

Archaeology Practical Experience Requirement

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Practical experience is a very important aspect of studying for an archaeology degree. Archaeology at Glasgow University gives particular attention to this aspect of archaeological training.

Archaeology graduates whom have taken advantage of the practical provision and support given at Glasgow have been highly sought after by archaeological and heritage organisations because of their level of competence.

Participation in archaeological or heritage projects provides an excellent opportunity to gain valuable work experience and enables contacts to be made with potential future employers. Time spent on such placements and the skills developed enhance employability within the cultural heritage industry where experience and motivation are important.

Practical experience can be tailored to specific interests.

Our own Field School is an excellent opportunity to get dedicated training and is a valuable starting point. Students are also encouraged to take advantage of other practical experience opportunities both in the UK and abroad.



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See also:

- [Student Practical Experience webpage](#) (with links to practical experience opportunities, Links to the online Practical Experience Report Forms, and the health and safety videos)

- *Archaeological Practical Experience Information and Opportunities* Moodle (with links to practical experience opportunities, Links to the online Practical Experience **Approval** and **Report** Forms, and the health and safety videos)

1. Programme Changes for 2018–2019 and Practical Experience Requirements

The Honours structure that is now operational was in part prompted by the requirement for us to directly link practical experience with credits and summative assessment. This change is now only being fully implemented for students entering Junior Honours in September 2018. This means that all incoming Junior Honours students will be enrolled on the zero credit course, Practical Heritage Experience (Junior Honours) ARCH4068. This covers 25 days of heritage work experience required for Senior Honours entry from September 2019 onwards, and will be assessed in the Senior Honours year. Incoming Senior Honours students will have prior heritage work experience assessed via the new core 20 credit course Practical Heritage Experience, but will not have the zero credit course on their transcript. This will be discussed in detail during the orientation week.

2. Progress Regulations in Relation to Practical Experience

Please consult the Honours handbook for information regarding specific course grade requirements for progression into Junior Honours and from Junior to Senior Honours. In terms of practical experience, from September 2019 onwards, there will be no specific practical experience requirement for entry to Junior Honours. However, it is *highly recommended* that you complete at least 15 days between 2nd year and Junior Honours. This is to help you complete future Senior Honours requirement, because from September 2019 onwards a further condition of entry to Senior Honours will be the **completion of 25 days of heritage work experience**. Note that the time spent on the GU Field School counts towards this 25 day total.

3. Nature of the Practical Experience

Our definition of practical experience is a broad one: excavation, fieldwalking, walkover survey, standing building survey, artefact processing and analysis, post-excavation work, outreach, museum work, formal workshops, and many more. Note that if you want the work to count towards your practical experience requirement, you must ensure that it is approved beforehand by the Practical Experience Convenor by using the online [Practical Experience Approval Form](#).

Practical experience is normally carried out during vacations; most projects take place in the summer vacation. It can also happen during term time, as long as it does not clash with classes. For example, you might be able to find museum or post-excavation work that takes place one afternoon a week, or at weekends. This is particularly beneficial to students with commitments such as work or childcare. In general, we can be flexible: if in doubt, ask the Practical Experience Convenor.

Ideally, your experience should not consist solely of work undertaken on a single season or at a single site. You are expected to acquire a range of different experiences - excavation, surveying, planning, and artefact processing, for example.

4. Practical Experience Support

A small sum of money is made available from central University funds which is used to subsidise students' attendance and participation in the University of Glasgow Field School. There is no budget available to support practical experience carried out elsewhere.

Some excavations offer free board and lodging or some subsistence payment and you should obviously try to arrange such placements if possible. Museums are very unlikely to offer subsistence to volunteers.

5. Finding and Applying for Practical Experience

You will normally be expected to apply directly to a practical experience provider or museum yourself. Once you have chosen an experience you would like to attend you **must** ensure that your proposed practical experience is approved by the Practical Experience Convenor by filling out the [Practical](#)

[Experience Approval Form](#) in good time and *before* you participate on the experience. Last minute applications are unlikely to be met with a favourable response.

