the end of your course work, working with your supervisor, your timeline for completion and examination committee are set. These comprehensive exams consist of three separate one-week take home exams. Students will prepare for these examinations by undertaking supervised readings in three fields prescribed by the five members of their comprehensive exam committee.

In general, the comprehensive exams are organized as follows:

- Three themes (e.g., methodology, theory, context) are established to build exam questions and complete the schedule of completion for the exams.
- Students develop an extensive reading list of approximately 25 required readings and additional optional readings with input from their comprehensive exam committee based on one of these themes.
- Once the reading list is approved, the student is given three months to complete the readings in the list and prepare for the exam.
- The student then receives a question related to the theme and readings and has 7 days to complete and submit an answer in the form of a written essay approximately 25 to 30 pages in length (see Section 7.3.1 for details).

For each comprehensive exam, there are five members of the committee. Each one has a role to play in designing the questions and grading the exams.

Thesis Supervisor – submits all forms and examination questions to the Department, designs the questions in consultation with the committee, and grades the exam.

Committee Member 1 – Designs a question in consultation with the committee.

Committee Member 2 – Designs a question in consultation with the committee.

Committee Member 3 – Reads the comments and evaluations from the grading committee.

Chair – This is usually the Department Head or the Graduate Officer.

Once the student submits their paper, the comprehensive exam committee will review it and make a recommendation to SGS based on the following options:

- *Pass with distinction*: awarded to candidates who demonstrate superior knowledge of their chosen field. This category requires unanimous support of the comprehensive exam committee.
- *Pass*: awarded to candidates who demonstrate an acceptable knowledge of their chosen area and requires a simple majority vote.
- *Re-examination*: awarded to candidates with an understanding of their research area that lacks sufficient depth and scope as indicated by a simple majority of the comprehensive exam committee. Only 1 re-examination is possible, and it must be conducted one to six months following the first examination. Students in this category are not eligible for the award of *pass with distinction* and the decision of the voting members of the committee following this re-examination can only be *pass* or *fail* by simple majority. Failure will lead to immediate termination of the student's program as there is no option for further re-examination.
- *Fail*: awarded to students deemed, by unanimous vote of the comprehensive exam committee, to be unable to demonstrate an adequate understanding of their research area. The student's program is terminated. A simple majority vote will default to the award of *re-examination*.

Once the exam is completed, the Graduate Officer sends a memo to SGS indicating the grade of the exam process (fail/pass/pass with distinction). There is generally a one-week break followed by the beginning of the reading period for the following exam.

### 7.3.1 Comprehensive Exam Format

While there is no set format for the comprehensive exams, students are expected to produce a quality piece of academic writing in the form of the draft of an article that could theoretically be submitted for publication. The body of the manuscript is expected to range from **25 to 30 pages**, typed double-spaced in 12-point font using Times New Roman, Calibri, or Arial. This page count does not include the title page, figures, tables, references cited, and so forth.

The citation style must follow that of an academic archaeology or physical anthropology journal (e.g., The Society for American Archaeology or the American Association of Physical Anthropology). You should consult with your supervisor regarding referencing style.

While answering the proposed questions, it is essential to provide an initial clear and concise thesis statement/hypothesis and an argumentative tone throughout the manuscript. While the organization and style will vary, the format generally includes a title page, table of contents, body, and references cited. The use of headings is not necessary but may assist students in formulating their arguments in a logical manner. In addition, it is suggested that students incorporate relevant figures (e.g., maps, examples of artifacts, etc.) and tables (e.g., a survey of the literature), and their own data (when available) to illustrate their arguments. Finally, students are encouraged to relate the readings to their own project, for example by explaining how their proposed research will build upon existing scholarship.

#### 7.4 Research Proposal

Immediately following the completion of all three comprehensive exams, students should begin finalizing their research proposals. Students are required to submit a written thesis proposal to the Department within 3 months following their last comprehensive exam.

