

Part 2A

FAQ: Long Vacation Compulsory summer fieldwork

What digs, where, when, etc.?

NB. When you have completed your application for approval and funding of your chosen dig/s, please hand your forms directly to Natasha Martindale (or leave the forms in my pigeon-hole) by the deadline of Friday 27 April 2012.

Q. What is the fieldwork requirement?

A. As an Archaeology undergraduate, you are required to do six weeks of fieldwork, (excluding the one week's Easter fieldtrip) divided into two pieces: (a) two weeks on the departmental field school at the beginning of Easter Term, and (b) four weeks on another field project over the Long Vacation. (Regulation 14.(b) for Part IIB of the Archaeology & Anthropology Tripos states: *"No candidate shall present himself/herself for examination in Archaeology unless he/she has satisfied the Head of Department that he/she has, since matriculation, undertaken at least six weeks of archaeological excavation or fieldwork on a project or projects approved by the Head of Department, provided that the Head of Department shall have power to grant exemption from this requirement to a candidate who has obtained an equivalent amount of appropriate experience in some other way"*).

Q. What does the department field school involve?

A. All Part IIA students take part in an excavation run by the Cambridge Archaeological Unit. It runs for the first two weeks of Easter Term. You live in college as normal and are taken out to a field site near Cambridge every morning. All students are bussed daily to the site at no expense to themselves, with the Department covering the costs. Information about this will be circulated to Part IIA students as the time approaches.

Q. What does the Long Vacation fieldwork involve?

A. You have to sign up for four weeks of fieldwork; this can involve field survey, geophysical prospection, etc., but it must involve some actual excavation. Most students choose one of the officially approved projects associated with the department from the list circulated at the beginning of Lent Term. These are projects we have already vetted for appropriate activities and for health, safety and insurance issues. However, you can also find another project to go on if there is a period or place to dig which you are particularly interested in. Your fieldwork may be undertaken abroad, and you are strongly encouraged to participate in an excavation which will broaden your archaeological experience. **IMPORTANT:** if you want to go on a dig that is not on our list of officially approved digs, you **MUST** get it approved by the fieldwork coordinator well in advance.

Q. How do I sign up for Long Vacation fieldwork?

A. We will circulate a sign-up form to all Part IIA students early in Lent Term. Fill it out and return it to the office by the deadline listed on it. It will require your Director of Studies' signature and you should also consult with the leader of the project you

want to go on before signing up to make sure the project has a place for you. You will also have to fill out a risk assessment on your fieldwork (see below).

Q. My chosen dig is only advertised as being three weeks, but we need to complete four weeks of field experience. Am I expected to do one additional week at another dig?

A. Yes, you need to submit four weeks total of proposed excavation for approval. A three week excavation is not approved until the fourth week is also provided for. If you want to go on a project which is only two or three weeks, you should arrange a second project to supplement it and bring the total up to the necessary four weeks; name both together with their dates on the departmental form.

Q. I am an Ancient Near Eastern student. Do I have to do the fieldwork requirement and how much funding will I receive?

A. ANE students in Egyptology or Assyriology are expected to do six weeks of field experience, including (a) the two weeks departmental field school in Easter Term and (b) a four week study tour of their region. See Augusta McMahon (Assyriology) or Kate Spence (Egyptology) about how to arrange the latter. Note that ANE students will have slightly more money available to cover their study tours; the department will cover 75% of the cost, up to a maximum of £1000.

Money and reporting

Q. Who pays for fieldwork?

A. The department covers all costs of the Easter Term field school. For the Long Vacation fieldwork, the department will cover 75% of the cost, up to a maximum of £500. This means that you will be expected to contribute 25% of the cost of fieldwork, plus whatever it costs above £667. (So for example, if the total cost of fieldwork is 400£, the department contributes 300£ and you contribute 100£; if it comes to 667£ the department contributes 500£ and you contribute 167£; if it comes to 1000£, the department contributes 500£ and you contribute 500£). Note that most colleges have Vacation Study Grants available for their students and you might be able to use these funds to cover the amount which the department won't pay so that you are not ultimately out of pocket. It's worth checking on when you need to apply for these as for most colleges they are usually sometime during Lent Term.

Q. How does the cash flow work?

A. This depends upon what your Long Vacation dig is. For most projects, you pay out of pocket for travel (flights, train fares, etc.), lodging and board; when you get back to Cambridge after the summer, you apply to the departmental office for reimbursement. We will send around the necessary form by email in September. Note that you will be expected to present receipts for all major expenses such as travel tickets, lodging, etc. so get receipts as you go along and save them carefully. Occasionally projects run within the department may want to the departmental contribution channelled directly to the project in advance (for instance, they may want the funds up front if they need them to book lodging). If so, let the departmental staff (Natasha Martindale) know and we can arrange it.

Q. Help! I don't have the money up front! Can I get a travel advance?

A. We can arrange this if you let us know far enough in advance (say two months before your fieldwork is supposed to begin, or well before you need to book air

flights). You'll need to get an expenses claim form from Natasha Martindale, submit it to her with attached receipts, and leave her an address to which the cheque can be posted. When you get back from fieldwork, you can apply for reimbursement of any remaining balance you have spent.

