

The background image is a photograph of a large, ancient stone castle ruin. The castle is built into a steep, rocky cliff face. It features several arched windows and doorways, some of which are partially ruined. The stone is weathered and covered in moss. In the foreground, there is a body of water, likely a river or lake, which is brown and murky. The surrounding area is lush with green trees and foliage. The overall scene is one of historical significance and natural beauty.

Institute of Science and the Environment

Guide to Archaeology and Heritage

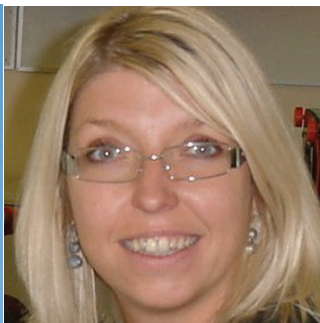
BA Archaeology and Heritage Studies



University
of Worcester

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Welcome to Archaeology, part of the Institute of Science and the Environment at the University of Worcester. Set in an attractive campus close to the heart of historic Worcester, the University of Worcester is a great place to study Archaeology. Our stimulating courses are taught by enthusiastic, experienced staff who have a real passion for their subject. Specialist laboratory and computing facilities are excellent and the course features a practical, hands-on emphasis. Not only does this help you to understand key concepts, it also provides you with the specialist skills demanded by employers. This approach is reinforced by a strong fieldwork programme, which features extensive local fieldwork opportunities. Whatever course you follow, you will enjoy a friendly, supportive learning environment. At Worcester, you are not just another face in the crowd.

I do hope you will be able to join us at the University of Worcester.

Dr Jodie Lewis

Course Leader for Archaeology

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Studying Archaeology at the University of Worcester

Area of natural and cultural interest

Our facilities are complemented by our natural and cultural surroundings. Worcestershire is an ideal location for archaeological and heritage study. It is full of historical and archaeological sites, including the nearby Malvern Hills, which are designated an Area of Outstanding Natural Beauty. The Wye River Valley, the Forest of Dean and the Cotswolds are all within easy reach, whether for a relaxing day out or to use as areas of study.

Teaching and Assessment

A range of learning and teaching methods are employed within Archaeology at the University of Worcester. These include lectures, seminars, tutorials, group work, laboratory and computer practicals and fieldwork. There is a strong emphasis on practical work which is considered a strength of the programmes. As a general guide you would be expected to attend sessions totalling 12-16 hours per week in addition to your own independent study.

The Archaeology programmes utilise diverse assessment procedures, in order to develop a wide range of transferable skills. Examples of assessment types include coursework, essays, reports, practical folders, presentations, critiques, and project work. There are few exams in the degree programme.

Subject Resources

There are opportunities for fieldwork, both local and residential, and resource provision is excellent, and includes geophysical and topographical survey kit, teaching laboratories, 24-hour access computer rooms and a brand new digital mapping and survey suite.

Research and Teaching

The expertise of the staff covers all archaeological ages from the prehistoric to the modern period, archaeological landscape investigation, artefact and material culture studies, fieldwork and death and burial practices. On the heritage side, staff have teaching and research interests in built environment conservation, heritage tourism and heritage and national identity. Teaching and research is firmly linked and students often have the chance to participate in nationally important research projects, run by members of staff.





Employability

Skills development

All of our courses are very 'hands on' so you will be able to gain good practical skills and experience to enhance your employability. Practical skills are developed through laboratory work, local field trips, residential fieldwork and computer work, work experience and career planning. You will also develop a wide range of transferable skills including written and oral communication skills, report writing, essays, data manipulation and analysis, fieldwork, laboratory work, computing skills, research techniques, teamwork and independent study.

Gaining Experience

All undergraduates on Archaeology courses are encouraged to acquire relevant work experience alongside or as part of their studies. Some current students are undertaking volunteer work and there are also opportunities to 'Earn as You Learn'. The University has a Careers Advisory Services accessible by all students.

