

This booklet has been updated with the assistance of The Anthropology Society and the postgraduate reps for 2010, Roberta Jenkins and Lorena Sciusco.

INTRODUCTION AND WELCOME

Welcome to the postgraduate community in the Department of Anthropology and Archaeology. As a graduate student you are part of an important group that has a key place in the life of the Department. Postgraduate students are those who have already graduated from a tertiary institution and who are studying for a higher degree.

This booklet is designed to give you information specific to the Department of Anthropology and Archaeology on the requirements, facilities and activities for postgraduates in our department. It does not replace the University Handbooks for Research Masters' Degrees or PhD Study to which you should turn for details of relevant regulations and requirements. These are available on the University web site:

www.otago.ac.nz/study/masters/handbook

www.otago.ac.nz/study/phd/handbook

Some of you have been in the Department for a number of years and will be familiar with procedures from an undergraduate perspective, but your role in the Department changes as a graduate. You are now responsible for managing your particular programme and taking ownership of your research.

THE POSTGRADUATE PROGRAMME

Master of Arts

MA applicants must have completed a BA (Hons) or a Postgraduate Diploma achieving a grade of B+ or above.

Initial enquiries should be addressed to:

For Archeology: Dr Ian Barber

For Social Anthropology: Associate Professor Jacqui Leckie

You should apply for admission to the MA programme using the form available from:

- Department office
- Student Information Centre
- Humanities website (www.otago.ac.nz/humanities)

Applications *must* include details of your proposed research topic and an

indication of discussions with an academic member of staff who *may* undertake supervision of your project.

Applications are addressed to the Division of Humanities, University of Otago, PO Box 56 Dunedin or you can deliver to 5th floor, Arts (Burns) Building.

NOTE: There is a separate form for MA and PhD applications in archaeology, which require you to write a preliminary research proposal. Preliminary proposals are considered by the Postgraduate Research in Archaeology Committee to determine whether the proposed research is appropriate for archaeological research at MA or PhD level, able to be conducted with the Department's resources, and supervised by suitably qualified staff. The committee will recommend to the Head of Department whether the applicant should be admitted to the programme and what supervision arrangements should be put in place.

An overview of university regulations MA's can be found at: <http://www.otago.ac.nz/courses/qualifications/ma.html>

Please do not enrol until you have received confirmation of acceptance into the MA programme.

What happens when you have received confirmation that you have been accepted?

- Check the Handbook for Research Masters' Degrees on the University website. This gives you the most comprehensive information available.
- You can now enrol into the Masters programme.
- It is unwise to put the 1st January as your 'start date' as you are very unlikely to actually start your research on that date and your fees begin from the date you indicate as 'start date'.
- Arrange to meet with your supervisor.

PhD

Information on the entry requirements and admission process for the PhD is available from the PhD Handbook (see above for web link).

Progress reports:

PhD Progress Reporting

Reporting on PhD progress is administered by the Research Higher Degrees and Scholarships office. The PhD programme is supported by a rigorous process for reporting progress as required by the regulations for the PhD degree. Full details of the reporting process is available from the PhD Handbook.

MA Progress Reporting

The Division of Humanities required six monthly reports on the progress of MA students. Your supervisor is will discuss this with you.

THE DEPARTMENT

Location

The Department is located on the ground, first and second floors of the Richardson Building. The postgraduate offices are located on the first floor. Reception and academic offices are located on the second floor.

