"Entire collections of artifacts across the country are simply vanishing or being hidden away so deeply that they are forgotten about completely, not to mention being stored in substandard conditions that do not preserve them for posterity." *The Curation Crisis in Archaeology*

**COURSE DESCRIPTION**

The course provides an introduction to the basics of archaeological curation in non-museum settings such as university and private-sector artifact repositories. The lack of adequate storage facilities for the constantly expanding volume of archaeological materials generated by academic and cultural resource management (CRM) based projects has become a worldwide issue and is the single largest problem facing the discipline of archaeology today. This course will give students tools they will need to deal with the present crisis in archaeological curation and develop strategies to cope with conflicting demands of research and preservation now and in the future.
LEARNING GOALS

Course topics will include conservation and preservation, pest management, storage, collection accessibility, accountability, curation policies, federal regulations, and ethical concerns. Students will receive training in database development and use of PastPerfect™ software, a widely used museum collections management platform. Through a combination of classroom work and hands-on experience, students will have the opportunity to work with archaeological collections of artifacts and botanical remains as well as associated paper and digital documents including maps, notes, and photographs. In addition, the course will cover issues relating to the care and conservation of human remains.

OUTCOMES

Students successfully completing the course will:

- Acquire an understanding of how curation issues affect the conduct of archaeological inquiry
- Be familiar with a range of strategies to address the “curation crisis”
- Learn how to integrate curation practices into pre-fieldwork, fieldwork, and post-fieldwork planning
- Acquire a working knowledge of PastPerfect™ database software

IMPORTANT DISCLAIMER

The course is not a substitute for a course in museum curation methods, nor is it part of the UWM-Milwaukee Public Museum Certificate Program in Museum Studies. Museums and archaeological repositories differ in important ways. Museums typically curate a much broader selection of materials (including ethnographic items) than are housed in most archaeological curation facilities like the UWM Archaeological Research laboratory (ARL). In addition, museum collections are often used to build exhibits and support educational outreach initiatives. Conversely, archaeological curation facilities like the ARL are typically repositories dedicated to the long-term preservation of non-ethnographic material culture and the support of research based on those collections. Thus, this course will not cover issues relating to the curation of ethnographic items. Nor will it include use of collections for exhibit building, display, or educational outreach.

REQUIRED TEXTS

Sullivan, L. P. and S. T. Childs

2003 Curating Archaeological Collections: From the Field to the Repository . Altamira Press, Walnut Creek. ISBN (paper) 978-0-7591-0024-4; $30.95

Of all the resources available regarding the issues surrounding curation of archaeological materials, this small text speaks most directly to the problems involved. Written by archaeologists for archaeologists, the book provides a solid introduction to the subject.

PastPerfect™ 5 User’s Guide

This is the standard guide to the use of PastPerfect software and will be provided to students as a pdf file.
In addition to the Sullivan and Childs text, we will be reading and discussing a variety of articles dealing with topics cogent to the course. Citations for required articles are listed in this syllabus. All articles as well as a complete bibliography in Word and EndNote formats will be available for download from the class D2L site.

CLASS STRUCTURE AND TIME COMMITMENT

This 3-credit course will meet once a week for 3 hours of combined lecture and lab during the semester. Lecture, discussion, and lab work devoted to practical instruction in digital techniques for collection management will take place in SAB 240 (Anthropology Dept. Computer Lab).

We will be visiting other local curation facilities on at least two occasions in order to give students the opportunity to view alternative approaches to archaeological curation. Visits will take place during regularly scheduled class time. Dates of these field trips TBA.

Students should expect to devote a minimum of 6 hours per week reading and working on assignments to achieve the learning goals of this course. An estimate of total hours required to complete course tasks is listed below.

<table>
<thead>
<tr>
<th>Estimated Time Commitment for 156-467</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time in classroom</td>
</tr>
<tr>
<td>Time to completing 3 assignments</td>
</tr>
<tr>
<td>Time to study for exam</td>
</tr>
<tr>
<td>Time to complete class readings</td>
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<tr>
<td>Time to complete undergraduate project</td>
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<tr>
<td>Time to complete graduate project</td>
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<tr>
<td>Time to complete graduate presentation</td>
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<tr>
<td>Total undergraduate hours</td>
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<tr>
<td>Total graduate hours</td>
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</table>

REQUIREMENTS

Assessment

Two graded assessments will be given: (1) a take-home mid-term exam; and (2) a final project/presentation.

