



UNIVERSITY OF
LEICESTER

7

ARCHAEOLOGICAL SERVICES (ULAS)

L TRAINING WORKSHOPS 2019-20



SECTOR-LEADING COMMUNITY ENGAGEMENT AND ARCHAEOLOGY INTERNSHIPS

University of Leicester Archaeological Services (ULAS) is an award-winning commercial archaeological unit that undertakes contracts in England and Wales, with the majority of our work focused in the English Midlands. Our team includes experienced specialists in a wide variety of different archaeological fields, and we can call on the expertise of academic staff within the University who have detailed, up-to-date knowledge in a wide range of relevant subjects.

We offer a wealth of opportunities and professional archaeological support for community groups, heritage organisations and schools involved in archaeology projects.

DISPLAY AND INTERPRETATION

The ULAS team offers a wide range of display and interpretation services to help enhance and present the historic environment for a wide audience, including:

- Public Open Days
- Talks & lectures
- Display boards and posters
- Popular publications

COMMUNITY ARCHAEOLOGY

We help local groups and communities interested in exploring and recording their historic environment, who need extra experience and expertise to drive a project forward:

- Bespoke training courses and workshops on a wide range of archaeological skills, including test-pitting, site recording and interpretation, photogrammetry, finds identification and report writing.
- Advice on project funding
- Community project management
- Academic rigour
- Public relations and media coverage

ARCHAEOLOGY INTERNSHIPS

We also offer a number of work-placements and internships:

- LEBC-endorsed work experience placements for Year 10-12 students from Leicestershire Schools
- CIfA-approved undergraduate and post-graduate internships and fieldwork placements.

For more information:

www.le.ac.uk/ulas-public-archaeology



TRAINING WORKSHOPS 2019-20

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INTRODUCTION TO PLANNING AN ARCHAEOLOGICAL PROJECT

½ DAY WORKSHOP

OVERVIEW

Starting an archaeological project can seem like a daunting task if you have never done it before. You might have a great idea for a project but how do you know if it is feasible to do it? Some projects never get off the drawing board because it is easy to underestimate the importance of doing the right things in the right order before the fieldwork starts.

This course will cover the different aspects of setting up and running an archaeological project of any kind. It will look at what permissions and information you need to set up a project, what aspects to consider and where to get advice.

The course will be of interest to community groups and individuals hoping to set up their own fieldwork projects.

The course is entirely desk-based.

REQUIREMENTS

None

TUTOR

Vicki Score MSc MCIfA

Course Director

Deputy Director at University of Leicester
Archaeological Services

FEES

£10 per person. Tuition includes coffee / tea

Lunch is not provided but facilities are available nearby to purchase food.



Course Code: ULAS-T01

Fees: £10

Date: Saturday 2nd November, ½ day

Time: 10am – 1pm

Location: School of Archaeology and Ancient History, University of Leicester, University Road, Leicester LE1 7RH

Contact: ulas@le.ac.uk +44 (0)116 252 2848

How to Book: <https://shop.le.ac.uk/short-courses/courses-and-course-essentials/school-of-archaeology-and-ancient-history>

PROGRAMME DETAILS

9.30am *Registration and coffee / tea*

10.00am **Session 1**

- Stages of an archaeological project
- Permissions and ethics
- Gathering information and objectives

11.15am *Coffee / tea*

11.30am **Session 2**

- Getting a team together
- Logistics – site welfare, transport and equipment
- Health and Safety and Insurance
- Designing your Project

12.45pm Plenary discussion

1.00pm Course ends

INTRODUCTION TO ARCHAEOLOGICAL DESK-BASED RESEARCH

1 DAY WORKSHOP

OVERVIEW

Desk-based research is an important tool for understanding the historic environment and managing its conservation and/or change. But knowing what information is available and where to find it, and what to do with it once you have it, can be challenging.

This course will explain what desk-based assessment means, where to find online resources, and how to collate, read and interpret maps, documents and other historic environment data.

The course will be of interest to community groups and individuals who want to know where to find useful sources for documentary research and how to use them.

The course is classroom-based.