ACADEMIC STAFF

HEAD OF DEPARTMENT

Associate Professor Jacqui Leckie – Social Anthropology

Room 2C14 extn 8760
Email: jacqui.leckie@otago.ac.nz

Dr Ian Barber – Senior Lecturer in Archaeology; Archaeology programme coordinator

Room 2C12 extn 8758
Email: ian.barber@otago.ac.nz

Dr Ruth Fitzgerald – Senior Lecturer in Social Anthropology

Room 2N4 extn 8169
Email: ruth.fitzgerald@otago.ac.nz

Dr Gautam Ghosh – Lecturer in Social Anthropology

Room 2C16 extn 8744
Email: gautam.ghosh@otago.ac.nz

Dr Mark McCoy – Lecturer in Archaeology

Room 2C9 extn. 8748
Email: mark.mccoy@otago.ac.nz

Dr Greg Rawlings - Lecturer in Social Anthropology

Room 2C13 extn 4905
Email: greg.rawlings@otago.ac.nz

Dr Cyril Schäfer - Lecturer in Social Anthropology

Room 2N5 extn 8790
Email: cyril.schafer@otago.ac.nz

Associate Professor Ian Smith – Archaeology

Room 2N3 extn 8752
Email: ian.smith@otago.ac.nz

Professor Glenn Summerhayes – Archaeology

Room 2N8 extn 8399
Email: glenn.summerhayes@otago.ac.nz

Dr Tim Thomas – Senior Lecturer in Archaeology

Room 2C10 extn 5213

Email tim.thomas@otago.ac.nz

Professor Richard Walter – Archaeology

Room 2C15 extn 8754

Email: richard.walter@otago.ac.nz

Research Professor:**Charles Higham – Archaeology**

Room 2C11 extn 8750

Email: charles.higham@otago.ac.nz

Emeritus Professor:**Helen Leach**

Room 1N5

Email: helen.leach@otago.ac.nz

ADMINISTRATIVE & TECHNICAL STAFF

Marj Blair – Administrative Assistant

Room 2N9 extn 8751

Email: marjorie.blair@otago.ac.nz

Bronwyn Craig – Administrative Assistant (Part-time)

Room 2N9 extn 8751

Email: bronwyn.craig@otago.ac.nz

Phil Latham – Lab manager (Archaeology)

Room 1C17 extn 8551

Email: philip.latham@otago.ac.nz

Les O'Neill – Illustrator

Room 1N4 extn 8756

Email: les.oneill@otago.ac.nz

Heather Sadler – Lab manager (IT)

Room 1C12 extn 8757

Email: heather.sadler@otago.ac.nz

Cathrine Waite – Department Administrator

Room 2N7 extn 8746

Email: cathrine.waite@otago.ac.nz

CHANNELS OF COMMUNICATION

There will be times when you need to discuss your concerns or problems with other people. Those concerns or problems may arise from your studies, or your other activities in the Department or they might be caused by outside factors affecting your work and your general well being as a student. Whatever the cause, you are welcome to talk to whoever in the Department can provide support and assistance. A number of possible channels exist:

- Your supervisor
- A member of the Graduate Affairs Committee – see below under Committees
- Postgraduate Student representative
- Head of Department
- The Department Administrator may be able to point you in the direction of other sources of possible help

DEPARTMENT COMMITTEES

The committees that relate to Postgraduate students are:

PhD funding Committee

This committee is made up of four senior academic staff. Cathrine is the committee secretary. Information about funding will come from Cathrine via email. This committee allocates the research funding to PhD students for fieldwork.

The Graduate Affairs Committee

Key matters associated with postgraduate studies in Anthropology and Archaeology are administered by the Graduate Affairs Committee (GAC). This committee is responsible for ensuring that your application for admission is processed, that you have appropriate supervision and that you progress efficiently through your studies/research.

The Graduate Affairs committee is made up of a representative from the social anthropology staff and one from the archaeology staff. The committee also includes the Department Administrator who takes minutes of meetings and prepares documentation.

In 2011 the committee is:

- Dr Tim Thomas; Archaeology (convenor)
- Dr Greg Rawlings; Social Anthropology
- Cathrine Waite; Administration
- Lori Sciusco, Archaeology rep
- Roberta Jenkins and Will Anderson, Social Anthropology reps

The committee is a conduit for any concerns or issues that may arise within our postgraduate community. Your postgrad reps will call meetings with you as often as they need or as often as you request. The reps will then contact the Graduate Affairs committee to meet with them.