Assignments

A series of readings and assignments will provide students with the opportunity to explore a variety of methodological and practical issues relating to the management of archaeological collections. Assignments are noted in the Class Schedule. Late submittals will be accepted up to 7 days following the original due date but will incur a 10% reduction in score.
Attendance

Attendance at both weekly sessions is required. Significant portions of the course involve supervised hands on instruction in techniques and methods relating to collection management and cataloging, as well as visits to other facilities. It is not possible to re-schedule most of these activities thus missing class may prevent achievement of course learning goals.

Final Project

Depending on enrollments students will work alone or in teams of 2-3 persons. Each student or team will receive an archaeological collection to work with during the semester. Each student or team will be required to inventory, stabilize, and enter item-level collection data into the ARL PastPerfect database. Students will hand in a 5-10 page collection assessment that summarizes the collection, provides a listing of items cataloged, and discusses collection status.

Graduate Student Requirements

Graduate students will work with larger, more complex collections than those provided to undergraduates. In addition, graduate students will present the results of their work to the class. Presentations will follow current Society for American Archaeology guidelines for professional presentations (available on the class D2L website and at www.saa.org). This will take the form of a written paper that may be read in 15 minutes accompanied by appropriate PowerPoint slides. Undergraduates are not required to present their projects, but those wishing to do so may present as an ungraded exercise if time permits.

Grading

<table>
<thead>
<tr>
<th>Percentage of Grade by Course Component</th>
<th>Undergraduate</th>
<th>Graduate</th>
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<tbody>
<tr>
<td>Mid-term Exam</td>
<td>35%</td>
<td>20%</td>
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<tr>
<td>Final Project</td>
<td>40%</td>
<td>30%</td>
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<td>Assignments</td>
<td>15%</td>
<td>10%</td>
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<tr>
<td>Class Participation</td>
<td>10%</td>
<td>5%</td>
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<tr>
<td>Graduate Presentation</td>
<td></td>
<td>35%</td>
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<tr>
<td></td>
<td>100%</td>
<td>100%</td>
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</table>

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
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<tr>
<td>A-</td>
<td>90-92%</td>
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<tr>
<td>B+</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
</tr>
<tr>
<td>B-</td>
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<td>C+</td>
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</tr>
<tr>
<td>D-</td>
<td>60-62%</td>
</tr>
<tr>
<td>F</td>
<td>59% or below</td>
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</table>
The Dept. of Anthropology subscribes to UWM's Uniform Syllabus Policy regarding student rights and responsibilities. These policies may be accessed on the Web at the following urls:

**University and Departmental Policies**

**University Policies.** Links to the following policies can be found on the Secretary of the University Web site:  
http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf

**Students with disabilities.** If you need special accommodations in order to meet any of the requirements of this course, please contact the instructor as soon as possible. Verification of disability, class standards, the policy on the use of alternate materials and test accommodations can be found at: http://www4.uwm.edu/Dept/OASD/SAC/SACitr.pdf

**Religious observances.** It is the policy of the board of regents that students' sincerely held religious beliefs shall be reasonably accommodated with respect to all examinations and other academic requirements. Students shall notify the instructor, within the first three weeks of the beginning of classes (within the first week of summer session and short courses), of the specific days or dates on which he or she will request relief from an examination or academic requirement. More detailed policy regarding accommodations for absences due to religious observance should be reviewed at: http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S1.5.htm

**Students called to active military duty.** Accommodations for absences due to call-up of reserves to active military duty are found at the following: http://www3.uwm.edu/des/web/registration/militarycallup.cfm

**Incompletes.** It is the student's responsibility to initiate a request for an incomplete. Reasons for the request of the incomplete must be acceptable to the instructor. Requires extraordinary circumstances or substantiated cause beyond the student's control, not related to the performance in the class, such as illness or a family emergency, that have prevented the student from finishing some limited amount of the course requirements on time. The conditions for awarding an incomplete to graduate and undergraduate students should be reviewed at: http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S31.pdf

**Discriminatory conduct (such as sexual harassment).** UWM is committed to building and maintaining a campus environment that recognizes the inherent worth and dignity of every person, fosters tolerance, sensitivity, understanding, and mutual respect, and encourages the members of its community to strive to reach their full potential. Definitions of discrimination, harassment, abuse of power, and the reporting requirements of discriminatory conduct should be reviewed at: http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S47.pdf

**Academic misconduct.** UWM does not assume custodial responsibility for its students' personal actions. Each student is responsible for his or her own personal behavior. The Board of Regents has designated certain kinds of conduct as subject to University discipline. UWM expects each student to be honest in academic performance. Failure to do so may result in discipline under rules published by the Board of Regents (UWS 14). Policies for addressing students cheating on exams or plagiarism should be reviewed at: http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S49.7.htm