The thesis proposal should be **25-30 pages** in length and can include tables and figures. It follows the same format as the comprehensive exams but incorporates information from all three to develop a clear and concise argument supporting the plausibility of the proposed research. This may include, but is not limited to, sections on the temporal and spatial scope of the project (i.e., culture and time period), theoretical orientation, methodology, available samples and potential collaborators, budget, work completed to date, and proposed timeline to completion.

Once a date has been set for the oral defense of the research proposal, the student is required to submit a copy of their proposal, upon supervisor's approval, to the Department at least **2 weeks** prior to their defense. This allows time for faculty members to read the proposals prior to the defense.

As with the comprehensive exams and written research proposal, there are no specific guidelines for the presentation, other than it is expected to be **20-30 minutes** in length. The presentation should present the proposed research in a logical manner, explaining the temporal and spatial context, theoretical orientation, methodology, available samples, budget, work completed to date, and proposed timeline to completion.

The audience will have the opportunity to ask questions following the presentation, with preference first given to faculty members. The faculty will then discuss the proposal in private before reaching a decision of 'pass' or 'fail'.

#### 7.5 Dissertation

The third and fourth years of the PhD program are devoted to research and completing the dissertation. Currently, there is no set page limit for PhD theses. In general, they are significantly longer than MA theses. The procedures for writing the thesis are similar to those for MA theses and contact with the supervisor is highly recommended. The examination of PhD theses differs from the MA in that it requires an oral defense. More detailed guidelines for formatting theses can be found on the SGS website ([https://www.mun.ca/sgs/go/guid\\_policies/theses.php](https://www.mun.ca/sgs/go/guid_policies/theses.php)).

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 Officer or Administrative Program Assistant.

The PhD thesis is then submitted to a Thesis Examining Board, which consists of four members: the supervisor (who is in a non-voting capacity), as well as two internal and one external examiner. The Board must be satisfied that:

- The work contributes significantly to knowledge in the field of study;
- The contribution is of high scholarly merit;
- The candidate is aware of the pertinent published literature; and
- The work is written in a satisfactory style and is free from typographical and other mechanical errors.

The outcome of the exam 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.

## 7.6 Oral Defense

The candidate must prepare a 20-minute presentation for their defense. The Thesis Examining Board will attend and the Dean of Graduate Studies (or representative) will chair the defense. Following the presentation there will be a least two rounds of questions from all members of the board. The candidate then leaves the room while the Board discussed the outcome. The 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 they feel are appropriate.
- 5) *Failed*: Re-examination not permitted.

No candidate shall be permitted more than two Oral Examinations.

## 8. RESEARCH ETHICS

### 8.1 Integrity in Scholarly Research

The MUN policy on Integrity in Scholarly research can be found here: <https://www.mun.ca/policy/site/policy.php?id=209>. All persons who pursue scholarly research at MUN are required to adhere to this policy. This closely follows the Tri-Agency Framework: Responsible Conduct of Research (<http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre>). Students are also encouraged to review the SGS website on Integrity and Research Ethics (<https://www.mun.ca/sqs/current/essentials/>).

### 8.2 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 Memorial 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. For more information in ICEHR and the application procedure, please visit <https://www.mun.ca/research/ethics/humans/icehr/>.

Students are also encouraged to read the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans from <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>.

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 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.

### 8.3 Research Involving Animals

While research involving animals is rare in the Department of Archaeology, students interested in pursuing this should look into MUN's policies on research involving animals (<https://www.mun.ca/research/ethics/animals/>).

### 8.4 Academic Misconduct

Memorial University does not tolerate academic misconduct, including academic dishonesty (i.e., cheating) or plagiarism of any kind. Consult section 6.12.4 of the University Calendar on Academic Misconduct for additional details: <http://www.mun.ca/regoff/calendar/sectionNo=REGS-0748>.

**Plagiarism** is the act of presenting the ideas or works of another as one's own. This applies to all material such as essays, laboratory assignments, laboratory reports, work term reports, design projects, seminar presentations, statistical data, computer programs, research results, and theses. **Cheating** also includes but is not limited to: allowing another student to copy from your work, presenting someone else's work as your own including through failure to credit the source of ideas, consulting electronic devices such as mobile phones and/or interacting with others while a test is ongoing.