New to the 2018-19 year the Practical Experience Convenor and other members of staff will update the *Archaeological Practical Experience Information and Opportunities* Moodle with links to practical experience opportunities or links for other places to search. Also, check your university email, even in vacations, as notices of practical experience opportunities can be sent out regularly.

6. Reporting and Recording your Practical Experience

After you have completed your experience you need to ensure **both** Practical Experience **Report** forms are completed for your practical experience to count towards your requirements. [Practical Experience Report Form 1](#) is to be filled in by you the student) and the [Practical Experience Report Form 2](#) is to be filled by the provider. Online forms are available through the *Archaeological Practical Experience Information and Opportunities* Moodle and as links on the [Student Practical Experience webpage](#). It is your responsibility to make sure the director completes the [Practical Experience Report Form 2](#), which is an assessment of your participation. It is particularly important that the form shows the number of days worked on the project (not including days off or fieldtrips). The information will be inputted into your file, and will be used by members of staff writing you references for other practical experience projects or for future jobs.

7. Practical Experience and Fieldtrip Safety Instructions for Students

Before participating in any fieldtrips or practical experience you must have completed a [Health Declaration Form](#) (this is available on the *Archaeological Practical Experience Information and Opportunities* Moodle & on the [Student Practical Experience webpage](#)). This is normally completed at course enrolment at the beginning of the academic year; please inform the Archaeology Office of any changes.

You must also have seen the relevant Archaeology Student Safety video and have read the general Safety Instructions below. Safety considerations will also form part of meetings which take place to introduce you to specific field trips. The videos are available at the bottom of the [Student Practical Experience webpage](#) and on the *Archaeological Practical Experience Information and Opportunities* Moodle)

Archaeology distinguishes between field trips and practical experience:

- Field trips or courses involve visiting localities of archaeological interest. They are integrated into the curriculum of specific courses offered by Archaeology during your degree. They can be one-day trips or last up to a week, and usually take place in groups with a member of staff as a leader.
- Practical experience involves practical archaeological work usually related to excavation or survey but includes museum work or other heritage experience. Practical experience often lasts for up to several weeks. It can be provided by the University of Glasgow (not attached to a specific course) or through external providers. The Archaeology Field School is considered to be practical experience.

[Note that 'practical experience' is commonly used elsewhere as a general term for diverse activities including field trips and other practical activities, e.g. The Committee of Vice-Chancellors and Principals (CVCP) of the Universities of the UK, Code of Practice for Safety in Practical experience July 1995].]

More specifically in archaeology, there are four situations:

1. Field trip run by Archaeology. Staff follow an Archaeology safety procedure which includes conducting a risk assessment before the trip takes place. The University has a personal accident policy to cover staff and students.
2. Practical experience with, and directed by, Archaeology staff or postgraduate students. The Practical experience Leader must have conducted a risk assessment and informed participants

of any special health/safety matters. The University has a personal accident policy to cover staff and students although there may be special arrangements needed for overseas travel insurance.

3. Practical experience with an external organisation. This will usually be arranged by you as part of the required practical experience and has to be approved by the Practical Experience Convenor via the online report form 1. As part of the approval procedure you will need to obtain a copy of a risk assessment and appropriate safety/health information (i.e. appropriate insurance cover, e.g. for public liability, is in place) from the organisation you are seeking to gain practical experience from.
4. Practical experience undertaken independently. A risk assessment form **must** be completed for self-directed practical experience, for example as part of a course project or a dissertation. The risk assessment form and information about completing a risk assessment can be obtained from your supervisor and/or the Archaeology Safety Officer. Appropriate insurance cover should be obtained. Information on overseas travel safety and health should be sought from the [Foreign Office website](#). Information on university insurance may be sought from the Archaeology Safety Officer.