Career Opportunities

Archaeology and Heritage Studies is a flexible

and adaptable introduction to a range of different careers. Britain's heritage is now a major source of national prosperity and a vital component of the tourist industry. Possible careers include:

- Commercial (field) archaeology
- Museums and the Heritage Industry
- National Organisations (English Heritage, National Trust)
- Archaeological/Environmental Consultancies
- Teaching
- Planning Officer
- Tourism Officer
- Civil Service
- Research

Additionally, like all undergraduate courses at Worcester, our Archaeology courses equip students with a range of skills and understanding which are relevant to many careers for which a degree is required. Thus you will have learnt to research topics and gather data accurately, to analyse your data and to communicate the results clearly and effectively through a range of different methods, oral as well as written.

Admissions Policy



The University aims to be accessible; it is committed to widening participation and encouraging diversity in the student population. The Institute of Science and the Environment works closely with central student support services to support students from a variety of backgrounds. We actively encourage and welcome people from the widest range of economic and cultural backgrounds, and value the contribution of mature learners.

Entry requirements for Archaeology and Heritage Studies:

240 to 280 UCAS Tariff Points

The University will also consider applications from candidates holding qualifications outside the UCAS Tariff, including those awarded by professional bodies and overseas qualifications (including the European Baccalaureate).

The University welcomes applicants who hold alternative qualifications/experience who can demonstrate the ability to benefit from the course and show their potential to complete the course successfully. Although recent preparatory study at an appropriate level (e.g. an Access course) is recommended, students may be considered on the basis of prior evidenced professional/work experience and/or other assessment procedures, and the assessment of personal suitability. University Admissions staff will be able to offer information, advice and guidance on this process.

Please contact the Admissions Office for advice:

Tel: 01905 855111

Email: admissions@worc.ac.uk

Mature Students

University of Worcester values diversity in its student body and students over the age of 21 are very welcome. If you fulfil the standards entry requirements as detailed above, please apply through UCAS.

Students with few or no formal qualifications are asked to contact the Admissions Office (01905 855111) with details of their age, any work they have undertaken, including caring or organised voluntary work, and any other relevant experience and/or qualifications gained since leaving school. An advisory interview will be arranged to discuss possible options. These options include an Access course or Foundation Year at a local Further Education College or an Exploratory Essay and interview, where appropriate.



BA Archaeology and Heritage Studies (Hons)



Overview

In Britain today interest in archaeology and heritage is at an all-time peak. There are 'heritage tours', 'heritage holidays' and 'heritage theme parks' and 'living museums' in which 'the past is brought to life'. Television programmes such as Time Team illustrate the fascination that people have with the past. Britain's heritage and its discovery and presentation is, therefore, a topic that deserves close scrutiny and there can be no doubt of the positive contribution of Britain's heritage and the industry associated with it both to the nation and to the economy. Yet the study of Archaeology also provides the temporal detail for the study of humanity, the chronological framework into which universal themes are placed. These themes – death and burial, ritual and religion, subsistence, settlement, human evolution – have a resonance and relevance for people today, regardless of age, race and gender. Archaeology and Heritage Studies, then, is an exciting, inclusive subject that will introduce you to debates that are important academically, philosophically and economically. The diverse range of modules, opportunities for specialization and practical emphasis means that the Archaeology and Heritage Studies programme at Worcester offers you an excellent introduction to the topic.

The Level 4 programme introduces the nature and breadth of Archaeology and Heritage Studies, providing the necessary underpinnings for more advanced study at Levels 5 and 6.



BA Archaeology and Heritage Studies (Hons) Module Structure

	Mandatory core module
	Option module or Elective

Level 4 (Year 1) Module Structure	
Semester 1	Semester 2
ARCH 1101 Introduction to Archaeology (30 credits over both semesters)	
ARCH 1102 Introduction to Heritage (30 credits over both semesters)	
ARCH 1103 Archaeology and Heritage of the British Landscape (30 credits over both semesters)	
Option or Elective	Option or Elective
<p>Options include</p> <p>ARCH 1104 World Archaeology and Ancient Civilizations ARCH 1105 Human Origins GEOG 1121 Country and the City HIST 1005 Reconstructing the Past</p> <p>Single Honours Requirements at Level 4 Single Honours students must take 120 credits in total, at least 90 of which must be ARCH1101, ARCH1102 and ARCH1103. Single Honours students may also choose to take elective modules to the value of 30 credits from the listing of elective modules provided for undergraduate degree programmes, or take additional modules from the table above to the value of 30 credits.</p> <p>Joint Honours Requirements at Level 4 Joint Honours students must take ARCH1101 and ARCH1102</p>	