REQUIREMENTS

None, but if you have your own laptop it would be useful (some laptops will be provided for group use).

TUTOR

Vicki Score MSc MCifA

Course Director

Deputy Director at University of Leicester
Archaeological Services

FEES

£20 per person. Tuition includes coffee / tea

Lunch is not provided but facilities are available nearby to purchase food.



Course Code: ULAS-T02

Fees: £20

Date: Saturday 16th November, 1 day

Time: 10am – 4pm

Location: School of Archaeology and Ancient History, University of Leicester, University Road, Leicester LE1 7RH

Contact: ulas@le.ac.uk +44 (0)116 252 2848

How to Book: <https://shop.le.ac.uk/short-courses/courses-and-course-essentials/school-of-archaeology-and-ancient-history>

PROGRAMME DETAILS

9.30am *Registration and coffee / tea*

10.00am **Session 1**

- What is a desk-based assessment
- Online resources

11.00am *Coffee / tea*

11.15am **Session 2**

- Reading and interpreting maps and documents (including practical exercises)

12.30pm *Lunch (not provided)*

1.30pm **Session 3**

- How to collate and interpret the data

2.30pm *Coffee / tea*

2.45pm **Session 4**

- Practical exercise in groups

3.45pm Plenary discussion

4.00pm Course ends

HOW TO CARRY OUT ARCHAEOLOGICAL FIELDWALKING

1 DAY WORKSHOP

OVERVIEW

Fieldwalking is a systematic and non-invasive method of archaeological investigation designed to recover and record artefacts found on the surface of ploughed fields. It provides a popular, inexpensive method for surveying large landscapes to build up a picture of past human activity in the area.

Fieldwalking is very popular with community groups and individuals researching the area in which they live and is an ideal learning opportunity for people new to archaeology.

This course will examine different fieldwalking techniques and how to tailor them to individual projects, how to set out a site, finds collection and cataloguing, what to do with collected data, how to present it and how to send it to the Historic environment Record (HER).

The course will be of interest to community groups and individuals who want to know how to run fieldwalking projects.

The course is primarily classroom-based with some outdoor practical exercises (weather permitting).



Course Code: ULAS-T03

Fees: £20

Date: Saturday 30th November, 1 day

Time: 10am – 4pm

Location: School of Archaeology and Ancient History, University of Leicester, University Road, Leicester LE1 7RH

Contact: ulas@le.ac.uk +44 (0)116 252 2848

How to Book: <https://shop.le.ac.uk/short-courses/courses-and-course-essentials/school-of-archaeology-and-ancient-history>

REQUIREMENTS

None, but it might be useful to have attended ULAS-T01 *Introduction to Planning an Archaeological Project*.

TUTOR

Mathew Morris MA ACIfA

Course Director

Project Officer at University of Leicester
Archaeological Services

FEES

£20 per person. Tuition includes coffee / tea

Lunch is not provided but facilities are available nearby to purchase food.

PROGRAMME DETAILS

9.30am *Registration and coffee / tea*

10.00am **Session 1**

- Different types of fieldwalking
- Planning & tailoring your project

11.00am *Coffee / tea*

11.15am **Session 2**

- Setting out your site (including practical exercises)

12.30pm *Lunch (not provided)*

1.30pm **Session 3**

- Finds collection & cataloguing
- What to do with your data

2.30pm *Coffee / tea*

2.45pm **Session 4**

- How to present your data (including practical exercises)
- How to send your results to the HER

3.45pm Plenary discussion

4.00pm Course ends

HOW TO DIG & INTERPRET ARCHAEOLOGICAL TEST-PITS

1 DAY WORKSHOP

OVERVIEW

Test-pitting is a rapid and minimally intrusive method of archaeological excavation designed to recover artefacts from topsoil and subsoil deposits which will provide a 'snapshot' of what was going on in the vicinity of the test-pit in the past. Multiple test-pits dug over a wider area can also be used to study how a landscape, particularly a rural settlement, has changed over time.

Test-pitting is very popular with community groups and individuals researching their own places of residence and is an ideal learning opportunity for people new to archaeology.