The Graduate Affairs committee allocates the MA fieldwork funding that the Department budgets for each year. This money is contestable and is usually for no more than \$300. See below under Funding.

The committee organises two annual functions:

In March we have a social occasion where new postgrads in the Department can meet; in 2011 this was a pizza evening

In May we organize the postgrad seminars.

Space committee. While Cathrine allocates office space any issues that arise are referred to the Space Committee for advice and final decisions.

FUNDING

The department has some funding available for postgraduate students.

PhD students: applications for research funding are called for early in February / March and are due by 31 March. Forms are emailed to the postgrad email list and to academic staff; please ensure you check with your supervisor regarding this. Hard copies of application forms are available from the Administrator.

MA students: applications for fieldwork and minor equipment funding are called for in mid March and should be addressed to the Departmental Administrator via your supervisor/s.

Application forms are emailed to the postgrad list and are also available from the Administrator.

Conference funding

The Division of Humanities has conference funding available for PhD candidates who are invited to deliver a paper or present in a poster session at a conference in New Zealand or overseas. PhD students can apply for this fund once during their candidature; this provides up to a maximum of \$2500 plus conference registration fee. Application forms are available from http://www.otago.ac.nz/humanities/policies/postgrad/phd_conference_funding.doc

Other funding

You are encouraged to seek outside sources for funding; your supervisor should be able to advise you. Some suggestions are:

The Skinner Fund, administered by the Royal Society of NZ
Ministry of Foreign Affairs and Trade

Other grants for research or conference related grants are available to postgraduate students. Check the scholarships office website regularly for updates <http://www.otago.ac.nz/study/scholarships/>. The Scholarships office (located in the Clocktower building) also has a list of all grants related to travel available.

OFFICE SPACE AND RESOURCES

Office Space

Where possible postgraduates are offered office space within the department to use while they study. Office space is limited, and each student is permitted a limited period of office occupancy:

- PhD students are, where possible, given office space for three years
- Masters students are, where possible given office space for one year
- If you are employed as a tutor or demonstrator during the period of your enrolment, then we attempt to provide office space for an additional 6 months above the usual limits

Offices are generally shared amongst four students and come equipped with desks, filing cabinets and shelving.

If you go away for fieldwork for more than four weeks then you are requested to clear your belongings into storage boxes. The Lab Manager, Phil Latham, can provide storage space for non confidential material. Cathrine can arrange storage space for confidential material such as interview transcriptions.

If there is a waiting list for office space then it is possible that you will not return to the same space that you occupied prior to fieldwork; if your fieldwork is of particularly long duration you may have to go on the waiting list again.

If you are not using your office space for up to four weeks, it is appreciated if you would make your desk available temporarily for other students to use if there is a shortage of desk space.

In some instances we can arrange desk space in the Humanities Postgraduate Suite located on the first floor of the Student Union Building. A space in the Humanities Suite could be particularly useful when you are in the writing up stage of your thesis as there are possibly fewer distractions there. Please see Cathrine to discuss this option.

Please be considerate of your office mates and avoid having loud phone conversations or meetings in the office.

Telephone Use

All offices and labs have telephones available for local calls. To make an outside call, dial 1 to obtain an outside line then dial the required number. To reach the operator, dial 0. Office telephones should not be used for national, mobile or international calls without prior permission from Cathrine. Any such calls should relate directly to your research; dates, number called, and time called must be provided on request.

Please do not give the main office number as a contact except in cases of emergency.

Photocopying

Free photocopying is available to all post-grad students in the department. You are allocated 200 pages of free photocopying per month. A photocopier is available to students on the ground floor of the Richardson near lab GC13/GIS Lab. The photocopier requires a user I.D. and password. Please see Marj or Bronwyn to arrange this. Photocopying is in black and white only.

Printing

There is a printer located for student use at the north end of the corridor on the first floor (near the Ancient DNA lab). People using Macs will be able to directly print to this printer (see Internet Access for how to connect). Printing in the department is currently free. If the printer has run out of paper or requires a new ink cartridge, please see reception. Please do not abuse the privilege of free printing; it should only be used for research related work.