Level 5 (Year 2) Module Structure	
Semester 1	Semester 2
ARCH 2101 Archaeological Theory and Research (30 credits over both semesters)	
ARCH 2102 Displaying the Past: Museums, Artefacts and Collections (30 credits over both semesters)	
Option	Option
Option or Elective	Option or Elective
<p>Options include</p> <p>ARCH 2110 Visions of England: History, Heritage and Identity ARCH 2111 Architecture and the Built Heritage ARCH 2112 Heritage Tourism and Place Promotion ARCH 2120 Landscape Archaeology ARCH 2121 Environmental Archaeology ARCH 2122 Death and Burial ARCH 2123 Field Excavation Module GEOG 2113 GIS</p> <p>Single Honours Requirements at Level 5 Single Honours students must take 120 credits in total, at least 90 of which must be drawn from the table above to include ARCH2101 and ARCH2102. Single Honours students may also choose to take elective modules to the value of 30 credits from the listing of elective modules provided for undergraduate degree programmes, or take additional modules from the table above to the value of 30 credits.</p> <p>Joint, Major and Minor Honours Requirements at Level 5 Students following Joint Honours pathways can adjust their studies at level 5 to take more modules in one subject or can maintain an equally balanced programme of modules in each subject. The precise award title (Joint Hons or Major/Minor Hons) depends on the total number of credit achieved in each subject at levels 5 and 6</p> <p>Continued over page.....</p>	

BA Archaeology and Heritage Studies (Hons) Module Structure



Mandatory core module



Option module or Elective

Level 5 (Year 2) Module Structure continued

Major Pathway Requirements at Level 5

Major Pathway students must take at least 60 and no more than 90 credits from the table above to include ARCH2101 and ARCH2102.

Joint Pathway Requirements at Level 5

Joint Pathway students must take 60 credits from the table above to include **at least one of the following:** ARCH2101 and ARCH2102. If ARCH2101 is NOT TAKEN, the students must select 30 credits' worth of optional modules from the following: ARCH2120, ARCH2121, ARCH2122.

Students intending to complete their Independent Study in this subject must take ARCH2101.

Minor Pathway Requirements at Level 5

Minor Pathway students must take at least 30 credits and no more than 60 credits from the table above

Level 6 (Year 3) Module Structure

Semester 1	Semester 2
ARCH 3002 Independent Study (30 credits over both semesters) or ARCH 3001 as an independent study module carried out over one semester.	
ARCH 3105 Managing the Historic Environment	Option
Option	Option
Option	Option

Options include

ARCH 3103 Extension Module
ARCH 3104 Work Placement
ARCH 3111 Architecture and the Built Heritage
ARCH 3112 Heritage Tourism and Place Promotion
ARCH 3121 Medieval Archaeology and Local Heritage
ARCH 3122 Neolithic and Bronze Age
ARCH 3123 Iron Age and Roman Britain
BIOS 3051 Forensic Archaeology
GEOG 3113 GIS
GEOG 3132 Countryside Conservation
GEOG 3133 Town and Country Planning

Single Honours Requirements at Level 6

Single Honours students must take 120 credits from the table above to include ARCH3001 or ARCH3002 and ARCH3105

Joint, Major and Minor Honours Requirements at Level 6

Students following pathways in two subjects can adjust their studies at level 6 to take more modules in one subject or can maintain an equally balanced programme of modules in each subject. The precise award title (Joint Hons or Major/Minor Hons) depends on the total number of credit achieved in each subject at levels 5 and 6

Major Pathway Requirements at Level 6

Major Pathway students must take either 75 or 90 credits from the table above to include ARCH3001 or ARCH3002 and ARCH3105

Joint Pathway Requirements at Level 6

Joint Pathway students must take either 60 or 75 credits from the table.