The properly acknowledged use of sources is an accepted and important part of scholarship. Use of such material without acknowledgment is contrary to accepted norms of academic behaviour. Information regarding acceptable writing practices is available through the Writing Centre at [www.mun.ca/writingcentre](http://www.mun.ca/writingcentre).

Depending on intent and the severity of an offense, plagiarism and cheating may result in a mark of '0' and possibly expulsion from the program.

### 8.5 Intellectual Property

It is important to note that the student's thesis is their intellectual property. Prior to adding authors for research dissemination, make sure to seek their permission. Make sure to also acknowledge relevant individuals, organizations, and funding agencies that contributed to the research.

### 8.6 Social Media Best Practices

When sharing academic work on social media, make sure that you:

- Do not disclose personal information about a colleague
- Do not disclose confidential research information
- Do not share data or images that belong to someone else
- Discuss with your supervisor and colleagues prior to posting photos of their lab or research project

While social media is increasingly being used for research, do not assume that a colleague will accept a Facebook friend request, as it might cross a professional boundary.

Students are encouraged to make use of privacy settings available on social media. They are under no obligation to join social media groups or 'friend' or 'follow' any employees of Memorial University.

Great alternatives for professional development include Linked-In, Academia.edu and Research Gate. These platforms allow academics, researchers, and professionals to connect, share research and discuss relevant concepts.

## 9. PREPARING FOR RESEARCH

### 9.1 Research Funding

Funding for your project may be obtained from a variety of sources. In addition to the living stipends and scholarships available through the internal and external funding sources discussed in Sections 4.2 and 4.3, grants for research are available through the Provincial Archaeology Office (PAO) the Institute of Social and Economic Research (ISER), and the Smallwood Foundation.

However, it should be noted that applicable projects **MUST** meet the mandates of these agencies, namely that the research involves Newfoundland and Labrador. Students whose research lies beyond this focus area are not eligible for research funding through these sources.

### 9.2 Working in the Laboratory

Prior to conducting laboratory work, researchers must complete the following requirements:

- 1) Obtain **permission** from your supervisor.
- 2) Consult the appropriate faculty or staff member for **training** on equipment.
- 3) Complete the **Workplace Hazardous Materials Information System (WHMIS)** either independently or through the course **SFTY 1000** available through Brightspace (D2L).
- 4) Familiarize yourself with the location of **emergency exits and equipment**.
- 5) Review the **Fire Safety Evacuation Plan** located outside QC 2012 or in the binder in QC 1019.
- 6) Review the **material safety data sheets (MSDS)** for the chemical utilized in these laboratories.
- 7) Review the **safety protocols, Standard Operating Procedures (SOPs), and manuals** for any equipment to be used.
- 8) Familiarize yourself with the **Laboratory Safety protocols** of Memorial University ([https://www.mun.ca/health\\_safety/OHSMS/LSMS/Laboratory\\_Safety\\_Manual\\_May\\_2017.pdf](https://www.mun.ca/health_safety/OHSMS/LSMS/Laboratory_Safety_Manual_May_2017.pdf)).

### 9.3 Permissions, Access, and Collaborators

Depending on the type of project undertaken, graduate students will most likely have to acquire permission to access collections, conduct research, and disseminate information. This involves contacting various institutions, offices and governments, as well as identifying collaborators. In some cases, it may also be necessary to have permission from Indigenous governments to access collections. Students are encouraged to discuss various collections, stakeholders and collaborators with their supervisor early in their project. A list of institutions commonly involved in archaeology graduate student research is provided below, although those involved in individual projects may vary.

### 9.3.1 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 Historical Resources Act, the PAO is mandated to protect and preserve the archaeological heritage of the province.