Internet Access

For students who have an office and a computer, internet access is available in several forms, depending on your computer. Please see Heather to discuss this.

PC: If you have a wireless card then wireless internet is available. This is on the same system as the University Student Wireless (UO_STUDENT), so you will need to logon using your student username and password (the same you use to log on to your student email). Internet can also be accessed through an ethernet cable, however the availability of this is variable between offices. Some offices have a dedicated computer for internet access as there is only one cable available. Using an ethernet cable requires you to register your computer with Heather (Office 1C12), and will take around a day to process. Using this cable will allow you to print to the postgraduate printer, whereas wireless access will not.

Mac: Those with a Mac can access the internet in the same way as described above for a PC, with one extra option. There is a dedicated wireless network for Mac users which allows internet access and printing to the postgraduate printer. You will need to register your computer with Heather for this to work.

Email lists

Postgraduate students' email addresses are added to an email list called 'postgrads@otago.ac.nz'. This list only includes postgrads from Anthropology and Archaeology. Members of this list should be able to email to everyone else on the list; some staff members are also members of the list. The email list should only be used for messages related to study and work. Do not use it to send out invitations to parties.

Your email address that we use for the list is @student.otago.ac.nz
If you do not use your student email regularly please arrange to redirect this address to the one you normally use. This can be done through PIMS on the University website.

When you complete your enrolment please advise Cathrine and she will add you to the email list.

Keys

As a postgraduate, you may need to be issued keys to access certain places in the department. Students will be issued a key to their office and also a key that allows access to the tea room and the Department Library. If you require keys for any of the laboratories for teaching or research purposes you will need to get permission from either Phil or Heather. All keys are available from reception where you will be required to sign that you have received them. Once you have finished with your keys, don't forget to return them to reception.

You will need an additional key from reception to access dissertations stored in the Department Library.

After Hours Building Access

Students wishing to work outside the hours of the Richardson Building being open (8am to 11pm) need to gain after hours access on their student ID cards. Talk to Marj or Bronwyn if you need after hours access; this takes approximately 48 hours to be processed. Entry can be made by swiping your student ID card across the keypads at either the front or rear doors to the Richardson Building.

Security

Please ensure that doors are always locked if there is no one in the office – every year we receive reports of people wandering through University buildings and stealing belongings.

If you are working late and feel unsafe when leaving please contact Campus Watch who will arrange for someone to escort you to your car. The number is 479-4881. *EMERGENCY SECURITY is 5000.*

NB: We are currently seeking information and pricing for having swipe card access installed on the double doors to both the first and second floors. If installed you would then need to have card access activated for after hours access to the office areas.

GAC SEMINARS

Each year the Graduate Affairs Committee organises a day of student seminars during which MA and PhD students present short talks on their research, and receive feedback from staff and other students. Students generally have 20 minutes to present on their topic, seminars can be in the format of PowerPoint presentations.

A call for abstracts will be sent out to students a few months before the seminars are scheduled. Typically the seminars are held near the end of Semester 1 or 2. In 2011 the seminar date is 27 May.

Who should present a talk?

All MA and PhD students in Anthropology & Archaeology should present at least one GAC Student Seminar during the course of their enrolment. As a general principle students should present at the first opportunity after they enrol (rather than defer until they have completed more research). Preliminary or tentative presentations are welcome and allow for important feedback in the early stages of research. It is expected that most speakers on the day will be first-time GAC Seminar presenters, but if students who have presented before feel it will be beneficial they may present more than once during their enrolment.

Who should attend?

All currently enrolled graduate students resident in Dunedin and surrounding areas are encouraged to attend the full day of talks. Academic staff members should attend as many of the talks as possible given teaching and other commitments. Staff and students are encouraged to attend all talks irrespective of sub-discipline or research interests.

Do GAC seminars count towards the requirement that MA and PhD students present Departmental Seminars on their research?