Q. What reporting do I need to do following fieldwork?

A. Following the departmental field school in Easter Term, you will have to submit a 1500 word report as part of the requirements of course A10 (see A10 documentation for guidance). Following the Long Vacation fieldwork, when you get back to university at the beginning of Michaelmas term, you will have to submit three pieces of documentation: (a) a full set of accounts and receipts for anything you wish reimbursement for, and (b) a certificate signed by your Project Director giving the dates you participated and stating whether your participation was satisfactory or not (this can simply take the form of an email from him/her to Natasha Martindale) and (c) a fieldwork report on either your excavation or Study Tour/museum project (for those doing Assyriology or Egyptology)

Q. What does the Fieldwork report consist of?

Paper A4 has three assessable elements, the exam (80%), a presentation that is given in the research skills module (10%), and a report on the compulsory summer fieldwork trip (10%).

The fieldwork report is intended to give students a reasonably straightforward opportunity to describe their summer fieldwork experiences. There is no specific word count, and it would be a good idea to cover the following:

The name of the site

Location of the site

The history of the site

Information about the region

What was your role on the dig?

What did you find?

What skills and experience did you acquire?

What is your assessment of the dig itself?

The text of your fieldwork report should be a minimum of 2 sides of A4 - and should include illustrations (e.g. photos and site plans, finds, etc). We do not expect an exhaustive report, and in previous years, student reports have been of variable length. Many have had around 3 pages of text and a variable number of illustrations, and this is a good model to follow.

Long Vacation Summer Fieldwork Report for Assyriology and Egyptology students who will not do Paper A4

Layout of report:

You will be expected to produce an itinerary of where you went whilst away, along with some kind of evidence supporting what you did - a summary notebook of each stop-off point on your study tour would be considered good supporting evidence. You can also include a photo of yourself at some of the sites if you wish.

Please note that when you submit your report on your fieldwork/study tour, it will need to be formally checked and the report will be assessed.

For Assyriology and Egyptology students taking A4 in IIB, the fieldwork report is worth 10% of the A4 final mark, as it is for other students taking this paper. For those

students not opting for A4, the report will be reviewed by the Fieldwork co-ordinator, and will be assessed for a Pass/Fail progression into the third year.

Finding a dig on your own

Q. What do I do if the project I wish to go on does not appear on the Departmentally approved list?

A. If the excavation is not already on the departmentally approved list, it is your responsibility that to get it approved by the departmental fieldwork coordinator (John Robb). You will need to submit information on what the project is, and when and where it takes place, who directs it and what their institution is. In addition, you will need to submit information on their Health and Safety provision, along with a risk assessment (see below) and confirmation of their public liability insurance cover.

Q. How can I find out about potential field projects?

A. There are a number of sources of information, besides the department list of approved projects. The Council for British Archaeology annually publishes a booklet called *Archaeology Abroad* which lists field projects looking for crew all around the world. The Archaeological Institute of America publishes a similar booklet called the *Fieldwork Opportunities Bulletin*. See the websites for these organisations for further details. In addition, you can monitor email lists/ websites such as Britarch which might circulate notices, and we will post details received in the departmental office on departmental noticeboards.

Insurance and risk assessments

Q. What kind of insurance cover is needed for fieldwork?

A. You need two kinds: personal liability insurance, and public liability insurance.

Q. What is personal liability insurance?

A. Personal liability insurance is the usual kind people call “travel insurance”. It covers medical expenses should you get sick or have an accident on the dig or while travelling to and from it. It also covers your liability should you injure somebody else accidentally. If the project does not have this cover available for its crew, you should arrange some yourself through an agent such as Endsleigh. Public liability insurance should be arranged by the project; you just need to make sure to check that the project has it. Note that you should make sure that your policy covers activities such as archaeology – many off-the-shelf policies don’t cover outdoor physical work such as digging and field survey. Towergate Risk Solutions have confirmed that their archaeological travel insurance

<http://www.towergaterisksolutions.co.uk/offices/south-west-region/fareham/specialist-insurance/archaeology.aspx>) has the policy endorsed: "It is hereby noted and agreed that clients are covered for light manual on archaeology trip travel".

Q. What is public liability insurance?

A. Each excavation has to have public liability cover in place in the event of accidents or other cause for injury or illness that is due to negligence on their part (for example, cost of lifetime care for paraplegic condition due to failure to rope off a deep

excavation into which someone fell and permanently injured their spine). Most institutions such as universities will have such cover already arranged for all their activities. The liability insurance must be declared, and normally be at least £5M, or the liability is covered in some other way that the Department agrees. This is a "duty of care" requirement expected of the Department by the University because of UK H&S regulations. It is for this reason also that we have to insist that you have adequate personal insurance that covers your working on the excavation, travel etc., and why you cannot sign any waiver that releases the Project and its staff from any consequences of its/their negligence.

Q. Can an excavation be approved which asks the participant to sign a waiver?

A. The fieldwork coordinator cannot approve an excavation that requires you to sign a waiver giving up your right of redress for a problem that may arise from the negligence of the project organisers and their employees.

Q. How do I go about completing my own risk assessment and emergency plan?

A. You will need to complete for the Department a Risk Assessment and Emergency Plan for whichever fieldwork you chose. (the forms will be sent to you before you leave for the summer and these will need to be filled out and returned to me before you depart for your summer fieldwork). A safety briefing session will be organised in Easter term with Mr Will Hudson from the Health and Safety Division who will be talking to all Part 2a students on fieldwork Health & Safety, as well as covering risk assessments and how to fill these in.