Joint pathway students taking their independent study in this subject must take ARCH3001 or ARCH3002.

Minor Pathway Requirements at Level 6: Minor pathway students must take either 30 or 45 credits from the table above.



Module Descriptions

ARCH 1101: Introduction to Archaeology

This module introduces students to the principles of archaeology methods and practice in archaeological field work. Students will be introduced to key concepts in archaeological methods, as well as being asked to put these methods into practice in a variety of lab and field-based practicals. Students will learn how archaeologists reach interpretations about past cultures, using a number of useful approaches, including ethnography, experimental archaeology, and scientific procedures. Through selected field work experiences, student will be able to explore local archaeology, as well as relate case studies to their own endeavours.

ARCH 1102: Introduction to Heritage

For students new to the study of heritage, the module provides an introduction to the contemporary debates about heritage and our preoccupation with the past, so providing a foundation for the further exploration of heritage issues within the Archaeology and Heritage course at Levels 5 and 6. It also introduces students to some of the key organisations, structures and issues surrounding the protection, management and utilisation of heritage. The module takes a multi-layered and multi-sector approach to looking at heritage protection and management, considering a range of different heritage assets; such as landscapes, monuments, properties, buildings, artefacts and intangible cultural heritage. It addresses issues raised by the history, development and management of heritage through a mix of class-based sessions and visits to particular heritage sites, including UNESCO 'World Heritage Sites' and heritage sites within the local region. The module provides an introduction to techniques of learning, studying and research that will be of relevance throughout the modules in Archaeology and Heritage Studies and beyond.

ARCH 1103: Archaeology and Heritage of the British Landscape

This module provides a general introduction to the archaeology of the British landscape and considers the anthropogenic factors that have created the historic environment. The module uses a chronological and thematic approach to foster a deeper understanding and recognition of the material traces that are present in the

British landscape, ranging from prehistoric times to the present and considers how this rich landscape heritage is conserved. It provides a framework for understanding more advanced concepts of the historic landscape encountered in levels 5 and 6.

ARCH 1104: World Archaeology and Ancient Civilizations

This module will introduce students to the breadth of human culture from the first modern humans to the first ancient civilizations. Topics will range from the origins of agriculture, early state level societies and the spread of humanity from continent to continent. Case studies include the Egyptian, Mesopotamian, Classical, Chinese and Aztec cultures. Students will be provided with the opportunity to apply knowledge and understanding accurately to a range of issues, questions and problems relating to our contemporary understanding of the global human past, through the evaluation and interpretation of archaeological evidence.

ARCH 1105: Human Origins

An introduction to the study of human evolution through the fossil record, this module examines the different types of evidence scientists, including archaeologists, anthropologists and palaeontologists use to support our descent from our ape ancestors. This module will allow students to examine current issues such as the development of locomotion, diet, tool making, social behaviours and the role of a changing environment that are central to our reconstruction of ancient humans and their lives.

ARCH 2101: Archaeological Theory and Research

Archaeological data does not "speak for itself"; it has to be interpreted and interpretation is always theoretical. This module starts by introducing students to the relationship between theory and practice and provides a chronological, contextual overview of the development of archaeological theory. Using a combination of lectures, seminars and fieldtrips, students are encouraged to develop skills in critical analysis and debate, and apply them to archaeological data. After a grounding in theoretical concepts, students are then introduced to the nature of the archaeological research process and the key techniques employed within archaeology and heritage research, including methods of writing and presenting research findings.

ARCH 2102: Displaying the Past: Museums, Artefacts and Collections

The display of material culture from the past is a core component of the museum and heritage sectors. Museums are key sites for the collection and display of human cultural heritage and form a vital link between heritage and 'the public'. The module takes a two stage approach to exploring this area, firstly looking at archaeological artefacts and their recording and development into collections and then considering their display in museums.