No. The GAC Seminars are short 20 minute presentations and include preliminary research plans. Their purpose is to encourage early-stage feedback and an awareness of the graduate research environment. Departmental seminars are more formal 50 minute presentations on substantive results and arguments. There will be no Departmental Seminars on the day of the GAC Student Seminars.

DEPARTMENTAL SEMINARS

The Department of Anthropology seminar series accommodates academic presentations from Anthropology staff, graduate students and local and international visitors. Students are encouraged to attend each seminar. Anthropology seminars take place at 3pm on Friday afternoons and last for between 60 and 90 minutes.

It is a requirement that all MA and PhD students present a Departmental seminar on their research. MA students should present one seminar on the findings of their research, typically near the end of their enrolment or soon after thesis submission. PhD students are expected to present at least two seminars during the course of their research. Typically the first will be a work-in-progress seminar and the second a formal presentation of the findings of the research.

For more information please contact:

Dr Ian Barber

Seminar Coordinator

Phone: 479 8758

ian.barber@otago.ac.nz

In semester two 2011 the seminar coordinator is Professor Glenn Summerhayes.

Phone: 479 8399

glenn.summerhayes@otago.ac.nz

ARCHAEOLOGY LABS

Please note:

Suitable footwear (i.e. no jandals/sandals or bare feet) must be worn in all the labs.

No food or drink is to be consumed in the labs.

The lab manager (Archaeology) manages the use of the Department's archaeological laboratories by researchers and students. As well as making sure that research in the laboratories runs smoothly, the lab manager is responsible for the health and safety of researchers/students within those laboratories and ensures that the department's laboratory spaces are being used correctly and in accordance with the University of Otago's health and safety policy on the use of laboratories.

Any field archaeological gear needs or lab equipment (excepting GPS units or the robotic total station which are held by the lab manager (IT) can be requested from the lab manager (Archaeology). This includes tapes, compasses, calipers, electronic balances, ranging poles, surveying levels and spades etc. Also general laboratory materials such as, plastic bags, permanent markers, pencils, graph paper, tracing paper, tape, glue, general cleaning gear etc. may also be obtained from the archaeology lab managers' office (1C.11).

Access to existing archaeological collections housed in the department's facilities are managed by, and accessed through, the archaeology lab manager, as are the departmental comparative collections. The lab manager (Archaeology) also maintains the Department of Anthropology and Archaeology's Transitional Facility, which houses MAF biosecurity risk materials, and maintains the associated import permit for the importation of overseas archaeological materials. It is the archaeology lab managers' job to ensure that any researcher/students working on foreign archaeological samples does so in compliance with the department's biosecurity policy.

The lab manager (Archaeology) is also in charge of the department's petrographic and XRF rock analysis capabilities and is the first point of contact for postgraduate students needing to learn how to make geological or ceramic thin sections as part of their research. Postgraduate students wishing to use the department's Bruker XRF first need to approach their supervisor/s and then formulate a research proposal for the machine's use. The proposal will then go before the Archaeological Laboratory Users Group (Archaeological academic staff plus the lab manager) for approval. If your proposal is approved the lab manager (archaeology) will train you up on the machine and schedule you times for the use of it.

The Lab manager (Archaeology) is responsible for the following departmental laboratories and storerooms:

1N.10 Teaching Laboratory

This is the department's main teaching laboratory for archaeology and is used by students from a range of 1st-4th year archaeology papers. A number of comparative material sets are kept in this lab, including a New Zealand shellfish reference set but also, some of the archaeozoological collections (those used in the teaching curriculum) historic bottle collection. There are pens, pencils, rubbers, protractors etc. available for use by students in this lab. Access to this laboratory is either through the lab manager (Archaeology) or Lab demonstrators/lecturers as part of the normal teaching curriculum.