**Complaint procedures.** Students may direct complaints to the Department Chair or the Associate Dean for Social Sciences (College of Letters & Sciences) in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the Department Chair or the Associate Dean for Social Sciences (College of Letters & Sciences) in which the complaint occurred or to the appropriate university office responsible for enforcing the policy. Further information can be found at: http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S49.7.htm

**Grade appeal procedures.** A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the Department and College or, in the case of graduate students, the Graduate School. See further information at: http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S28.htm

**Final examination policy.** All final examinations will be given during the time assigned in the final examination schedule (see UWM Schedule of Classes: http://www4.uwm.edu/current_students/register_course_info/class_schedule.cfm). The time of a final examination for an individual or a class may be changed only with the prior approval of the Dean. Further information should be reviewed at: http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S22.htm

**Attendance.** The Department expects students to attend class regularly, but any specific attendance requirements are established by the instructor and made clear to the class during the first week of class. Students are responsible for getting notes or assignments for any classes they may have missed. Instructors may have additional requirements for exams that may be missed.

**Safety.** In some class settings (e.g., classes with labs or field trips), the instructor will present safety guidelines and procedures. These procedures must be followed carefully to insure your safety and the safety of your fellow classmates. Failure to follow safety procedures may result in disciplinary action.

**Financial Obligation.** The submission of your registration form and your subsequent assignment to classes obligates you to pay the fee-tuition for those classes or to withdraw your registration in writing, no later than the date specified in the Schedule of Classes. It is important to both you and the University that you make payment on time. Please note that some classes in the Department have special course fees, and every student in the class is required to pay this fee. A complete description of UWM fee policies may be found in the Schedule of Classes.
Course Schedule

Important Note: The following schedule will be adhered to as closely as possible but may be revised if required by weather, natural disasters, or other causes.

**Semester Overview**

<table>
<thead>
<tr>
<th>Week</th>
<th>Beginning</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 01</td>
<td>Jan 23</td>
<td>Course Overview</td>
</tr>
<tr>
<td>Week 02</td>
<td>Jan 30</td>
<td>Introduction to Archaeological Curation</td>
</tr>
<tr>
<td>Week 03</td>
<td>Feb 6</td>
<td>The Archaeological Curation Crisis</td>
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<tr>
<td>Week 04</td>
<td>Feb 13</td>
<td>The Legal and Regulatory Basis</td>
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<tr>
<td>Week 05</td>
<td>Feb 20</td>
<td>Archaeological Curation Facilities: Museums and Repositories</td>
</tr>
<tr>
<td>Week 06</td>
<td>Feb 27</td>
<td>Managing Collections</td>
</tr>
<tr>
<td>Week 07</td>
<td>Mar 6</td>
<td>Working with Material Culture</td>
</tr>
<tr>
<td>Week 08</td>
<td>Mar 13</td>
<td>Storage Concerns</td>
</tr>
<tr>
<td>Week 09</td>
<td>Mar 20</td>
<td>Environmental Issues</td>
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<tr>
<td>Week 10</td>
<td>Mar 27</td>
<td>NO CLASS-Spring Recess</td>
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<tr>
<td>Week 11</td>
<td>Apr 3</td>
<td>Documents and Digital Information</td>
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<tr>
<td>Week 12</td>
<td>Apr 10</td>
<td>Ethics and the Management of Archaeological Collections</td>
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<tr>
<td>Week 13</td>
<td>Apr 17</td>
<td>Human Remains and NAGPRA:</td>
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<tr>
<td>Week 14</td>
<td>Apr 24</td>
<td>Archaeological Collections and the Future</td>
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<td>Week 15</td>
<td>May 2</td>
<td>Class Presentations</td>
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<tr>
<td>Week 16</td>
<td>May 8</td>
<td>Class Presentations</td>
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</tbody>
</table>

**Final Project Due 12 Noon, May 12**
Weekly Schedule

Week 1 - Course Overview
The Preliminaries: Syllabus, Meet and Greet, and ARL Walk Through

Week 2 - Introduction to Archaeological Curation
Bawaya, M.

Cain, Sarah
2013 A Preliminary Study on Curation Concerns in Higher Education Anthropology Programs with a Focus on Archaeological Collections. Research Paper, Southern Illinois University Carbondale, IL.

Sullivan, L. P. and S. T. Childs
2003 Ch. 1: Introduction. In Curating Archaeological Collections From the Field to the Repository, pp. 1-4. Altamira, Walnut Creek, CA.
2003 Ch. 2: A Brief History of Archaeological Curation in the United States. In Curating Archaeological Collections From the Field to the Repository, pp. 5-21. Altamira, Walnut Creek, CA.

Assignment 1: Mission, purpose, and vision statements for archaeological curation facilities

Week 3 Curation as A Crisis
Barker, A.

Bustard, W.

Merritt, E.

