



THE AMERICAN
UNIVERSITY OF ROME

Via Pietro Roselli 4, Rome 00153, Italy
Tel. + 39 06 58 33 09 19 Fax. +39 06 58 33 09 92

The American University of Rome Archaeology & Classics Program

Course Title: Capstone Experience (Research Skills)
Course Number: ARC 498
Credits & hours: 3 credits
Pre/Co-Requisites: Senior standing. To be taken in the penultimate semester
Professor(s): Elizabeth Wueste, Pier Matteo Barone
Office Hours: By appointment on Zoom
Email address: e.wueste@aur.edu, p.barone@aur.edu, [TR 10:30-11:30 Zoom link here](#)

Course Description: the research skills course will usually be taken in the penultimate semester in preparation for writing a dissertation. The course will develop skills in three areas: on-line and library research, focusing in particular on the research libraries available in Rome to undergraduate students; quantitative analysis, focusing on appropriate use and interpretation of quantitative techniques (rather than in carrying out the computation); qualitative analysis, focusing on appropriate integration of such data into research projects. The course will culminate in the students producing an abstract, methodology and bibliography of the research project they intend to pursue the following semester.

Course Learning Objectives:

By the end of this course students will be able to:

1. Design a research project with appropriate methodology
2. Build a bibliography using research libraries and on-line resources
3. Evaluate the appropriate use and significance of quantitative methodology
4. Evaluate the appropriate use and significance of qualitative methodology

Course Learning Activities:

- Lectures (CLO 1,2,3,4)
- Class exercises practicing techniques (CLO 1,2,3,4)
- Write an abstract, methodology and preliminary bibliography for dissertation (CLO 1)

Assessment

Midterm exam quantitative analysis	25%
Research Skills Homework (5 at 2% each)	10%
Academic CV	5%
Resume	5%
Oral Presentation (20 min)	20%

Thesis proposal	35%
-----------------	-----

Midterm exam quantitative analysis CLO3 (25% of the total grade)

1) Homework 10%

Students are expected to submit a homework assigned in class with some statistical exercises. Deadline: **October 14th, 11:00pm**

2) Data analysis: written Report 60%

Students are expected to submit a report with a minimum of 700 words. The paper should be written in 12-point plain type (Times New Roman) and formatted with 1.5 spaced lines. The report has to include:

- Abstract and/or Introduction: a section with an introduction about the research and the context.
- Material and Methods: a section with a description and explanation of the data; insert here the table with the dataset and a clear explanation of the methodology used.
- Data analysis and results: a section with the statistical analyses and results, such as tables, graphs, charts. In this section the performed analysis and the results you obtain should be explained.
- Discussion and conclusion: Considerations and comments.
- References (optional).

The written reports must be submitted via MyAUR by November 2nd, 11:00pm.

3) Data analysis: Results presentation 30%

Students have to prepare an oral presentation with the results to be discussed in class on November 4th.

Research Skills Homework (10% of the total grade, or 2% each)

5 times throughout the semester (due on Sept 23, Sept 28, Sept 30, Nov 16, and Nov 18), students will be asked to draft and complete brief exercises to plan for a larger research project. All students will complete these exercises, regardless of if they plan to complete a Capstone Thesis in the following semester. The exercises will either require students to bring completed lists, ideas, or worksheets for discussion and peer-editing in class, or to turn them into my.aur.

Academic CV (5% of the total grade)

Students are expected to write and submit an academic *curriculum vitae* following the guidelines presented in the course. CVs will be graded according to thoroughness, appropriate formatting, and adherence to commonly accepted academic standards for an early-stage scholar. **CVs must be submitted via MyAUR on November 25, 11pm.**

Resume (5% of the total grade)

Students are expected to write and submit a career-oriented resume following the guidelines presented in the course. Resumes will be graded according to thoroughness, formatting, and adherence to commonly accepted career standards for an entry-level candidate. **Resumes must be submitted via MyAur on December 2, 11pm.**

Oral Presentation (20% of total grade) and Thesis Proposal (35% of total grade)

Students are expected to prepare and deliver an oral presentation (20 min in length + 5 min of questions) and then submit a written thesis proposal for a large research project/paper. All students will complete these items, regardless of if they plan to follow through on the research and complete a Capstone Thesis in the following semester. Oral presentations and written proposals should reference the following structure (though other formats are acceptable pending instructor approval):

- Tentative title
- Topics of Investigation
- Brief background of the topic's scholarship
- Research Objectives and Questions
- Proposed Thesis Statement
- Methodology
- Research Limitations
- Chapter Outline
- Primary Source Material (if appropriate)
- Preliminary Literature Review (with a minimum of 10 peer reviewed sources and annotations).