1C.15 Advanced Laboratory

The 1C.15 Advanced Laboratory is used by researchers for the analysis of washed and cleaned archaeological samples. The northeastern corner of this laboratory also contains a comparative corner for faunal specimens commonly found in archaeofaunal assemblages. The comparative material in 1C.15 includes both Pacific and New Zealand fish bone comparative collections of the most commonly used fish bone elements in archaeofaunal research. To apply for space in this lab see the archaeological lab manager.

GC.13 General Laboratory

The GC.13 laboratory provides a back up for the 1C.15 Advanced laboratory and is likewise used for the analysis of clean 'washed and dried' archaeological samples. Like 1C.15 you need to apply to the archaeology lab manager for space in this lab and depending on your particular laboratory requirements the manager will allocate you space in either this lab or GC.13. If you are provided space in either 1C.15 or GC.13 you will also be provided with a key for independent access.

1C.17 Transitional Facility

The Department of Anthropology and Archaeology's Transitional Facility is used to house/quarantine any imported archaeological materials that constitute a MAF biosecurity risk. Any such materials must be imported under an import permit and kept in the Transitional Facility, where they may be signed out for processing and analysis in one of the archaeological processing labs. The whereabouts of any biosecurity risk materials imported under the department's import permit must be known at all times, and sheets for signing out material must be kept in the Transitional Facility. Any imported archaeological samples requiring cleaning must be done in accordance with the department's MAF biosecurity protocols. The archaeology lab manager will provide the appropriate biosecurity training for researchers who work with archaeological materials that constitute a biosecurity risk and a departmental manual outlining the Department of Anthropology and Archaeology's MAF biosecurity protocols is available from the lab manager (Archaeology). Access to the Transitional facility is always to be via the lab manager (Archaeology).

Comparative collections room

The comparative collections room houses the bulk of the Department of Anthropology and Archaeology's comparative materials. These comparative collections include extensive archaeofaunal collections of New Zealand bird,

mammal, fish and shellfish species. There is also a large collection of lithic material commonly used in artefactual sourcing studies, mostly this lithic material is from the South Island, however, there is a fairly extensive collection of North Island obsidians. Additionally, the comparative collections room houses a number of the department's academic staff archaeological collections in a set of sliding bays. These staff collections are not to be accessed unless you have direct permission from the appropriate staff member or the lab manager (archaeology). If you need access to the comparative collections room you need to see the archaeological lab manager, if you need prolonged access to collections in this room the lab manager (Archaeology) may allow you to sign out a key.

GN 4 Rock laboratory

The rock laboratory is where rocks/ceramics or shell may be sawn up to make thin sections for more specialized analysis. This is the 'dirty' lab for preparing samples for analysis. As such, this lab houses rock saws, grinders and laps and subsequently has a number of operational health and safety issues, particularly noise, dust and dangerous equipment. Any student wanting to use the rock lab must apply to the lab manager (Archaeology) and receive a briefing and a period of training on any articles of equipment they would like to use in this laboratory.

GN 3 XRF Room

The XRF lab is the 'clean' lab component in rock and ceramic analysis. The Bruker XRF machine is housed in this room and used for the analysis of lithics etc. A petrographic polarizing microscope is also housed in this room, and unlike the cheaper one housed in the rock lab that is used for the finishing (getting the correct thickness) of thin-sections, this polarizing microscope is only for use with finished, clean thin sections. Access to the XRF room is conditional on the archaeology lab manager's approval and for access to the Bruker XRF machine, postgraduate students require prior approval from the Archaeological Lab Users Group (archaeological academic staff plus the lab manager) which can be requested via the students' supervisor/s.

GN 1 Processing laboratory

This processing laboratory is used when dealing with large assemblages (particularly those recovered from field school excavations. Because of its proximity to the cleaning and soils lab, as well as the rock and XRF labs, researchers needing these other facilities in conjunction with general processing/analysis of material may be set up in this laboratory. However, this laboratory may also be used for other purposes, depending on the archaeology lab manager's discretion, including experiments in making/using material cultural items, for instance stone flaking/working etc. Access to this facility is via the archaeological lab manager, or teaching staff/demonstrators if part of class curriculum.