Kersel, Morag M

Sullivan, L. P. and S. T. Childs
2003 Ch. 3: The Current Status of Archaeological Collections. In Curating Archaeological Collections From the Field to the Repository, pp. 23-44. Altamira, Walnut Creek, CA.
Trimble, M. K. and E. A. Marino  

**Week 4 The Regulatory Basis**

King, Thomas F  

**NPS Archeology Program: 36CFR79**

Detailed overview of the text of 36CFR79: “Curation of Federally-Owned and Administered Archeological Collections” also available at:  
[http://www.nps.gov/archeology/tools/36cfr79.htm](http://www.nps.gov/archeology/tools/36cfr79.htm)

Brief overview of 36CFR79 is available at:  
[http://www.nps.gov/archeology/collections/laws_04.htm](http://www.nps.gov/archeology/collections/laws_04.htm)

Society for Historical Archaeology  
nd  Standards and Guidelines for the Curation of Archaeological Collections  
[http://www.sha.org/research/curation_standards.cfm](http://www.sha.org/research/curation_standards.cfm)

|Assignment 2: State standards and regulations for curation of archaeological collections|

**Week 5 Archaeological Curation Facilities: Museums and Repositories**

Barker, A. W.  

Childs, S Terry, Karolyn Kinsey and Seth Kagan  
2014  Repository Fees for Archaeological Collections.  *Heritage Management* 3(2):189-212.

Hurst, K. J.  

MacFarland, Kathryn and Arthur W Vokes  

Sullivan, L. P. and S. T. Childs  
2003  Ch. 4: Repositories: What Are They and What do They Do? In  *Curating Archaeological Collections From the Field to the Repository*, pp. 45-57. Altamira, Walnut Creek, CA.


Week 6 Managing Collections

Demeroukas, M.

Malaro, M.

Meador-Woodruff, R.

Simmons, J. E.

Sullivan, L. P. and S. T. Childs
2003 Ch. 5: Managing Curated Collections: The Basics. In Curating Archaeological Collections From the Field to the Repository, pp. 59-77. Altamira, Walnut Creek, CA.

Assignment 3: Regional variation in Collection Policies

Week 7 Working With Material Culture

Braun, T. J.


Dudley, Sandra

Frisina, A.
Johnston, T. and R. Meador-Woodruff

Neilson, D.

Ogden, S.

Storch, P. S.


### Week 8 Storage Concerns

Bachmann, K.

Delfino, G. N.

Kilby, V.

Ogden, S.

Pasiuk, J.
Week 9 Environmental Issues

Ballard, M. W.

Clavir, M.

Craddock, A. B.

Greene, A. and N. L. Breisch

Ogden, S.

Rose, C. L., C. A. Hawks and H. H. Genoways

Rotroff, S. I.

Week 10 NO CLASS-SPRING BREAK

Week 11 Documents and Digital Information

Carey, J. L.
Clarke, Mary 
2015  
The Digital Dilemma Preservation and the Digital Archaeological Record. 

Duyck, E. D. 
2010  

Fowler, D. D. and D. R. Givens 
1995  

Kintigh, K. W. and J. H. Altschul 
2010  

Sheehan, Beth 
2015  

Society for Historical Archaeology 
Storage and Curation of Archaeological Documentation 

**Week 12 Ethics**

Barker, A. W. 
2003  

Childs, S. T. 
2004  

Childs, S. T. and L. P. Sullivan 
2004  

Clavir, M. 
2002  

Ferris, Neal and John R Welch 
2015  
Week 13 Human Remains and NAGPRA

Alfonso, M. P. and J. Powell

Cassman, V. and N. Odegaard

Cassman, V., N. Odegaard and J. Powell


Clark, G. A.
1998 NAGPRA, the Conflict Between Science and Religion, and the Political Consequences. SAA Bulletin 16(5).

Kakaliouras, Ann M.

McKeown, C. T., A. Murphy and J. Schansberg

Watkins, J.
1998 Native Americans, Western Science, and NAGPRA. SAA Bulletin 16(5).

Native American Graves Protection and Repatriation Act.
http://www.nps.gov/history/local-law/FHPL_NAGPRA.pdf

Week 14 Archaeological Collections and the Future

Majewski, Teresita

Newman, M.

Sullivan, L. P. and S. T. Childs
2003  Ch. 7: Working With A Repository. In Curating Archaeological Collections From the Field to the Repository, pp. 91-102. Altamira, Walnut Creek, CA.

2003  Ch. 8: The Future of Archaeological Collection Curation. In Curating Archaeological Collections From the Field to the Repository, pp. 103-120. Altamira, Walnut Creek.

**Week 15 and 16 Class Presentations**