1. **The *20-minute oral presentations* will be held on December 9th, time TBD**
2. **The *written thesis proposal* must be submitted via MyAUR by December 11th, 11:00pm.**

Schedule

Class No.	Date	Instructor	Topic	Reading & Homework
1	21 Sept	EW, PMB	Introduction to the course	
2	23 Sept	EW	Research Skills 1: brainstorming and planning	Research Skills Homework #1. Bring to class 3-5 possible capstone topics.
3	28 Sept	EW	Research Skills 2: finding sources	Research Skills Homework #2. Bring to class lists of 2-3 recent sources for each of 3 topics.
4	30 Sept	EW	Research Skills 3: thesis formation	Research Skills Homework #3. Submit 3 possible theses for 1 topic on my.aur by 11pm.
5	5 Oct	PMB	Excel and other database software I: creating and managing a database	Frye C., 2014. <i>Microsoft Excel 2013 Step by Step</i> , Microsoft Press, Chapters 1-7. Drennan R.D., 2001. <i>Overview-Numbers, Models, Maps: Computers and Archaeology</i> , in D.R. Brothwell and A.M. Pollard (eds.), <i>Handbook of Archaeological Sciences</i> , Wiley, pp. 663-670
6	7 Oct	PMB	Excel and other database software II: how to interrogate your data; create a chart; present your data	Frye C., 2014. <i>Microsoft Excel 2013 Step by Step</i> , Microsoft Press, Chapters 8-14. Homework: create a database and analyze the data using Excel
7	12 Oct	PMB	Statistical analyses: SPSS and other statistical packages. Which analysis is the right one for me?	IBM, 2013. <i>SPSS statistics version 22. A brief guide</i> , IBM Fletcher M. and Lock G. R. 2005. <i>Digging numbers : elementary statistics for archaeologists</i> . Oxford University Committee for Archaeology: Oxford, pp.9-41 and pp.158-200 Canning J., 2014. <i>Statistics for the Humanities</i> , Brighton, UK, Chapters 3-4.

				Goldberg P. and Macphail R.I., <i>Practical and Theoretical geoarchaeology</i> , Blackwell Publishing 2006, pp. 374-378 Nikita Efthymia, Applied statistics in archaeology and anthropology using SPSS
8	14 Oct	PMB	Homework: Statistical exercises	Recap of all the exercises seen until now.
9	19 Oct	PMB	Quantitative analysis: parametric vs. non-parametric tests	Drennan, Robert D., 2010. <i>Statistics for Archaeologists: A Common Sense Approach</i> , 2nd Edition. New York, Springer, Chapter 11.
10	21 Oct	PMB	Correlation and Regression	Taylor J.R., 1997, <i>An Introduction to Error Analysis: The Study of Uncertainties in Physical Measurements</i> , 2nd Edition. University Science Books, Chapter 9.
11	26 Oct	PMB	Multivariate analysis And Bayesian inference	Fletcher M. and Lock G. R. <i>Digging numbers: elementary statistics for archaeologists</i> . Oxford University Committee for Archaeology: Oxford, 2005, pp.139-153 Drennan, Robert D. 2010 <i>Statistics for Archaeologists: A Common Sense Approach</i> , 2nd Edition. New York, Springer, Part V. Orton, C. 2000. <i>A Bayesian Approach to a Problem of Archaeological Site Evaluation</i> , in: Lockyear, K., T.J.T. Sly and V. Mihăilescu-Bîrliba (eds.) CAA96. Computer Applications and Quantitative Methods in Archaeology (BAR International Series 845). Archaeopress, Oxford, pp. 1-8.

12	28 Oct	PMB	The statistics of social media data	LMS Assignments for next midterm exam. Assigning data to analyze statistically.
13	2 Nov	PMB	Data analysis: homework	Quantitative Midterm Exam. Written reports submission via MyAUR, following the assessment instructions above.
14	4 Nov	PMB	Data results presentation	Quantitative Midterm exam. Power point presentation and discussion, following the assessment instructions above.
15	9 Nov	EW	Qualitative 1: Introduction to Ethnographic Fieldwork	<ul style="list-style-type: none"> Okely, 2012. Chapter 1 'Theoretical and Historical Overview' Robben & Sluka, 2012. Chapter 1 'Fieldwork in Cultural Anthropology: An Introduction' Huggan, 1997-1998. "(Post)Colonialism, Anthropology, and the Magic of Mimesis."
16	11 Nov	EW	Qualitative 2: Interviewing and Collecting Oral Data	<ul style="list-style-type: none"> Francis, 1993. "Qualitative Research: Collecting Life Histories" (86-101). Robben and Sluka. 2012. Chapter 6 'Fieldwork Ethics' Robben and Sluka. 2012. Ch 23 'Code of Ethics.' May, 2001. Chapter 6 on 'Interviewing: Methods and Process.'
17	16 Nov	EW	Research Skills 4: Thesis peer-editing, citation, bibliography, Writing a proposal, oral presentation	Research Skills homework #4. Bring updated thesis and bibliography to class for peer editing.
18	18 Nov	EW	Research Skills 5: Writing a proposal, oral presentation	Research Skills homework #5. Proposal brainstorming worksheet due on my.aur by 11pm.