This course will examine why we dig test-pits, what to consider when setting up a project, how to dig and record a test-pit and how to interpret the data recovered from them.

The course will be of interest to community groups and individuals interested in digging one or more test-pits.

The course is classroom-based.



Course Code: ULAS-T04

Fees: £20

Date: Saturday 14th December, 1 day

Time: 10am – 4pm

Location: School of Archaeology and Ancient History, University of Leicester, University Road, Leicester LE1 7RH

Contact: ulas@le.ac.uk +44 (0)116 252 2848

How to Book: <https://shop.le.ac.uk/short-courses/courses-and-course-essentials/school-of-archaeology-and-ancient-history>

REQUIREMENTS

None, but it might be useful to have attended ULAS-T01 *Introduction to Planning an Archaeological Project*.

TUTOR

Mathew Morris MA ACIfA

Course Director

Project Officer at University of Leicester
Archaeological Services

FEES

£20 per person. Tuition includes coffee / tea

Lunch is not provided but facilities are available nearby to purchase food.

PROGRAMME DETAILS

9.30am *Registration and coffee / tea*

10.00am **Session 1**

- Why we dig test-pits
- Planning your project

11.00am *Coffee / tea*

11.15am **Session 2**

- How to dig and record a test-pit

12.30pm *Lunch (not provided)*

1.30pm **Session 3**

- How to analyse test-pit data
- Practical exercise: Finding the story

2.30pm *Coffee / tea*

2.45pm **Session 4**

- How to look at the bigger picture
- Practical exercise: Looking at the bigger picture
- What does negative evidence mean?

3.45pm *Plenary discussion*

4.00pm *Course ends*

INTRODUCTION TO ARCHAEOLOGICAL EXCAVATION

1 DAY WORKSHOP

OVERVIEW

Archaeology is more than just digging a hole in the ground to see what is there. As archaeologists, we have a responsibility to treat our collective heritage with respect and safeguard it for future generations by making a careful, accurate and lasting record of what we find.

This course will examine why we excavate and the importance of archaeological contexts, stratigraphy and dating. It will look at how to run an excavation and will introduce the various methods used by archaeologists to excavate and record different types of archaeology.

The course will be of interest to community groups and individuals hoping to carry out archaeological excavations.

The course is classroom-based.

REQUIREMENTS

None, but it might be useful to have attended ULAS-T01 *Introduction to Planning an Archaeological Project*.

TUTOR

Vicki Score MSc MCifA

Course Director

Deputy Director at University of Leicester
Archaeological Services

FEES

£20 per person. Tuition includes coffee / tea

Lunch is not provided but facilities are available nearby to purchase food.



Course Code: ULAS-T05

Fees: £20

Date: Saturday 11th January, 1 day

Time: 10am – 4pm

Location: School of Archaeology and Ancient History, University of Leicester, University Road, Leicester LE1 7RH

Contact: ulas@le.ac.uk +44 (0)116 252 2848

How to Book: <https://shop.le.ac.uk/short-courses/courses-and-course-essentials/school-of-archaeology-and-ancient-history>

PROGRAMME DETAILS

9.30am *Registration and coffee / tea*

10.00am **Session 1**

- What is an archaeological context

11.00am *Coffee / tea*

11.15am **Session 2**

- Stratigraphy and dating (including practical exercises)

12.30pm *Lunch (not provided)*

1.30pm **Session 3**

- How to run an archaeological excavation

2.30pm *Coffee / tea*

2.45pm **Session 4**

- Recording your archaeology
- Reporting and archiving

3.45pm Plenary discussion

4.00pm Course ends

INTRODUCTION TO READING THE LANDSCAPE

1 DAY WORKSHOP

OVERVIEW

Archaeology is not just about digging holes in the ground or picking up finds in fields. Analytical investigation of the wider historic landscape also has a vital role to play in archaeological interpretation.

This course will explore what a landscape is and will introduce the different types of sources of information available and where to access them. Particular attention will be made to interpreting geophysical surveys, LiDAR, aerial photographs, historic maps and earthwork surveys.

