Introduction

This handbook contains the basic information about the content and administration of the course. Additional subject-specific reading lists and individual session handouts will be given out at appropriate points in the course. If you have queries about the objectives, structure, content, assessment or organisation of the course, please consult the Course Co-ordinator.

Further important information, relating to all courses at the Institute of Archaeology, is to be found at http://www.ucl.ac.uk/archaeology/handbook/common/ and in the general MA/MSc handbook. It is your responsibility to read and act on it. It includes information about originality, submission and grading of coursework, disabilities, communication, attendance, and feedback.

Aims

This module is intended to give students a detailed introduction to the methodology used in the study of human remains in archaeology, and the issues raised. It is assumed that students are taking the other three specialist half-unit modules in human remains – MG143 *Morphology and palaeopathology of the human skeleton*, MG144 *Variation and evolution of the human skull* and MG145 *Dental anthropology*. The course introduces standards for the recording of human remains, procedures for excavating them, and provides an opportunity to apply these methods to a small group of previously excavated skeletons. It also introduces some basic epidemiological concepts to enable students to understand the principles that underlie basic epidemiological investigations.

Objectives

No masters level course can provide a full professional training that would allow a student to operate independently on graduation. It is intended, however, that this course will provide students with the skills required to produce a basic report on a small collection of human remains, or plan a limited research project, under the supervision of a more experienced researcher. With this in mind, when they have successfully completed the course, students should:

- be able to make a standard record of the elements present, metrical and nonmetrical variation, and pathology
- have a sound understanding of the methods used to estimate age and sex in the individual, and an appreciation of the limitations
- be able to discuss the way in which studies of human remains fit within a broader context of archaeological research objectives
• understand the methods used to excavate, recover, clean and conserve human remains
• be able to write a basic report on a small collection of human remains.

Learning outcomes

On successful completion of the course students should be able to demonstrate general skills of observation and inference, critical reflection and application of acquired knowledge.

Teaching methods

The course is taught by a mixture of lectures, seminars, practicals and directed practical work in your own time. You will also be asked to sign-up on a list of times when room 308 is available for your own work on the collections. The room is heavily used for teaching, but we have made sure that adequate time is available for you to book during the day and evening.

Workload

There will be 10 hours of seminars/lectures and 20 hours of practical sessions for this course. In addition, it is anticipated that you will require approximately 75 hours of private reading, 15 hours producing written coursework and 45 hours on independent practical work. This adds up to a total workload of some 165 hours for the course.

Method of assessment

The course is assessed by coursework only: one Report of approximately 5000 words. The report must be handed in no later than the evening of the first Friday of the third term (6 May 2016). Remember the drastic penalties for late submission.

Libraries and other resources

In addition to the Library of the Institute of Archaeology, other libraries in UCL with holdings of particular relevance to this degree are the Science Library and Cruciform Library. Libraries outside UCL which have holdings that may also be relevant to this degree include Kings College London and Senate House. See also the online journal and database resources provided in the UCL library website: http://www.ucl.ac.uk/Library/.
Teaching schedule

Formal classes take place in room 308 on Thursdays of Term 2. This contains the teaching collections of bones and teeth, and the pathology collection. The time will be used flexibly for seminars and practicals, depending on the topic for the week.

Course timetable

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<th>Week</th>
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<td>1</td>
<td>Introduction to class recording scheme</td>
<td>Ageing and sexing revision</td>
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<td>2</td>
<td>Examination of human remains 1.</td>
<td>Examination of human remains 2.</td>
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<td>3</td>
<td>Examination of human remains 3.</td>
<td>Examination of human remains 4.</td>
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<td>4</td>
<td>Taking x-rays (Sandra Bond)</td>
<td>Taking x-rays (Sandra Bond)</td>
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<td>Examination of human remains 5.</td>
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<td>Reading week</td>
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<td>7</td>
<td>Palaeoepidemiology</td>
<td>Examination of human remains 7.</td>
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<td>8</td>
<td>Legal and Ethical issues relating to human remains*</td>
<td>Examination of human remains 8.</td>
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<td>9</td>
<td>Cremations and how to deal with them*</td>
<td>Palaeoepidemiology practical</td>
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<td>10</td>
<td>The concept of race in anthropology*</td>
<td>Report writing</td>
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<tr>
<td>11</td>
<td>Concepts of health and disease*</td>
<td>Revision and discussion of report writing</td>
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* Reading list provided and students will be expected to lead the discussion
Student appraisal forms distributed, completed and collected in Week 10
Review of course appraisal at start of class in Week 11

Core texts
Lecture summary and reading list for main topics covered

Introduction to class recording system

The requirements for recording the skeleton will be outlined and the various recording sheets explained and illustrated.


