

**ANTHROPOLOGY 2FF3**  
**Skeletal Biology and Bioarchaeology**  
McMaster University  
Fall 2019



**Dr. Rebecca Gilmour**  
gilmourj@mcmaster.ca

**Office and Office Hours:**  
Chester New Hall (CNH) Room 536  
Mondays 9:15-10:15am; Wednesdays 2:45-3:45pm



## **COURSE DESCRIPTION**

This course is intended for students interested in the study of human skeletal remains in an archaeological context. The integrated lecture and laboratory format will give you extensive laboratory training in human skeletal biology and practical experience with the methods used in the identification and analysis of human skeletal remains.

## **LEARNING OBJECTIVES**

At the end of this course, you will be able to:

- identify the major bones of the human skeleton and distinguish features on specific bones
- identify and inventory human skeletal remains
- apply methods used to estimate age-at-death, sex, and stature on skeletal remains
- discuss the information that can be derived from skeletal remains and the limitations of this evidence

### **Active Lecture Weekly in LRW 1055**

Tuesday 8:30-10:20am

### **Lab Weekly in CNH 407**

Please only attend the session you are registered in!

Session 1: Tuesday 10:30-11:20am

Session 2: Tuesday 11:30-12:20pm

### **Teaching Assistant: Brianne Morgan**

Office: TBA

Email: [morgab5@mcmaster.ca](mailto:morgab5@mcmaster.ca)

### **Lab Technician: Bonnie Kahlon**

Office: CNH Room 407

Email: [kahlonh@mcmaster.ca](mailto:kahlonh@mcmaster.ca)

## **Readings:**

White, T.D. & Folkens, P.A. (2005). *Human Bone Manual*. Burlington: Elsevier Academic Press.

**Attendance is essential** if you want to do well in this course. The course relies on active participation and consistent student involvement. You should plan to come to **at least** one open lab per week to learn this content. Missed labs cannot be made up. There are open labs available for students to review material and to prepare for the practical exams. The schedule for open labs will be posted in CNH 407 and on A2L.

**Bring your White & Folkens text book to class EVERY week!**

	<b>Dates</b>	<b>Topic</b>	<b>Assessments</b>	<b>Readings</b>
1	Sept 3	Intro to the Skeleton, Anatomical Terminology, Bone Biology		Ch 1 (pg. 1-6) Ch 4 (pg. 31-48) Ch 6 (pg 67-74)
2	Sept 10	Bone Growth Thorax & Shoulder (Ribs, Sternum, Clavicle, Scapula)		Ch 10 (pg. 181-192) Ch 11 (pg 193-202)
3	Sept 17	Joints, Vertebrae, Hyoid, Pelvis, Sacrum, Coccyx	<b>Online Quiz 1 (5%)</b> Examines content from Weeks 1 to and including 3 Opens Friday 6pm due Monday at 6pm	Ch 9 (pg. 155-180) Ch 14 (pg. 241-253)
4	Sept 24	Excavating Human Remains Humerus, Radius, Ulna, Hand Bones		Ch 2 (pg 7-20) Ch 12 (pg. 203-224) Ch 13 (pg. 225-240)
5	Oct 1	Femur, Patella, Tibia, Fibula Stature Estimation		Ch 15 (pg. 255-286) Ch. 18 (pg. 340-344)
6	Oct 8	Sex Estimation (Pelvis) Osteobiographies	<b>Practical Test 1 (15%)</b> <i>Examines Skeletal Elements from Weeks 1 to (and including) 4</i>	Ch 19 (pg. 385-400) Knüsel et al. 2010
7	Oct 15	<b>Reading Week</b>		
8	Oct 22	Foot Bones	<b>Midterm (20%)</b>	Ch 16 (pg. 287-308)
9	Oct 29	Cranium I	<b>Online Quiz 2 (5%)</b> Examines content from Weeks 4 to and including 8 Opens Friday 6pm due Monday at 6pm	Ch 7 (pg. 75-121)
10	Nov 5	Cranium II incl. Dentition		Ch 7 (pg. 122-126) Ch 8 (pg. 127-153)
11	Nov 12	Sex & Ancestry Estimation (Cranium)	<b>Practical Test 2 (15%)</b> <i>Examines Skeletal Elements from Weeks 5 to (and including) 10</i>	Ch 19 (pg. 359-363, 385- 398, 400-410)
12	Nov 19	Age Estimation (incl. juvenile)	<b>Online Quiz 3 (5%)</b> Examines content from Weeks 9 to and including 12 Opens Friday 6pm due Monday at 6pm	Ch 19 (pg. 363-385)
13	Nov 26	<b>Final Exam</b>	<b>Final Exam (20%)</b>	
14	Dec 3	Moving forward in Bioarchaeology	<b>Biological Profile Report Due (10%)</b>	Ch. 19 (pg. 410-418)

**COURSE MODIFICATION**

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.

## Assessment Breakdown:

**Participation and attendance is essential** if you want to do well in this course and succeed on the course assessments. You must attend both lectures and labs to be able to complete these learning activities. A lack of participation and dedication will result in a poor grade.

Avenue to Learn (A2L) is a vital part of this course

**Please familiarize yourself with the Avenue to Learn system.**

Lectures will be presented using PowerPoint, an abbreviated version of which will be posted along with all other course materials on A2L.

Online quizzes will be administered via A2L.

Grades for the practical quizzes and exams will be posted using A2L.

You must be registered in the course to have access to the 2FF3 site.