Before going on practical experience:

- Check that you have been immunised against tetanus. See your doctor or the Barclay Medical Practice, in the Fraser Building (part of the NHS) about getting a vaccination.
- If you are doing practical experience abroad, check the requirements for other vaccinations.
- Be aware of Lyme disease which is transmitted to humans by ticks that live on animals such as deer or sheep. In tick infested areas, ensure you wear appropriate clothing (a long-sleeved shirt, with trousers tucked into your socks) and use insect repellents. Inspect yourself for ticks, especially at the end of the day. Include your head, neck and skin folds (armpits, groin, and waistband), and check that ticks are not brought home on your clothes. See [NHS Direct](#).

During practical experience and field trips:

1. Obey all safety instructions given by field trip leaders or supervisors. Anyone not conforming to the standards required may be dismissed from the fieldtrip.
2. Stay with the trip group except by clear arrangement with the leaders. If working independently when on a field trip, observe instructions for reporting after completion of work. It is the student's responsibility that any such instructions are clearly understood.
3. Wear appropriate clothing for the type of weather and terrain likely to be encountered. It is the student's responsibility to be dressed appropriately. If in doubt, seek advice from the party leader. Inadequately dressed persons may be dismissed from field trips.
4. A wind and waterproof outer jacket is essential in the UK in all seasons and advisable in most other countries. Waterproof trousers may also be necessary. Walking or other comfortable, waterproof footwear (i.e. not trainers) should be worn for walking off surfaced roads and paths. An appropriate number of layers of warm clothing should be taken. Warm waterproof headgear is vital and gloves are useful. Remember that field trips and practical experience often entail long periods of physical *inactivity*. Inform a leader immediately if you feel unwell or distressed, or if a companion appears so. Have dry, spare clothing to change into on the completion of outdoor practical experience. Some sugar-rich food is useful (e.g. chocolate bar).
5. When working in hot and sunny conditions, ensure you have a plentiful supply of fluid, and take care to avoid excessive exposure to strong sun. Even in Britain the sun can cause severe burning if sensible precautions are not applied. It is therefore essential to take a hat, sun-cream, long-sleeved shirt and full-length trousers (not just shorts) when hot and sunny conditions are envisaged.

6. Inform the leader about any disability, prior illness or medical condition which might recur when in the field. If in doubt, consult the Barclay Medical Practice (Fraser Building, 0141 531 8822). Any injury or illness, however trivial, occurring during a field trip must be reported to the party leader immediately. It is your responsibility to disclose a pre-existing condition and failure to do so may result in your removal from the project if the health and safety implications have not been considered.
7. Observe the Outdoor Access code (see below). Pay particular attention to instructions on access to and conduct whilst on private land. Great care should be taken when crossing roads or alighting from vehicles. The latter can be one of the most serious potential hazards.
8. Conduct themselves properly while in field residences. Anti-social behaviour is likely to lead to deterioration in safety and will not be tolerated. Follow rules and guidelines given by the leader and resident staff. During residence in a field centre you must make yourself familiar with fire regulations and with escape routes. Report any untoward incidents - damage, breakages, injury, or presence of unauthorised persons - to the leader immediately.
9. Consult a leader immediately if you are in doubt about any safety matter.

Application of good safety conduct should enhance the academic value and enjoyment of any archaeological field trip or practical experience.

Students are encouraged to speak to the Archaeology Safety Coordinator if they have a particular health and safety issue concerning practical experience. The information given above is subject to periodic updating.

8. The Scottish Outdoor Access Code (in summary)

- 1) Take responsibility for your own actions and act safely.
- 2) Respect people's privacy and peace of mind.
- 3) Help land managers and others to work safely and effectively.
- 4) Care for your environment and take your litter home.
- 5) Keep your dog under proper control.
- 6) Take extra care if you are organising an event or running a business.

See further information on the [Scottish Outdoor Access Code](#) and the [Countryside Code for England](#).