The course will be of interest to community groups and individuals who want to use various sources to read historical landscapes.

The course is classroom-based.

REQUIREMENTS

None, but it might be useful to have attended ULAS-T02 *Introduction to Archaeological Desk-based Research*.

TUTOR

John Thomas MA MCifA

Course Director

Project Manager at University of Leicester
Archaeological Services

FEES

£20 per person. Tuition includes coffee / tea

Lunch is not provided but facilities are available nearby to purchase food.



Course Code: ULAS-T06

Fees: £20

Date: Saturday 25th January, 1 day

Time: 10am – 4pm

Location: School of Archaeology and Ancient History, University of Leicester, University Road, Leicester LE1 7RH

Contact: ulas@le.ac.uk +44 (0)116 252 2848

How to Book: <https://shop.le.ac.uk/short-courses/courses-and-course-essentials/school-of-archaeology-and-ancient-history>

PROGRAMME DETAILS

9.30am *Registration and coffee / tea*

10.00am **Session 1**

- What is a landscape?
- Available sources of information

11.00am *Coffee / tea*

11.15am **Session 2**

- Interpreting geophysical surveys (including practical exercises)

12.30pm *Lunch (not provided)*

1.30pm **Session 3**

- Interpreting LiDAR data (including practical exercises)

2.30pm *Coffee / tea*

2.45pm **Session 4**

- Aerial photography, historic maps and earthwork surveys

3.45pm Plenary discussion

4.00pm Course ends

HOW TO PROCESS & IDENTIFY ARCHAEOLOGICAL FINDS

1 DAY WORKSHOP

OVERVIEW

Fieldwork is only one part of the archaeological process. Equally important is what we do with the recovered artefacts after fieldwork has finished.

This course will introduce the dos and don'ts of finds processing and how to store and catalogue different types of finds, with practical sessions on identifying pottery, flint, animal bone and human bone, and other types of finds.

The course will be of interest to community groups and individuals who would like an introduction to identifying finds and how to process them.

The course is classroom-based.

REQUIREMENTS

None, but it might be useful to have attended ULAS-T01 *Introduction to Planning an Archaeological Project*.

TUTOR

Nick Cooper BSc DipPostEx FSA MCIfA

Course Director

Post Excavation Project Manager at University of Leicester Archaeological Services

FEES

£20 per person. Tuition includes coffee / tea

Lunch is not provided but facilities are available nearby to purchase food.



Course Code: ULAS-T07

Fees: £20

Date: Saturday 8th February, 1 day

Time: 10am – 4pm

Location: School of Archaeology and Ancient History, University of Leicester, University Road, Leicester LE1 7RH

Contact: ulas@le.ac.uk +44 (0)116 252 2848

How to Book: <https://shop.le.ac.uk/short-courses/courses-and-course-essentials/school-of-archaeology-and-ancient-history>

PROGRAMME DETAILS

9.30am *Registration and coffee / tea*

10.00am **Session 1**

- How to process archaeological finds

11.00am *Coffee / tea*

11.15am **Session 2**

- Identifying pottery (practical session)

12.30pm *Lunch (not provided)*

1.30pm **Session 3**

- Identifying flint (practical session)

2.30pm *Coffee / tea*

2.45pm **Session 4**

- Identifying animal bone and human bone
- Identifying other types of finds

3.45pm Plenary discussion

4.00pm Course ends

HOW TO READ & INTERPRET HISTORIC BUILDINGS

1 DAY WORKSHOP

OVERVIEW

There is much more to archaeology than excavation. Many archaeologists spend their time investigating and surveying historic buildings. Buildings evolve over time and, often, many of these alterations are still clearly visible telling us the story of the building. Studying buildings, through interpretation of historical records and physical survey of the building, can uncover surprising secrets and provide important insights into our social history, and our rural, urban and industrial heritage.

This course will explain how to safely carry out a historic building survey, how to research and study a building, and what recording techniques are available, with a practical session outdoors looking at different historic buildings.

The course will be of interest to community groups and individuals who want to be able to understand and interpret historic buildings.

The course is classroom-based with some outdoor practical activities looking at the various buildings around the University of Leicester's campus.