Students considering research in Newfoundland and Labrador are also required to apply for an Archaeological Research Permit, any may be required to submit additional documentation, such as a Site Record Form. For more details, please visit the PAO's Resources for Archaeologists page

([https://www.tcii.gov.nl.ca/faq/resources\\_for\\_Archaeologists.html#Online%20references%20and%20forms](https://www.tcii.gov.nl.ca/faq/resources_for_Archaeologists.html#Online%20references%20and%20forms)).

### 9.3.2 Newfoundland and Labrador First Nation Governments

Archaeologists conducting research in Canada work closely with the First Nations groups whose territory under which their research falls. Students engaging in fieldwork must contact these groups for research permits and procedures. In Newfoundland and Labrador, these groups include the Nunatsiavut Government ([www.nunatsiavut.com](http://www.nunatsiavut.com)), the Innu Nation (<http://www.innu.ca/>), and the Mi'kmaq, including the Miawpukek (<http://www.mfngov.ca/>) and Qalipu First Nations (<http://qalipu.ca/>).

### 9.3.3 The Rooms Provincial Museum and Archives

Archaeological collections from Newfoundland and Labrador are under the charge of the Rooms Provincial Museum and Archives. Students who wish to access these collections and archives should review The Room's Collections and Research Page (<https://www.therooms.ca/collections-research/our-collections>).

### 9.3.4 Parks Canada

Some material from Newfoundland and Labrador is also housed in the Parks Canada Facility in Halifax (<https://www.pc.gc.ca/en/culture/arch>).

## 9.4 Research Dissemination

Graduate students are encouraged to disseminate their research in a variety of platforms. This can include public engagement, publication of articles or book chapters, as well as paper and poster presentations at academic conferences. In terms of the latter, many organizations require membership to present at annual conferences, and in anticipation of presenting at these conferences, graduate students are encouraged to become members early in their career. The names and websites of several important archaeological and physical anthropological organizations can be found in Appendix C.



**APPENDIX A**  
**Faculty and Staff in the Department of Archaeology**

**A.1 Faculty**

<b>Name and Title</b>	<b>Contact Information</b>	<b>Office Location</b>
Dr. Mario Blaser Associate Professor	(709) 864-6116 <a href="mailto:mblaser@mun.ca">mblaser@mun.ca</a>	IIC 2013 (INCO building)
Dr. Meghan Burchell Associate Professor Graduate Officer	(709) 864-8865 <a href="mailto:mburchell@mun.ca">mburchell@mun.ca</a>	QC 2007
Dr. Véronique Forbes Assistant Professor	(709) 864-8311 <a href="mailto:vforbes@mun.ca">vforbes@mun.ca</a>	QC 4014
Dr. Barry Gaulton Associate Professor	(709) 864-8192 <a href="mailto:bgaulton@mun.ca">bgaulton@mun.ca</a>	QC 2009
Dr. Vaughan Grimes Associate Professor	(709) 864-8861 <a href="mailto:vgrimes@mun.ca">vgrimes@mun.ca</a>	QC 2008
Dr. Catherine Losier Assistant Professor	(709) 864-8806 <a href="mailto:closier@mun.ca">closier@mun.ca</a>	QC 1008
Dr. Oscar Moro Abadia Associate Professor Undergraduate Liaison	(709) 864-3439 <a href="mailto:omoro@mun.ca">omoro@mun.ca</a>	QC 4019
Dr. Scott Neilsen Assistant Professor	(709) 497-3630 x 225 <a href="mailto:snielsen@mun.ca">snielsen@mun.ca</a>	Labrador Institute Research Station
Dr. Lisa Rankin Professor Memorial University Research Chair, Northern Indigenous Community Archaeology	(709) 864-4808 <a href="mailto:lrarkin@mun.ca">lrarkin@mun.ca</a>	QC 2010
Dr. Peter Whitridge Professor Department Head	(709) 864-2394 <a href="mailto:peter.whitridge@mun.ca">peter.whitridge@mun.ca</a>	QC 2002/4010