19	23 Nov	EW	Careers 1: grad school and academia in the US and Europe	
20	25 Nov	PMB	Careers 2: grad school and academia in Europe	Academic CV submitted on my.aur by 11pm.
21	30 Nov	Guest Speaker	Careers 3: Museum Work (Guest Speaker)	
22	2 Dec	Guest Speaker	Careers 4: Professional Archaeologist (Guest Speaker)	Resume submitted on my.aur by 11pm.
Finals	9 Dec	EW, PMB	Oral presentation of capstone proposals (20 min each). Time TBD.	
	11 Dec			Submission of thesis proposal on my.aur by 11pm.

Bibliography: Qualitative Course Readings:

- Francis, E., 1992. 'Qualitative Research: Collecting Life Histories'. In S. Devereux and J. Hoddinott (eds), *Fieldwork in Developing Countries*, New York: Harvester Wheatsheaf
- Huggan, G., 1997-1998. '(Post)Colonialism, Anthropology, and the Magic of Mimesis.' *Cultural Critique* 38 (91-106).
- May, T., 2001. *Social Research: Issues, Methods and Process*, Buckingham, Philadelphia: Open University Press.
- Okely, Judith, 2012, *Anthropological Practice: Fieldwork and the Ethnographic Method*, London; New York: Berg.
- Robben, A., Sluka, J. 2012. *Ethnographic Fieldwork: An Anthropological Reader*. Wiley&Blackwell.

Academic Integrity

Integrity is fundamental to the academic enterprise. It is violated by such acts as borrowing or purchasing assignments, including but not limited to term papers, essays, and reports; lending to or producing assignments for others (either for or without payment); using concealed notes or crib sheets during examinations; copying the work of others and submitting it as one's own; and otherwise misappropriating the knowledge of others. Such acts are both dishonest and deceptive: the work submitted to instructors is not the work of the person whose name it bears. In consequence, the sources from which one derives one's ideas, statements, terms, and facts, including internet sources, must be fully and specifically acknowledged in the appropriate form.

Failure to do so, intentionally or unintentionally, constitutes plagiarism. An act of plagiarism will be reported to the Registrar's office and noted in the student's file. After three incidents of plagiarism, the student will be suspended from the University for at least one semester.

Cyber bullying

AUR has a zero-tolerance policy regarding cyber bullying. Cyber bullying is defined by the U.S. National Crime Prevention Council as, "the intentional and aggressive process of using the Internet, cell phones or other devices to send or post text or images intended to hurt or embarrass another person." The very nature of education depends upon the free exchange of ideas, and the university classroom is a safe space where ideas are explored and debated in a respectful and thoughtful way. Because cyber bullying attacks the fundamental tenets of intellectual inquiry, any student found guilty of cyber bullying another student or a professor will be immediately suspended from the university.

Important Information for Remote Students in ARC 498

As a remote student, you will have access to the live sessions of ARC 498 via the microphone and webcams installed in each AUR classroom. Please keep in mind the following policies for this class:

Audio and Video:

- Students may leave their video off during lecture portions of the course but should expect to turn their video on whenever active discussion and/or group work is taking place.

Participation

- During the class time there will be designated periods for discussion. Remote students will be expected to actively participate in these discussions by voice and video, just as a student in the classroom would.
- Please familiarize yourself with the features of Zoom that will facilitate participation, such as the Raise Hand function and the chat.

Please remember that remote students are also held to AUR's Absence Policy, which requires the attendance of 70% of class meetings to be eligible for a passing grade. Live class meetings will not be recorded; remote students are expected to attend live class meetings via Zoom. Absences as a result of technological or connectivity problems are considered absences. Should you be experiencing a technological or connectivity issue that is causing you to miss two consecutive classes in any course, contact the Dean's Office immediately.

