

Archaeological Resource Management Training
(Date to be announced)

Assignment for Completion of the Course and Certification

BEFORE YOU COME TO CLASS:

1. Obtain the most recent copy of the cultural/historical/archaeological section of the Conceptual Management Plan for your management area (If you oversee more than one management area, select only one for this exercise). It should include a list of all historic and prehistoric archaeological sites, by Florida Site File Number, for the known sites for your area. Please make a note of any sites in which you are interested and bring a copy of this list with you to the ARM Training; as well as any other additional information you have on cultural/historical/ archaeological resources in your management area. This might include copies of site file forms and maps marking the location of archaeological sites.

If you cannot obtain a copy of your Conceptual Management Plan, or if one does not exist, a list of historic and prehistoric archaeological sites can be acquired from Florida Site File staff during the training.

If possible, also bring a copy of a management area base map so that you can search the Florida Master Site Files during that portion of the training class. It is helpful to know the Section Numbers, Townships, and Ranges of your management area.

2. During the ARM training you will visit the Florida Master Site Files and obtain copies of the Florida Master Site File Forms for at least 5 sites in your management area; either by the paper maps or by GIS. If there are not 5 sites in your managed area, please let the course instructor know. Also, you will obtain a copy of the location of each of the 5 sites on a USGS Quadrangle map, which you will need to complete the required assignment after the training has concluded. FMSF staff will assist you with these steps during the FMSF portion of the training (see class schedule)
3. If you have not done so already, all managers should request the GIS information from the Florida Master Site Files (see attached sheet in your notebook from class). It is a useful tool to manage your area. If you do not already have access to Arcview or other similar GIS programs, now is a good opportunity for you to talk with your supervisors about gaining access to the program and/or the training needed to learn the program.

AFTER THE CLASS:

4. From your list of sites, please select 5 (or fewer if your management area does not have five) archaeological sites to visit. Visit the site and take photographs of the area. If possible record a GPS point at the site. Observe the site and note the conditions. Is there evidence of illegal digging activity? Are there threats to the sites such as erosion or ATV tracks? Are there observable archaeological features such as mounds, structure ruins, or artifacts scattered on the ground? What is the surrounding vegetation like? Does the information on the site file form seem correct? Are there things that might have changed since the form was last updated? Use your observations to write a brief description of the site.
5. In addition to photographing, collecting a GPS point, and writing a brief description of the 5 sites, you must fill out at least one Archaeological Short Form (update) for one of the sites you visited. This would be an update to the original form. If you visited a site that does not have a Florida Site File number, please complete an Archaeological Site File Short Form (original).
6. Send a copy of your cultural/historical/archaeological section of the Conceptual Management Plan, the description, photographs, and GPS points of 5 sites in your management area, and at least 1 Archaeological Site File Short Form (either new or update) to the address below by (date to be announced).

Training and Outreach Coordinator - MS 8B
Florida Bureau of Archaeological Research
R.A. Gray Building
500 S. Bronough Street
Tallahassee, Florida 32399-0250
(850) 245-6336

Once you have completed the assignment, you will be given a Certificate issued by the Bureau of Archaeological Research to conduct archaeological pre-testing and monitoring activities as recommended by the Department of State, Division of Historical Resources. Remember do not collect artifacts at sites unless you are performing specific monitoring tasks, or natural forces and other threats imperil an artifact(s).