**A.2 Administrative Staff, Conservator, and Curator**

<b>Name and Title</b>	<b>Contact Information</b>	<b>Office Location</b>
Fran Banfield Academic Program Assistant	(709) 864-8869 <a href="mailto:fbanfield@mun.ca">fbanfield@mun.ca</a>	QC 2000
Glenda Hiscock Administrative Staff Specialist II	(709) 864-3210 <a href="mailto:ghiscock@mun.ca">ghiscock@mun.ca</a>	QC 2001
Maria Lear Archaeological Curator	(709) 864-7679 <a href="mailto:mlear@mun.ca">mlear@mun.ca</a>	QC 1003
Donna Teasdale Archaeological Conservator	(709) 864-7572 <a href="mailto:dteasdale@mun.ca">dteasdale@mun.ca</a>	QC 1004/1020

**A.3 Cross-Appointed Faculty**

<b>Name and Title</b>	<b>Contact Information</b>	<b>Office Location</b>
Dr. Trevor Bell Professor Department of Geography	(709) 864-2525 <a href="mailto:tbell@mun.ca">tbell@mun.ca</a>	SN 1042
Dr. Marica Cassis Associate Professor Department of History	(709) 864-7650 <a href="mailto:mcassis@mun.ca">mcassis@mun.ca</a>	A-4019
Dr. Neil Kennedy Associate Professor Department of History	(709) 864-8968 <a href="mailto:nkennedy@mun.ca">nkennedy@mun.ca</a>	HH-1004

**A.4 Adjunct Faculty****Name and Affiliation**

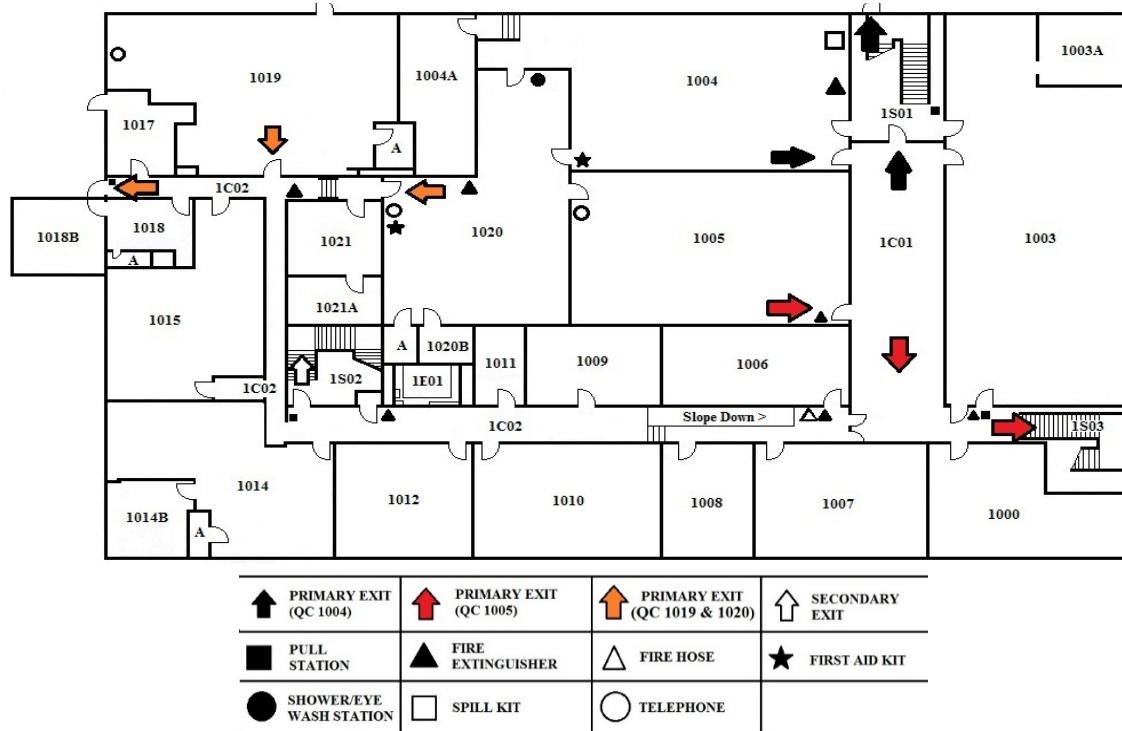
Dr. Amanda Crompton  
Memorial University