You can access A2L at:  
<http://avenue.mcmaster.ca>

**Please see the course schedule on pg. 2 for due dates of quizzes, exams, and assignments.**

5% Lecture participation/attendance

20% Midterm Exam

30% 2x Practical Exams at 15% each

15% 3x Online Quizzes at 5% each  
- Quizzes will be completed on A2L

10% Biological Profile Report  
- Details to follow

20% Final Exam



### Missed Exams/Assignments

Students are responsible for arranging make-up exams or assignments with the instructor. Late assignments without appropriate documentation will be penalized **15% per day late** (including weekend days). Grades for missed exams will not be re-weighted. You must complete a make-up exam or assignment.

No accommodations will be provided unless written certification, approved by your Faculty office, is provided. Please see the NEW MSAF (McMaster Student Absence Forms) website:  
<http://www.mcmaster.ca/msaf/>.

If you submit an MSAF and are granted permission for relief for written work, my policy is to provide a 48h extension from the time the MSAF is received. Please be aware if you MSAF an exam, you may be asked to wait a number of days/weeks until lab time can be scheduled for a makeup test. In some cases, it may be necessary that any makeup exams are administered in essay-format.

## Policy on late/missed exams and assignments:

You are responsible for completing all the learning assessments on the dates for which they are scheduled.

**Late Penalties:** Late assignments will be penalized at 15% per day. Late assignments will not be accepted after 5 days (including weekends) beyond the original deadline.

**In the event of missed course work and/or exam(s) for medical or other reasons**, the student must review and follow the Academic Regulation in the Undergraduate Calendar “Requests for Relief for Missed Academic Term Work”. <https://www.mcmaster.ca/msaf/>

Rules governing the MSAF are as follows:

- The timeframe within which the MSAF is valid has been reduced from 5 days to 3 days.
  - The upper limit for when an MSAF can be submitted has been reduced from ‘less than 30%’ to ‘less than 25%’ of the course weight.
  - The ‘one MSAF per term’ limit is retained.
  - As per the policy, an automated email will be sent to the course instructor, who will determine the appropriate relief. **Students must immediately follow up with their instructors.**
- Failure to do so may negate the opportunity for relief.**
- If you submit an MSAF and are granted permission for relief, my strict policy is to provide a 48 hour extension from the time the MSAF is received. Grades will **not** be reweighted.

All work in this class must be completed. **GRADES IN THIS COURSE WILL NOT BE RE-WEIGHTED.**

## Student Behaviour and Responsibilities:

*Your learning* – it is your responsibility to **keep up with the readings** – do not leave them until the night before the exams. Attendance in this class (both lectures and labs) is **essential** if you want to do well in this course. You are expected to think about the readings and integrate them into the information and concepts presented during lecture.

*Classroom behavior* – Please **do not be afraid to ask questions** or provide constructive comments! If you do not understand something, or if I have gone over a concept too fast, stop me and ask a question. Chances are if you do not understand something, other people in the class are in the same position.

**Please ensure that cell phones are turned off** (including text messaging, Facebook, Twitter, etc...) and **arrive on time for class**. If you have to leave class early, please sit near one of the exits.

**Laptop computers** may be used in class for taking notes, but students using their computers for any other purpose (e.g., checking Facebook) will be asked to turn their computers off.

Please be polite to your neighbours and **keep conversation to a minimum**.

## Online elements:

In this course we will be using Avenue to Learn. Students should be aware that, when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

## Faculty of social sciences e-mail communication policy:

Effective September 1, 2010, it is the policy of the Faculty of Social Sciences that all e-mail communication sent from students to instructors (including TAs), and from students to staff, must originate from the student's own McMaster University e-mail account. This policy protects confidentiality and confirms the identity of the student. It is the student's responsibility to ensure that communication is sent to the university from a McMaster account. **If an instructor becomes aware that a communication has come from an alternate address, the instructor may not reply at his or her discretion.**

Email Forwarding in MUGSI: <http://www.mcmaster.ca/uts/support/email/emailforward.html>

\*Forwarding will take effect 24-hours after students complete the process at the above link

(Approved at the Faculty of Social Sciences meeting on Tues. May 25, 2010)

I will check my email throughout the work-week and will strive to respond within approximately **48 hours**. Please put **2FF3 in the subject line** of your email and **include your name and student number** at the end of all correspondence.

## Academic dishonesty:

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty consists of misrepresentation by deception or by other fraudulent means and can result in serious consequences, e.g., the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various kinds of academic dishonesty please refer to the Academic Integrity Policy, Appendix 3, [www.mcmaster.ca/senate/academic/ac\\_integrity.htm](http://www.mcmaster.ca/senate/academic/ac_integrity.htm)

The following illustrates only three forms of academic dishonesty:

1. Plagiarism, e.g., the submission of work that is not one's own for which other credit has been obtained. (Insert specific course information, e.g., style guide)
2. Improper collaboration in group work. (Insert specific course information)
3. Copying or using unauthorized aids in tests and examinations.

## Academic accommodation for religious, indigenous or spiritual observances (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students requiring a RISO accommodation should submit their request to their Faculty Office normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

## **Academic accommodation of students with disabilities:**

Academic Skills Counselling and Services for Students with Disabilities are available through the Student Accessibility Services (SAS)

Tel: 905-525-9140 x28652

Email: [sas@mcmaster.ca](mailto:sas@mcmaster.ca)

Website: <http://sas.mcmaster.ca>

Students who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Academic accommodations must be arranged for each term of study. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail [sas@mcmaster.ca](mailto:sas@mcmaster.ca). For further information, consult McMaster University's Policy for Academic Accommodation of Students with Disabilities.

## **AODA:**

If you require this information in an alternate/accessible format, please contact Marcia Furtado at 905-525-9140 extension 24423 or email [furtam1@mcmaster.ca](mailto:furtam1@mcmaster.ca)