ARCH 2110: Visions of England: History, Heritage and Identity

The module explores the ways in which 'Visions of England' - concepts of 'Englishness' and English national identity - have developed, and the roles of history and heritage in defining and popularising them. How have those cultural attitudes and perceptions which dominate how we define being 'English' and which we think of as characteristic of English heritage come into being? These questions are explored through case studies tracing the emergence of English heritage. The focus is on contemporary concepts of Englishness, but some attention is also given to aspects current in the past which have now been abandoned. The module reviews the differences in approaches between historians and heritage, including recent developments in the discipline of heritage studies and new ways of interacting with the past. Evidence is drawn from a wide range of media including film and television.

ARCH 2111/3111: Architecture and the Built Heritage

Buildings, either as single structures or as townscapes, form a key component of the national heritage. Key structures are afforded official protection through legislation and buildings form a key resource within the 'heritage industry'. But which structures do we value and why? The module seeks to examine these issues. Focussing on Britain's built heritage, the module will examine the development of key building types, architectural styles and the formation of historic townscapes. It will draw upon a range of perspectives in order to analyse buildings, including architectural, urban morphological and archaeological. Finally, the module will explore the significance of particular buildings, styles and townscapes to Britain's national heritage, considering issues of protection and re-use.

ARCH 2112/3112: Heritage Tourism and Place Promotion

The module examines the increasing importance of heritage, commodification and spectacle to the management, promotion and economic development strategies of places. It introduces students to contemporary approaches to understanding the construction of place and develops student's skills in critically 'reading' heritage landscapes and place promotion materials as 'texts'. In particular it critically examines the promotion of the countryside as a place of leisure and tourism and the selling of urban and industrial heritage in heritage centres and as part of urban regeneration strategies. The module critically considers whose heritage is being represented in these contexts and who benefits from this commodification of heritage.

ARCH 2120: Landscape Archaeology

This module examines the philosophy and practice of landscape archaeology and focuses on a detailed examination of the aims and methods of the approach. The emphasis in this module is on practical techniques for investigating the landscape and interpreting the data within established frameworks. Through fieldtrips and case studies, students learn how to recognise and investigate humanly created features in the landscape. Training in practical skills allows students to use non-invasive techniques to examine and interpret the landscape.

ARCH 2121: Environmental Archaeology

This module provides a detailed survey of approaches and concepts in environmental archaeology, exploring in particular the past human impact on the natural environment, and the methods used to investigate this impact. Human influence on ecosystems and the modification of the environment are highlighted. Faunal, floral and soil evidence is examined by means of case studies from Britain and Europe.



ARCH 2122: Death and Burial

This module considers human responses to death and the archaeological signature that remains of these practices. Burial traditions from the Palaeolithic to the Post-Medieval period are explored and key sites identified. Themes that are examined include Eating the Dead; Monumentalising the Dead; Deviant Death; Gender and Status; Architectural Responses to Death; and the Ethics of Excavating the Dead.

ARCH 2123: Field Excavation Module

This module provides students with the opportunity to obtain field experience of an archaeological project. Such opportunities are an essential component of an Archaeology-based degree, enabling students to put into practice the key techniques employed in archaeology.

ARCH 3001/3002: Independent Study

An Independent Study in Archaeology and Heritage Studies enables students to apply their knowledge and understanding of the methodologies and materials of the Course to the analysis of a particular theoretical and/or practical problem of their own choice. The Study is an extended exercise equivalent to two modules in weight. Students will receive support via individual and group tutorials as appropriate.

ARCH 3103: Extension Module

The module provides an opportunity for students who perform well in a module and who wish to develop their interests in an area further to do so. The content will be negotiated with a tutor before the commencement of the module. Students will be required to submit a plan of action and may not research the same topic for their Independent Study.