Dr. Donald Holly, Jr  
Eastern Illinois University

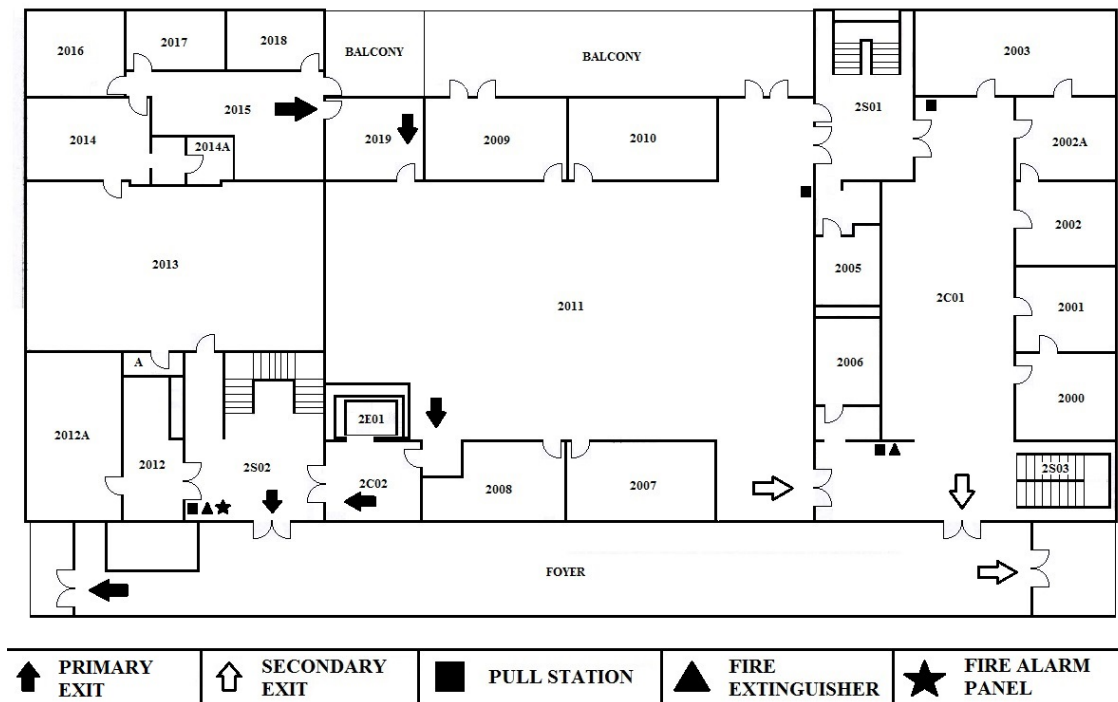
Dr. Shannon Lewis-Simpson  
Memorial University

Dr. Madeleine Mant  
Memorial University

**APPENDIX B  
Plan of The First and Second Levels of Queen's College**



**Level 1 – Basement (not to scale)**



**Level 2 – First Floor (not to scale)**

**APPENDIX C**  
**Short List of Archaeological Organizations**

American Association of Physical Anthropologists (<http://physanth.org/>)

Canadian Archaeological Association (<http://canadianarchaeology.com/>)

Canadian Association for Physical Anthropology (<http://capa-acap.net/>)

Newfoundland and Labrador Archaeology Society (<https://nlarchsociety.ca/>)

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

Society for Historical Archaeology (<https://sha.org/>)

**APPENDIX D**  
**Graduate Student Annual Program and Supervisory Report**

The Graduate Student Annual Program and Supervisory Report can be accessed via [https://www.mun.ca/sgs/Supervisory\\_Report.pdf](https://www.mun.ca/sgs/Supervisory_Report.pdf) and is included in the following pages.



