

SUBJECT/MODULE SYLLABUS*

1.	Subject/module name Documentation in Archaeology
2.	Discipline archaeology
3.	Lecture language Polish
4.	The entity conducting subject Institute of Archaeology
5.	Subject/module code 22-AR-S1-02-DwA
6.	Type of subject/module (<i>obligatory or optional</i>) obligatory
7.	Field of study (specialization)* archaeology
8.	Level of studies (<i>1st degree*, 2nd degree*, long-cycle master's studies*, name of the Doctoral College*</i>) 1st degree
9.	Year of studies (<i>if applicable</i>) 1st year
10.	Semester (<i>winter or summer</i>) winter
11.	Form of classes and number of hours (including number of hours of online classes*) Laboratory 30 hours
12.	Prerequisites in terms of knowledge, skills and social competences for the subject/module <ul style="list-style-type: none"> - in terms of skills: independent acquisition of knowledge under the supervision of a research supervisor - in terms of social competences: can cooperate and work in a team
13.	Learning objectives for the subject <p>The classes are aimed at familiarizing students with the types and principles of preparing archaeological documentation and their practical learning.</p>
14.	Program content: <p>1. Schedule of classes, introductory issues. The importance of photographic and drawing documentation in archaeology. General rules for documenting movable and immovable objects.</p> <p>2. Drawing field documentation. Conservation requirements regarding keeping drawing</p>

	<p>documentation. Types of field documentation.</p> <p>3. Drawing field documentation. Scale drawing. Practical exercises.</p> <p>4. Photographic field documentation. Conservation requirements for keeping photographic documentation. General rules for taking photos in the field. Mistakes made while taking photos. Photogrammetry.</p> <p>5. Photographic documentation of monuments. General rules for photographing monuments. Practical exercises.</p> <p>6-11. Rules for drawing various movable monuments: flint and stone, ceramic, metal, leather, wood, etc. General drawing rules, taking into account the specificity of the monument. Theoretical and practical exercises.</p> <p>12. Descriptive documentation. Archaeological site card, movable monument card, rules for describing archaeological objects, inventories, records, research journal.</p> <p>13. Preparing an archaeological site card, a movable monument card, describing archaeological objects</p> <p>14. Final colloquium.</p>								
	<table> <tr> <td data-bbox="194 1339 1003 1442">Assumed learning outcomes</td><td data-bbox="1003 1339 1497 1442">Appropriate directional symbols</td></tr> <tr> <td data-bbox="194 1442 1003 1756">Knows and understands the basic methods of analyzing various cultural products and their interpretations carried out on the basis of selected traditions, theories and research schools in archaeology</td><td data-bbox="1003 1442 1497 1756">learning outcomes</td></tr> <tr> <td data-bbox="194 1756 1003 1912">Knows and understands the basic concepts and principles of intellectual property and copyright protection</td><td data-bbox="1003 1756 1497 1912">K_W07</td></tr> <tr> <td data-bbox="194 1912 1003 2031">Has basic knowledge in the field of cultural heritage protection</td><td data-bbox="1003 1912 1497 2031">K_W08 K_W09</td></tr> </table>	Assumed learning outcomes	Appropriate directional symbols	Knows and understands the basic methods of analyzing various cultural products and their interpretations carried out on the basis of selected traditions, theories and research schools in archaeology	learning outcomes	Knows and understands the basic concepts and principles of intellectual property and copyright protection	K_W07	Has basic knowledge in the field of cultural heritage protection	K_W08 K_W09
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Has basic knowledge enabling the analysis and interpretation of archaeological sources and other products of civilization, useful for learning about a given era in the history of mankind	K_W12
Has basic knowledge of collecting, managing and processing archaeological source resources and using digital techniques for these purposes	K_W15
Has basic knowledge of technical and documentation work during archaeological research and inventory and laboratory work	K_W16
Is able to independently acquire knowledge and develop research skills, following the instructions of the research supervisor	K_U03
Has the skills to conduct technical and documentation work during archaeological research and inventory and laboratory work	K_U11
Has the ability to work in a team, solving simple problems in the field of archaeological research and presenting their results, using instructions and procedures developed for the team	K_U13
Is able to cooperate and work in a research team, including those conducting excavations and laboratory tests	K_K02
Is aware of the responsibility for preserving cultural heritage	K_K05

	Demonstrates independence and independence in thinking, while understanding and respecting the right of other people to do the same	K_K07
15	<p>Required and recommended literature (sources, studies, textbooks, etc.)</p> <ol style="list-style-type: none"> 1. ARCHEOLOGICZNE ZDJĘCIE POLSKI. Instrukcja sporządzania dokumentacji badań powierzchniowych oraz wypełniania Karty Ewidencyjnej Zabytku Archeologicznego. Wersja poprawiona i uzupełniona, Narodowy Instytut Dziedzictwa, 2016, http://www.mkidn.gov.pl/media/po2019dokumenty/20181031_Instrukcja_AZP_NID_2016.pdf 2. Baker P. 1992. Techniki wykopalisk archeologicznych, Warszawa: Ministerstwo Kultury i Sztuki. 3. Gawrysiak-Leszczyńska W. 2003. Jak rysować zabytki archeologiczne. Podstawowe zasady dokumentacji. Biskupin: Muzeum Archeologiczne; Wrocław: Wydawnictwo „Zet”. 4. Standard i przewodnik po najlepszych praktykach sporządzania i przechowywania dokumentacji badań archeologicznych oraz pozyskanych źródeł w Europie, https://nid.pl/pl/Dla_specjalistow/Badania_i_dokumentacja/zabytki-archeologiczne/instrukcje-wytyczne-zalecenia/standardy%20EAC_dokumentacja%20i%20zrodla_2017_10_23.pdf 5. Zapłata R. 2012. Dokumentacja w archeologii, [w:] S. Tabaczyński et al. (red.), Przeszłość społeczna w perspektywie długiego trwania. Próba konceptualizacji. Badania nad przeszłością społeczną. Podstawy konceptualizacji z perspektywy archeologicznej, Poznań: Wydawnictwo Poznańskie. 	
16	<p>Methods of verifying the assumed learning outcomes:</p> <ul style="list-style-type: none"> - written test, - practical test of documentation skills 	
17	<p>Conditions and form of passing individual components of the subject/module:</p> <p>lecture:</p> <ul style="list-style-type: none"> - written test, - practical test of documentation skills 	
18	Student/PhD student workload	
	the form of carrying out classes by the student*/doctoral student*	the number of hours allocated to carry out a given type of classes

	classes (according to the study plan) with the instructor: laboratory	30
	student/doctoral student's own work (including participation in group work), e.g.: - reading the indicated literature: - preparation for the practical part of the exam: - preparation for the written test:	30 15 15
	Total number of hours	90
	Number of ECTS points (<i>if required</i>)	3

(T) – implemented in a traditional way

(O) – implemented online

* remove unnecessary