GN 2 Field store

This storeroom houses the bulk of the department's archaeological excavation equipment, including spades, shovels, trowels, hearth brushes, coal shovels, tapes etc. A freezer is also housed in this room for the frozen storage of archaeological/comparative specimens. A bench top grinder is kept in this room for the sharpening of archaeological trowels, spades etc. Access to this storeroom is

generally restricted to the archaeology lab manager but those needing to return gear, or, clean or sharpen archaeological tools may get access via the lab manager.

GN 5 Cleaning, Soils Laboratory, Drying Room (5a), Fume room(5b)

This is the Department of Anthropology and Archaeology's general cleaning laboratory where all primary cleaning of archaeological materials is undertaken. Both swipe card and key access are required to gain access to this lab. There are two main cleaning sluice sinks that are used in conjunction with sieves and high-pressure hoses for the general cleaning of dirty samples. If any researcher wishes to dry sieve archaeological samples, a notoriously dusty undertaking, it is to be conducted under the (switched on) large extractor fan hood in this lab. A drying room is also accessed via this lab and is used to dry cleaned samples. An additional fume room is also accessed via this lab and this is used for the preparation of archaeofaunal specimens for the comparative collection. Access to any of these spaces is via the lab manager (archaeology) or via lab demonstrator/lecturer as part of the normal teaching curriculum. If you require prolonged access to this facility the lab manager (Archaeology) will hook you up with swipe card access and a key.

Leith Street, Off site storage (long term storage)

The Department of Anthropology and Archaeology also maintains an off site storage facility that caters for the long-term storage of archaeological assemblages. This off site storage facility is also used to house some of the department's bulkier field equipment. Access to the off site storage facility is via the archaeology lab manager.

IT Labs

The lab manager (IT) is responsible for maintaining the departmental computers and electronic items. This includes managing the department's computer resources, internet access, software and application advice, and software upgrades, digital voice recorders, transcribers, GPS units, Total Stations, GIS access, and data uploading and downloading. The lab manager (IT) also maintains the AV equipment in the seminar room and the 1N10 Teaching Laboratory. The lab manager (IT) is the Department's HSNO officer in charge of the department's registrar of dangerous chemicals. Any postgraduates wishing to use dangerous chemicals as part of their laboratory work require approval from the lab manager (IT).

Issues about computers, software, AV equipment, GPS, GIS, etc. can be directed to the IT lab manager. Likewise, researchers/students wishing to book GPS units, Total Stations or recording equipment for fieldwork need to apply to the lab manager (IT).

Laboratories under the direct control of IT Lab manager are the Microscopy Laboratory and the GIS Room.

1C.18 Microscopy Laboratory

The Microscopy room is for specialized charcoal analysis and other work involving preparation of samples for analysis using microscopes. There is a fume hood in this laboratory with which hazardous chemicals can be used when preparing samples. Hazardous chemicals are stored in this laboratory. Before using any of the hazardous chemicals stored in this room, researchers/students must first gain approval from the lab manager (IT & Research) who will provide them with the appropriate instructions and health and safety briefing. Requests for access to the microscopy room are to be directed to either the IT & Research or Archaeology lab managers.

GC.15 GIS Room

The GIS room is used both in the teaching curriculum for archaeology students interested in spatial analysis and by researchers and postgraduate students in anthropology who need the use of GIS (Geographic Information Systems) as part their research, for various aspects of data management and spatial manipulation. Access to the GIS room is either via the lab manager (IT & Research) or via tutor/lecturers as part of the department's normal teaching curriculum.

DEPARTMENT LIBRARY

Room 2C23 houses the Departmental library collection which includes copies of most 480 research essays, 490 dissertations, MA and PhD theses that have been completed in this Department.

You will also find:

Archaeology Consultants' reports

Sundry old journals

The computer has spreadsheets of what is available and endnote referencing.