School of Graduate Studies

## Graduate Student Annual Program and Supervisory Report

*Adobe Reader, minimum version 8, is required to complete this form. Download the latest version at <http://get.adobe.com/reader>. (1) Save the form by clicking on the diskette icon on the upper left side of the screen; (2) Ensure that you are saving the file in PDF format; (3) Specify where you would like to save the file, e.g. Desktop; (4) Fill in the required data, save and print the file; (5) Send the completed form to*

*School of Graduate Studies; Memorial University of Newfoundland; IIC-2012 (Bruneau Centre for Research and Innovation); St. John's, NL A1C A1C 5S7 Canada Fax: 709.864.4702 eMail: [sgs@mun.ca](mailto:sgs@mun.ca)*

*NB: Not required for all-course programs. Please refer to [General Regulation 3.9.3](#) for guidelines on supervisory report submission.*

Student Information			
MUN #:	Last Name:	First Name:	Middle Name:
Academic Unit:	Degree:	Status:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Year in Program: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> >7	Expected Completion Date:		
Program Details			
Course Work	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many courses have been completed? When are all courses expected to be completed?	
ESL Course	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, is it completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Second Language Requirement	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, is it completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Animal Care Seminar	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, is it completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comprehensive Examination	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, is it completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PHIA	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, is it completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Updated IP Agreements (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other (Specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, is it completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Status of the Thesis			
Literature Review	<input type="checkbox"/> Completed	<input type="checkbox"/> Currently being done	<input type="checkbox"/> To be started
Research	<input type="checkbox"/> Completed	<input type="checkbox"/> Currently being done	<input type="checkbox"/> To be started
Draft Written	<input type="checkbox"/> Completed	<input type="checkbox"/> Currently being done	<input type="checkbox"/> To be started
Other (Specify)	<input type="checkbox"/> Completed	<input type="checkbox"/> Currently being done	<input type="checkbox"/> To be started
Timetable			
Please attach a detailed timetable for completion of the thesis, remaining course work, presentations, etc.			
Supervisor's Assessment of Student's Progress			
How would you rate the student's progress over the past year? <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			
If "unsatisfactory", please enter your comments below with detailed reasons or attach a sheet along with any supporting documentation.			
Recommendations			
<input type="checkbox"/> Continue	(Student is actively engaged in program or on approved leave of absence.)		
<input type="checkbox"/> Conditions, if any:			
<input type="checkbox"/> Terminate	(Reason for termination – see <a href="#">Regulation 3.13</a> ):		
<input type="checkbox"/> Withdrawal	(A recommendation of "withdrawal" must be accompanied by a letter from the student requesting withdrawal and the effective date requested.)		

Signatures	
I have seen this report and <input type="checkbox"/> agree <input type="checkbox"/> disagree that it represents an accurate assessment of my progress.	
Student:	Date:
<i>Note: If you do not agree with the report, a letter setting out the reason(s) for disagreement must either accompany the report or be forwarded separately to the Dean of Graduate Studies.</i>	
(Co-)Supervisor:	
Signature:	Date:
Co-Supervisor:	
Signature:	Date:
Member of Committee:	
Signature:	Date:
Member of Committee:	
Signature:	Date:
Head of Academic Unit:	
Signature:	Date:
Dean/Associate Dean, School of Graduate Studies:	
Signature:	Date:

If the student cannot be reached for a signature, a copy must be sent to him/her by the academic unit. The academic unit should indicate "Sent to student" in the student's signature space, enter the date sent and indicate below the date of last contact with the student by the supervisor or academic unit.

Date of last contact with the student: \_\_\_\_\_

Memorial University protects privacy and maintains the confidentiality of personal information. The information requested in this form is collected under the general authority of the Memorial University Act ([RSNL1990CHAPTERM-7](#)). It is required for administrative purposes of the School of Graduate Studies. If you have any questions about the collection and use of this information, please contact the Manager – Enrolment and Strategic Initiatives, School of Graduate Studies, at 709.864.2445 or at [sgs@mun.ca](mailto:sgs@mun.ca).

Updated May 2015