Rogers J. & Waldron T. 1995 A field guide to joint disease in archaeology, Chichester: Wiley

Review of ageing and sexing methods

This will provide an account of the principal means used to age and sex the remains of both juveniles and adults.


Taking x-rays

A short introduction to the principals of radiography will be given and the students will be shown how to operate the x-ray equipment in the basement of the Institute and how to develop x-ray film.

Palaeoepidemiology

The basic principles of reporting the frequency of disease will be discussed, including so-called denominator free methods. An account will also be given of analytic epidemiology. There will be a practical session during which students will be given a series of epidemiological problems to solve.


How to deal with cremations


**Legal and ethical issues relating to human remains**


*Human Tissue Act 2004*, London, TSO.


*Statement on burial law and archaeology*, Coroners Unit, Ministry of Justice, 2008 (www.justice.gov.uk)

**The concept of race in anthropology**


**Concepts of health and disease**

Assessments

The course is assessed by a the presentation of a bone report based on the examination of small assemblage of eight skeletons of which at least two (and no more than four) should be juveniles. The report should be no longer than about 5,000 words and may include table and illustrations (including x-rays) which will not count towards the word length. The report must include suitable references, especially to indicate the methods used for ageing and sexing, and diagnosing any pathology present. References will not count towards the word length. The original bone sheets for all the skeletons mentioned in the report should be included in the report as an appendix.

Presentation. The report must be word-processed (unless otherwise specified) and should be printed on one side of the paper, using 1.5-line spacing. Adequate margins should be left for written comments by the examiner. Tables and illustrations should be clearly referred to at the appropriate point in the text, and if derived from another source, this must be clearly acknowledged. Students should adhere to the word limit which is intended to help ensure equality of workloads between courses as well as to encourage the useful transferable skills of clearly structured argumentation and succinct writing.

Deadlines for coursework. The planned deadline for submitting the report is at the end of Week 1 in Term 3.

Submission of coursework. You must fill out a ‘Blue form’ cover sheet which you can obtain from the Institute of Archaeology Library or from the rack outside Room 411A. The name of the Course-coordinator should be included on this cover sheet. Try to staple the report but if it is too bulky, please secure it in a binder or wallet of some sort. It is very important that the sheets of the report are not put loose in a binder or wallet as this is an almost certain way to make sure that some are lost. You must keep a copy of your report for yourself. The report should then be handed in by 5 pm on the first Friday of Term 3 at the Institute of Archaeology Reception Desk, in the foyer near the main entrance door. Late submission will be penalised unless permission has been granted and an Extension Request Form (ERF) completed. Please see the Coursework Guidelines documented at http://www.ucl.ac.uk/archaeology/handbook/common (or your MA/MSc handbook) for further details of the required procedure.

Submission of coursework to ‘Turnitin’. In addition to submitting your coursework as described above, it is now a requirement that you submit it electronically to the Turnitin system. You will be provided with the necessary code for submitting your work for this course.

Students who fail to submit their coursework to Turnitin will not receive the mark for the work in question until they have done
so (although they will receive written feedback in the usual way). The maximum mark for work that has not been submitted to Turnitin prior to the meeting of the Board of Examiners will be a bare pass.

In advance of submitting your coursework for marking you may, if you wish, run your work through the system in order to obtain a report on the originality of the wording and then make any necessary adjustments prior to final submission. Turnitin advisors will be available to help you at specified times if you need help generating or interpreting the reports.

It is important to recognise that the final decision about whether work contains plagiarism rests with academic staff. Consequently, the presence or absence of matches in a Turnitin report does not, by itself, provide a guarantee that the work in question either contains or is free from plagiarism.

Detailed instructions on the use of the system will be supplied separately.