REQUIREMENTS

None, but it might be useful to bring your own camera.

TUTOR

Andrew Hyam MA

Course Director

Senior Supervisor at University of Leicester
Archaeological Services

FEES

£20 per person. Tuition includes coffee / tea

Lunch is not provided but facilities are available nearby to purchase food.



Course Code: ULAS-T08

Fees: £20

Date: Saturday 15th February, 1 day

Time: 10am – 4pm

Location: School of Archaeology and Ancient History, University of Leicester, University Road, Leicester LE1 7RH

Contact: ulas@le.ac.uk +44 (0)116 252 2848

How to Book: <https://shop.le.ac.uk/short-courses/courses-and-course-essentials/school-of-archaeology-and-ancient-history>

PROGRAMME DETAILS

9.30am *Registration and coffee / tea*

10.00am **Session 1**

- Introductions
- Health and safety in buildings
- Researching a building (with practical exercise)

11.00am *Coffee / tea*

11.15am **Session 2**

- Studying a building
- Recording techniques

12.30pm *Lunch (not provided)*

1.30pm **Session 3**

- Practical session outdoors (weather permitting) look at historic buildings.

3.45pm Plenary discussion

4.00pm Course ends

INTRODUCTION TO PHOTOGRAMMETRY IN ARCHAEOLOGY

½ DAY WORKSHOP

OVERVIEW

Today, photogrammetry is used in a wide range of fields from topographic mapping to the movie and gaming industry and it is increasingly used for cultural heritage preservation by archaeologists. It provides a rapid, extremely versatile and cost-effective tool for recording and analysing complex archaeological objects and surfaces using computer software which turns a sequence of two-dimensional digital photographs into a three-dimensional model.

This course will explain how photogrammetry works and how it can be used in archaeology. It will provide information on what types of software are available and introduce how to take good photographs. Course attendees will have the opportunity to take part in a practical session taking photographs and producing their own 3D models.

The course will be of interest to community groups and individuals who want to be able to use photogrammetry to record objects and sites.

The course is classroom-based with some outdoor practical exercises (weather permitting).

REQUIREMENTS

None, but it would be useful to bring your own laptop with Agisoft Metashape demo installed and a camera (with download lead) or camera phone.

Laptops and cameras will be provided for group use.

TUTORS

Mathew Morris MA ACIfA

Course Director

Project Officer at University of Leicester
Archaeological Services

FEES

£10 per person. Tuition includes coffee / tea

Lunch is not provided but facilities are available nearby to purchase food.



Course Code: ULAS-T09

Fees: £10

Date: Saturday 29th February, ½ day

Time: 10am – 1pm

Location: School of Archaeology and Ancient History, University of Leicester, University Road, Leicester LE1 7RH

Contact: ulas@le.ac.uk +44 (0)116 252 2848

How to Book: <https://shop.le.ac.uk/short-courses/courses-and-course-essentials/school-of-archaeology-and-ancient-history>

PROGRAMME DETAILS

9.30am *Registration and coffee / tea*

10.00am **Session 1**

- What is photogrammetry
- What software is available
- How to take good photographs

11.15am *Coffee / tea*

11.30am **Session 2**

- Practical session taking photographs and producing a model

12.45pm Plenary discussion

1.00pm Course ends

HOW TO WRITE UP & ARCHIVE YOUR ARCHAEOLOGICAL PROJECT

1 DAY WORKSHOP

OVERVIEW

Writing up, publicising and archiving your project are key skills for archaeologists, but ones that can be particularly challenging and hard to learn.

This course will introduce the different ways you can publicise your results, what to do before you start writing, report structure and content, what makes a good archive, where to send your data and how to fill out OASIS forms.

The course will be of interest to community groups and individuals who want to report and archive their projects.

The course is classroom-based.

REQUIREMENTS

None, but it might be useful to have attended ULAS-T01 *Introduction to Planning an Archaeological Project*.

TUTORS

Vicki Score MSc MCIfA

Course Director

Deputy Director at University of Leicester
Archaeological Services

FEES

£20 per person. Tuition includes coffee / tea

Lunch is not provided but facilities are available nearby to purchase food.



