



Version 2.4, 2019

Archaeological and CMT Inventory Training for Crew Members Course Information

Thank you for your enquiry about the RISC course “Archaeological and CMT Inventory Training for Crew Members.”

The BCAPA has been selected by the Archaeology Branch as the agency responsible for coordinating the delivery of this course. This document is intended to answer common questions about the course and its delivery.

The Course

The Archaeology Branch developed the current version of the course in 2003. The course is intended to take five days, and includes daily classroom and field components. The course is designed for eight participants, preferably with some background in forestry or other fieldwork. For more than eight participants, it is recommended that an assistant instructor help with the field components. Upon successful completion of the course, participants are registered with the province and receive a certificate signed by the Archaeology Branch. See page 3 of this document for a list of specific course objectives.

Instructors

A qualified instructor is required to teach the RISC course. The BCAPA does not currently qualify instructors. Individuals interested in teaching this course need to contact the Archaeology Branch to determine if they are qualified. A course workbook (PDF) is available for instructors for their personal use in reviewing and planning the course.

Groups or agencies interested in hosting the course are responsible for finding an instructor. Course instructors must enter into a contractual arrangement directly with clients. The BCAPA does not hire or provide instructors. If you are trying to find an instructor, you can contact the Archaeology Branch or the BCAPA for a list of qualified instructors.

Academic Institutions

Academic institutions wishing to incorporate RISC certification into field school curricula or otherwise offer RISC training to post-secondary students have the option of contacting the Archaeology Branch in order to make arrangements directly. However, the BCAPA can also facilitate RISC training for institutions.

Course Fees and Materials

The cost of the course is \$160 per participant. This fee includes:

- Course workbook in binder for each participant to keep
- Field binder (with CMT handbook insert) for each participant to keep
- Registration of participants with the Archaeology Branch
- Certificate of completion, signed by the Archaeology Branch
- Shipping of course materials and certificate
- Evaluation materials and templates
- Support for instructors

The course fee also includes rental of the field equipment and the provision of teaching materials needed for eight participants. If instructors or clients provide their own field equipment, a discount of 10% will be deducted from the registration portion of the course fee. Shipping of workbooks is included in the fees. Shipping costs for equipment is generally extra.

An inventory list will accompany the course equipment. Please alert the BCAPA promptly if anything is missing or broken. Missing and/or broken equipment will be charged at cost plus 10%. The late return of equipment is subject to an additional charge of \$50/month.

Course fees do not include instructor fees, and instructors must enter into a contractual agreement with clients requesting the course.

Instructors or their clients will be invoiced by the BCAPA prior to shipping course materials, equipment, and workbooks. *Course workbooks will be shipped only when payment is received.*

RISC fees are non-refundable and non-transferable, but unused workbooks may be returned for refund at cost.

Facility, Classroom and Field Requirements

The course requires a classroom as well as field locations for instruction. Use of a digital projector and a flipchart is strongly recommended for classroom components. Field components can be held in any open area at least 50 m by 100 m in size, although “real world” settings such as open forests are encouraged. The course also requires a field trip to visit a variety of typical archaeological sites in the vicinity of the course location.

Course instructors and/or their clients are responsible for:

- Facility and classroom arrangements
- Classroom equipment (projector, screen, flipchart, markers, pencils,

erasers)

- Teaching slides, including images of site types
- Meal and coffee requirements
- Organizing field locations and site field trip
- Transportation to field locations and site fieldtrip
- All permissions (including a Heritage Inspection permit if optional subsurface testing is included)
- Participation of community representatives, i.e., elders (optional)

Course Objectives

The course is intended to teach basic site identification, survey, and recording skills. By the end of the course, participants should be able to:

- Describe an archaeological inventory project
- Understand requirements, protocols and safety issues associated with archaeological projects
- Use survey equipment correctly and navigate in the field
- Identify different site types, and describe cultural materials and features
- Understand how to use archaeological survey methods
- Take accurate and detailed field notes
- Read maps and plot locations
- Navigate to a site location
- Record and map site features and materials

Participant Evaluation

Participants are evaluated on the basis of three components. To pass this course, participants must pass all three of the following:

1. Attendance and participation (20%);
2. A written evaluation (40%), and;
3. A field evaluation (40%).

To pass the evaluation, participants need to get a minimum score of 70% on all three components. A Participant Result spreadsheet (Excel file) is provided with the instructor materials for recording attendance and marks for each component. Course results will only be accepted when submitted using the spreadsheet provided.

Written Evaluation The written evaluation is worth 40 points in total. There are three sections to the written evaluation. The first part verifies the participant's ability to recognize site types, and should consist of slides showing photos and/or diagrams of ten site types typical to the region where the course is being held. *Course instructors are responsible for providing these images (although the BCAPA may be able to assist).* The second part tests general knowledge about archaeological regulations and protocols, using a standard set of three questions. The third section is a review of methods specific to the region where the course is being held. *Course instructors are responsible for developing the questions in the third section (examples questions are provided with the instructor materials).*

Field Evaluation The field evaluation is worth 40 points in total. Course instructors are required to develop a field-based evaluation of field skills, using either a "mock survey" or a series of stations. *An example of a mock survey evaluation is provided to instructors as a separate file.* Participants generally do the field evaluation working in pairs. It is recommended that the field evaluations test the following skills, although the specific skills tested will vary from instructor to instructor and region to region:

- Field note cover page
- Navigation and Descriptive notes
- Traverse maps
- Establishing Tiepoints, POCs, and Stations
- POC and Station flagging
- Taking accurate bearings/reverse bearings
- Taking accurate distance measurements
- Feature measurements and descriptions
- Matrix identifications and descriptions
- Artifact identifications and descriptions

Course/Instructor Evaluation

Although not a requirement, instructors are encouraged to have participants fill out the course and instructor evaluation. The evaluation is for the instructor's personal use, although the BCAPA encourages the submission of the course evaluation portion of the form. The evaluations will assist the BCAPA in updating and improving the course content and organization.

Course Updates

The non-profit BCAPA is coordinating the province-wide delivery of the RISC course on a cost-recovery basis. Any revenues in excess of operating and material costs will be placed in a course update fund. Once sufficient funds have been collected, the BCAPA will work with the Archaeology Branch to produce a

revised and updated version of this course. In the meantime, we welcome comments from instructors and participants on how this course can be improved.

Setting Up a Course

To set up a course, the BCAPA will require a formal email request from the instructor or client, indicating

- Instructor name, affiliation, and contact information (including email),
- Group/agency requesting the course,
- Client name, billing address, and contact information (including email),
- Proposed dates of the course,
- Number of participants,
- Course location (nearest town or city),
- Shipping address and contact name (for workbooks),
- Shipping address and contact name (for equipment), and
- Shipping address and contact name (for certificates)

The BCAPA will provide the instructor with a PDF review copy of the workbook and instructor materials, and will also invoice the client. *Course workbooks and equipment will be shipped only after payment has been received by the BCAPA.* Please note that a minimum of two weeks is required to print and ship the workbooks after payment is received.

For further information, to request a review copy of the workbook, or to set up a course, please contact Michael Klassen at mklassen@bcapa.ca or 604.785.0217.