ARCH 3104: Work Placement

This module will provide students with the opportunity to undertake a work placement with an employer working in the historic environment sector. Students will be expected to arrange their own 100 hour work placement which may entail a two week block (normally out of semester) or a more extended period of 15 weeks. Placements should be approved by the module leader in advance of module registration; examples of appropriate placements include public-sector bodies, museums, heritage centres, county archaeology services, voluntary-sector organisations and private-sector companies with relevant strategies relating to the heritage/landscape sector. The taught element of this module will be delivered by a series of seminars and tutorial sessions.

ARCH 3105: Managing the Historic Environment

This module explores the impact of incorporating the conservation of the historic environment within the planning and management of modern development. It will consider the roles of the various professional bodies concerned – archaeologists, museums, developers, planners – and their relationship to local communities. It will critically examine contemporary debates surrounding the operation of the current system for managing heritage assets and thereby consider the relationship of heritage to contemporary social and economic concerns.

ARCH 3121: Medieval Archaeology and Local Heritage

This module explores the archaeology of the medieval period and its significance in the present day, focusing on England. Students will develop knowledge of and research skills in historical archaeology through lectures, seminars, fieldtrips and independent work.

ARCH 3122: Neolithic and Bronze Age

This module considers one of the most fundamental shifts in human behaviour – the move from hunter-gathering to farming, and the development of sedentary lifestyles. The Neolithic and Bronze Age periods are also characterised by new types of ritual practice and religious belief, the first permanent structures, a different material culture and new types of social organisation. In this module students will be introduced to these classes of evidence, through lectures, seminars and fieldtrips, and be able to specialise in the archaeology of one of the most significant periods of human history.

ARCH 3123: Iron Age and Roman Britain

This module examines the nature of Celtic and Roman society and culture through excavated remains and contemporary objects. The impact of the Roman invasion is covered and the absorption and/or imposition of new Roman institutions together with the reorganisation of the landscape, especially where resources were concerned. Some principal thematic studies will be included, such as the systems of agriculture, industrial achievements, trade, and the nature of settlement in town and country. The module lends itself to the examination of the meaning of contrasting and changing cultures. Site visits and the handling of period artefacts will be included.

BIOS 3051: Forensic Archaeology

This module covers the role of the Forensic Archaeologist, the way in which they approach their work from their first involvement in a case through to evidence being provided in a court of law. The module covers the practice of identifying areas for further investigation and exhumation. Furthermore students will learn how to document the process in a manner suitable for admission as evidence in a court of law.



Assessment Maps

Level 4											
Module	Assessment method										
	Mandatory or optional	Essay	Practical Portfolio	Group Poster Presentation	Individual Reflective evaluation on poster theme	Heritage Site Evaluation Report	Practical Report	Landscape Interpretation Panel	Current Events Item	Written Assignment	Unseen Exam
ARCH1101	M	50%	50%								
ARCH1102	M			30%	30%	40%					
ARCH1103	M						60%	40%			
ARCH1104	O	60%							40%		
ARCH1105	O	50%									50%

Level 5											
Module	Assessment Method										
	Mandatory or optional	Essay	Exam	Research Proposal	Report	Oral Presentation	Individual Evaluation	Practical File	Article Critique	Field Note-book	On-site performance
ARCH2101	M/O		40%	20%	40%						
ARCH2102	M/O				50%	30% (and report)		20% (label)			
ARCH2110	O	60%					40%				
ARCH2111	O	50%				50%					
ARCH2112	O					50%	50%				
ARCH2120	O				100%						
ARCH2121	O							100%			
ARCH2122	O	65%							35%		
ARCH2123	O									30%	70%

Level 6	Assessment method										
Module	Mandatory or optional	Independent Study Research Project	Student Led Discussion	Heritage Risk Report	Individual Evaluation	Proposal for Research Project	Presentation	Negotiated Assessment Item	Practical Case Notes and Forensic Statement	Exam	Project
ARCH3001/2	M/O	100%									
ARCH3103	O										100%
ARCH3104	O						20%	80%			
ARCH3105	M/O						25%				75% (DBA*)
ARCH3111	O		50%	50%							
ARCH3112	O				50%		50%				
ARCH3121	O					100%					
ARCH3122	O						30%	70%			
ARCH3123	O						40%				
BIOS3051	O								60%	40%	





Supporting your Learning

The university has an Equal Opportunities Policy, together with equality schemes and action plans promoting equality in relation to race, disability, gender, age and sexual orientation. Progress in implementation is monitored by the Equality and Diversity Committee. The Disability and Dyslexia Service within Student Services provides specialist support on a one to one basis.