Course Code: ULAS-T10

Fees: £20

Date: Saturday 14th March, 1 day

Time: 10am – 4pm

Location: School of Archaeology and Ancient History, University of Leicester, University Road, Leicester LE1 7RH

Contact: ulas@le.ac.uk +44 (0)116 252 2848

How to Book: <https://shop.le.ac.uk/short-courses/courses-and-course-essentials/school-of-archaeology-and-ancient-history>

PROGRAMME DETAILS

9.30am *Registration and coffee / tea*

10.00am **Session 1**

- Publicising your results
- Getting started with a report

11.00am *Coffee / tea*

11.15am **Session 2**

- Report structure and content

12.30pm *Lunch (not provided)*

1.30pm **Session 3**

- From data to description (practical exercises)

2.30pm *Coffee / tea*

2.45pm **Session 4**

- What is a good archive
- Where to send the data
- OASIS and HER

3.45pm *Plenary discussion*

4.00pm *Course ends*

FURTHER INFORMATION

COURSE LOCATION

All courses are held at the School of Archaeology and Ancient History at the University of Leicester. Final course details will be sent out to course attendees shortly before each course.

A map of the University of Leicester campus can be viewed here:

<https://www.le.ac.uk/maps/>

ACCOMMODATION

Accommodation is not included in the price, but depending on availability it may be possible to stay at College Court on the night before your course.

Please visit <https://collegecourt.co.uk/> for details of availability and prices.

PAYMENT

Payment of fees must be made in full at the time of booking.

HOW TO BOOK

Please book your place on the course via Shop@le using the link below:

<https://shop.le.ac.uk/short-courses/courses-and-course-essentials/school-of-archaeology-and-ancient-history>

TERMS AND CONDITIONS

Terms and conditions for applicants and students on this course can be accessed via the link below:

<https://shop.le.ac.uk/help/terms-conditions>

OTHER COURSES AND TRAINING NEEDS?

If you believe one of our workshops would be perfect for your group and would like to make a group booking, or if you have other training requirements, we can provide experienced course tutors who can deliver bespoke training courses and workshop on a wide range of archaeological skills at your own venue (subject to additional travel costs).

To find out more, please contact us:

t: +44 (0)116 252 2848

e: ulas@le.ac.uk



SECTOR-LEADING COMMERCIAL ARCHAEOLOGICAL WORK

ULAS archaeologists are fully trained and conversant in all stages of the planning process and relevant guidance and legislation involving the historic environment, and have considerable expertise in understanding and recording heritage assets. We offer a range of archaeological services which can aid developers in achieving design solutions that enable development to proceed with minimal impact to the underlying archaeology.

ADVICE AND ASSESSMENT

We can provide independent help and advice to enable archaeological considerations to fit comfortably into development plans, including:

- Early stage advice
- Consultancy
- Written Schemes of Investigation (WSI)
- Desk-based archaeological assessment (DBA)
- Archaeological and Cultural Heritage' chapters for Environment Impact Statements
- LiDAR assessment
- Assistance with re-design and mitigation strategies

FIELDWORK SERVICES

Our fieldwork services range from non-intrusive topographic, building and geophysical surveys through to intrusive fieldwork, including:

- Fieldwalking
- EDM, GPS and photographic walkover surveys
- Geophysical survey
- Historic building assessment and survey
- Test pitting
- Trial trenching
- Small to large-scale urban and rural excavation
- Excavation on quarry sites
- Watching-briefs
- Preservation of archaeology in-situ

POST-EXCAVATION SERVICES

Our team of in-house specialists, supported by the academic expertise and facilities of the University of Leicester, offers a comprehensive service in all areas of post-excavation work, including:

- Artefact analysis
- Ceramics analysis
- Flint and worked stone
- Animal bone
- Environmental archaeology
- Reporting, illustration and publication

For more information:
www.le.ac.uk/ulas





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Archaeological Services (ULAS)
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 ulasnews.com

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 sketchfab.com/leicester-archaeology