Fall 2020 Pandemic Policy

The current global pandemic places extraordinary pressures on both students and faculty to stay flexible, adapt, and work as a community to maintain the public health and also attain some semblance of normalcy. This class will operate under the following stipulations:

1. Every effort will be made to adhere to this syllabus, but adjustment may become necessary should we be forced to lockdown and/or go online. In that case:
 - a. All class attendance, readings, and abstracts will remain required as planned;
 - b. Attendance policy will shift to required Zoom attendance and participation;
 - c. Presentations will still be required in Zoom format, though dates may change;

- d. Written assignments will still be required, though dates may change;
 - e. Class meetings may switch to other forms of active engagement, including Zoom discussion groups, online discussion boards, etc.
2. Students must remain connected to the email listed in their my.aur account as much as possible and respond promptly.
 3. If you are feeling sick, PLEASE STAY HOME and keep us all safe. You are no hero for coming into class if you aren't feeling well. Stay in contact as much as you can, and we will work out a way for you to get the information/ keep up with missed work. Don't risk the health of our entire community.
 4. Remain as empathetic and flexible as you can with yourself and others.

ATTENDANCE POLICY

In keeping with AUR's mission to prepare students to live and work across cultures, the University places a high value on classroom experience. As a result attendance is expected in all classes and attendance records are maintained. The University's attendance policy is as follows:

1.0. Minimum Attendance Requirement: Students must attend a minimum of 70% of a course in order to be eligible to be considered for a passing grade.

1.1. Automatically Accepted Absences

Students will not be penalized for one absence from classes meeting once a week;
Students will not be penalized for three absences from classes meeting twice a week;
Students will not be penalized for four absences from classes meeting more than twice a week, as in the case of some intensive courses.

1.2. If further absences are recorded, grade penalties will be applied according to the Instructor's specific attendance policy, as stated in the syllabus, and following the institutional parameters given in the Note* below.

1.2.1. If the Instructor does not specify an attendance policy, there will be no grade penalty other than that attached to the minimum attendance requirement, and any penalized absences recorded above the basic 70% attendance requirement for the course will be invalidated.

1.3. During Summer sessions where courses are taught more intensively over a shorter period the following applies:

- Students will not be penalized for two absences from class.

2.0. Tolerated Absences

Certain categories of absence will not be penalized but they will be counted as an absence (for a 3-credit course meeting twice a week). These absences are:

- The Model United Nations (MUN);
- Permit to Stay,
- SG's "Ambassador Program" (Student Government initiative)
- Religious Holidays

The American University of Rome makes all reasonable efforts to accommodate students who must be absent from classes to observe religious holidays. (Please verify with the Dean's Office for the list of accepted absences for religious holidays)

Not attending a class due to the observance of a religious holiday will not be penalized but will be counted as an absence. Students who will need to miss class in order to observe religious holidays must notify their Instructors by the end of the Add/Drop period (first week of classes), and must make prior arrangements with their Instructors to make up any work missed.

2.1. The list does NOT include academic field trips because these (including arrangements for travel) must not overlap with other classes.

3.0. Cases of prolonged absences caused by an emergency or a medical condition may require students to withdraw from some or all of their courses. Under such circumstances students should first consult their academic advisors.

*Note: No instructor may penalize a student more than one-third of a letter grade for each absence beyond the tolerated limit (e.g. from A- to B+).

Grade Point Average

A student's grade point average (GPA) is computed by multiplying the quality points achieved by the number of credits for each course. The result is then divided by the total number of credit hours taken. The Cumulative or Career Total Grade Point Average (CGPA) is the grade point average for all credit hours taken at the University and at approved study abroad programs. The GPA and CGPA are calculated by truncating after the second digit after the decimal point. Transfer credits have no effect on the CGPA at The American University of Rome.

Grades

Grades are posted on a secure area of the University's official website and are mailed to AUR degree students only upon written request. Grades are mailed to the various study abroad programs. Grades computed in the (GPA) reflect the following grade equivalents:

GRADE		GPA	
A	Excellent	4.00	94 – 100 points
A-		3.70	90 – 93.99 pts
B+	Very Good	3.30	87 – 89.99
B	Good	3.00	83 – 86.99
B-		2.70	80 – 82.99
C+		2.30	77 – 79.99
C	Satisfactory	2.00	73 – 76.99
C-	Less than Satisfactory	1.70	70 – 72.99
D	Poor	1.00	60 – 69.99
F	Failing	0.00	59.99 – 0
WU	Unofficial withdrawal counts as an F	0.00	
P	Applicable to development courses	0.00	
<i>Grades not computed into the grade point average are:</i>			
W	Withdrawal		

AUDIT (AU)	Only possible when the student registers for a course at the beginning of the semester as an audit student
I	Incomplete work must be completed within the ensuing semester. Failure to do so results in automatically converting the I grade to the default grade, which is then computed into the grade point average
P	Pass grade is applicable to courses as indicated in the catalog.
WIP	Work in progress