The following activities and documents have been put in place to provide support for undergraduate students studying on Archaeology programmes within the Institute of Science and the Environment.

Induction Programme

Archaeology runs a week of induction events at the start of the academic year. In detail, the programme for this will vary from one year to the next, but will include the following elements: Induction to the course; Meeting with academic tutors; Introduction to key student ICT resources inc. Student Online Environment (SOLE) and Blackboard; Social event to meet staff and fellow students; Project/field activities. Sessions on core study skills are reinforced within core mandatory modules and academic tutorials.

Academic Tutors

All students have an academic tutor who is the student's regular point of contact within the University. Normally an academic tutor will remain with a student throughout their time at the University of Worcester. Tutorials operate alongside the core curriculum. In year 1 there is a full programme of meetings, with students undertaking a range of tasks linked to core modules. There is particular emphasis on information literacy skills and personal development planning.

In years 2 and 3, the programme of meetings adheres to the generic guidance issued by the university, although there will remain an emphasis on personal development planning throughout the student's course. At all levels, a key objective will be the application of the idea of 'feed forward'; students gather feedback from the previous year/semester and review it with a tutor and/or peer group.

A particular focus of the academic tutor is to encourage personal development planning so that students receive structured support to develop:

- Awareness of their own strengths and weaknesses
- A clear vision of what they want to achieve through study in higher education
- Greater understanding of how study in Archaeology at the University of Worcester can help them achieve their goals
- Responsibility for their choices in modules work and social life
- A reflective approach to all feedback they receive on their work
- A sense and a record of progression and achievement in their development of subject and generic skills and attributes.

The academic tutor will also:

- Respond to student requests for support and help with problems which affect academic work, their at subject level or by referral to other University of Worcester facilities
- Provide information for and assist in the drafting of University of Worcester references

How Often?

Students should normally meet their academic tutors four times a year, although occasionally students may also need to contact their tutors at other times, particularly if they are experiencing problems.

Group Meetings

At induction, there will be a group meeting between academic tutors and their tutees, other group meetings may also be organised from time to time.

Personal Development Planning

Students are strongly encouraged to engage with personal development planning (PDP), and this is introduced in the first year tutorial programme. An online easy-to-use PDP tool (Pebble Pad) is available, although students may use a paper-based systems if they prefer.



Study Skills

Archaeology programmes at Worcester provide students with a range of opportunities to develop their skills across all levels of the course. Support for developing study skills is built into the courses, especially the mandatory modules in Year 1 and is also provided in tutorials.

Additional support for developing study skills is provided online at www.worc.ac.uk/studyskills/index. This online resource includes Study Skills Advice Sheets, which give guidance on the following areas:

- Essay writing
- Learning at University
- Learning journals
- Minimising stress
- Oral presentations
- Organising yourself
- Plagiarism and referencing
- Reading efficiently
- Revision and exam skills
- Study at distance
- Taking notes
- Using feedback to improve your work
- What does the Question mean?
- Working in groups
- Writing reports



Information and Learning Services

Information and Learning Services (ILS) supports students and staff using library, IT and media services. University of Worcester students automatically become members of the library. Further information on ILS services, including up-to-date opening times, can be found at www.worc.ac.uk/ils

- Library account and information enquiries: 01905 855341
- Subject-related enquiries: Email: askalibrarian@worc.ac.uk
- Technical IT support: 01905 857500
- E-Learning Support (incl. Blackboard): Email: eos@worc.ac.uk



Notes



Every effort has been made to ensure the accuracy of the information contained within this document; however the University reserves the right to change information given at any time. For the latest version of this document, please contact Jodie Lewis (jodie.lewis@worc.ac.uk).
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