Please do not remove materials from the building. Postgrads with desk space are permitted to take items to their offices but please ensure you fill out the sheet detailing what you have.

There are two study spaces available in the Library for you to peruse theses

WORK OPPORTUNITIES IN THE DEPARTMENT

Tutoring

Emails are sent out by the Department Administrator in late January/early February and June each year advertising tutoring opportunities for various papers in the upcoming semester.

The department expects all tutors to take a Higher Education Development Centre course if you have not tutored before. These courses can be found at:
www.otago.ac.nz/hedc

Courses are free.

Research Assistant positions

Academic staff may have paid research assistant positions available, funded from research grants. If you accept a research assistant position with a staff member you will be required to sign a contract for the work with the University; please do not start work until the contract is signed. Cathrine administers this process.

ACADEMIC INTEREST GROUPS

Association of Social Anthropologists Aotearoa/New Zealand
www.asaanz.rsnz.org

New Zealand Archaeological Association
www.nzarchaeology.org

University of Otago Anthropology Society (UOAS)

UOAS is a student run society that functions independently from the department. It was established in 2007 with the aim of enabling both support and collaboration within and between the disciplines of the department. Membership is open to anyone with an interest in anthropology and is a great way to meet other people with similar interests.

The Executive organises both educational and social events ranging from technical workshops to quiz nights, pub tours and ethnographic film nights. UOAS also has a fundraising capacity which members can use to raise funds for their own research.

Positions in the UOAS executive are open to all members and volunteers for the positions are greatly appreciated. As a member of the exec you can have your say on how the society runs and the events offered by UOAS. It is also a great way to work on your leadership and organisation skills.

Membership is paid annually and is \$10 for postgraduates and non-students (including staff) and \$5 for undergraduates. For more information, or to join, check out the UOAS webpage www.otagoanthology.net

USEFUL LINKS

The Postgraduate Professional Training Programme

The Postgraduate Professional Training Programme is a short training programme for PhD students in the Humanities to obtain some skills, knowledge, and practice in academic lecturing. The course includes training in course design, assessment development, and lecture delivery.

Aims

The programme has two specific aims:

- To provide students with skills, knowledge, and experience in the techniques of delivering lectures.
- To provide students with documented evidence of teaching for use on a CV or job application.

Structure of the Programme:

- Seminars: Students will attend four seminars introducing the teaching and learning principles involved in academic lecturing.
- Teaching observations: Students will be required to observe at least three lectures during the semester.
- Lecturing: Students will be required to deliver at least one lecture during the semester.

Eligibility

The programme is open to currently enrolled Humanities PhD students who are in the middle years of their candidature.

For further information please contact the programme coordinator:

Dr Simone Celine Marshall, English Department

03 479 4850

simoneceline.marshall@otago.ac.nz

WEBSITES

University of Otago Library website

<http://www.otago.ac.nz/library>

University of Otago Student Learning Centre (for workshops in Academic Skills)

<http://www.hedc.otago.ac.nz/hedc/sld.html>

Masters Handbook

<http://www.otago.ac.nz/study/masters/handbook/index.html>

PhD Handbook

<http://www.otago.ac.nz/study/phd/handbook/index.html>

University of Otago Anthropology Society

<http://www.otagoanthsociety.net>

Association of Social Anthropologists of Aotearoa/New Zealand (ASAANZ)

asaanz.rsnz.org/

New Zealand Archaeological Association

<http://www.nzarchaeology.org>

Historic Places Trust

<http://www.historic.org.nz>

Handy Dates:

March/April

Early in semester one we arrange a social event so that you can meet members of staff and your fellow students in an informal setting.

May

In May we hold a celebratory event to which graduating Hons, MA and PhD students are invited. We include invitations to the people who graduated at the December ceremony.

Departmental Seminars

Fridays from 3.00 p.m. in Moot Court, 10th floor of Richardson building. Please watch for notices and email information. Coordinator Dr Ian Barber.

Postgrad Seminars

In 2011 the seminars will be held in late May.