



**A POLAR BEAR AT  
THE TOWER AND A  
WHOLE LOTTA  
MOODLE – A**

# NORMAL DAY IN THE IOA.

[July 29, 2011](#)[Freaky Day of Archaeology](#), [Day of Archaeology 2011](#), [Education](#), [Museum Archaeology Academia](#), [Archaeology](#), [Assistive technology](#), [Book of Job](#), [Cross-platform software](#), [education](#), [Educational technology](#), [Institute of Archaeology](#), [Moodle](#), [Museums](#), [PHP programming language](#), [Trowel](#), [UCAS](#), [UCL](#)



It's just another Polar Bear at the Tower...

Today is an odd day for me and one I can only enjoy in the relative peace of the summer months when all the students are away on fieldwork and the folk at UCAS have stopped sending applications to us. I've spent the morning in a meeting with Dale Copely at the Fusiliers Museum in the Tower of London. The Fusiliers Museum have taken on one of our Museum Masters students (from 2010-2011) and are offering to take another, on a voluntary basis, during the 2011-2012 academic year. A large number of other London Museums, including the British Museum,

V&A and the Museum of London also take on Masters students (and some undergrads) throughout the year. This means more meetings next week at the Florence Nightingale Museum, Horniman, Operating Theatre Museum and the London Fire Brigade Museum. These meetings are a pleasure, and a great chance to meet with a wide range of Museum Professionals: as well as satisfying my geeky love of all the wonderful London Museums!

My normal work, and in fact the way I will spend the rest of my day, includes a range of administrative tasks – reading and processing UCAS forms (come October), sorting fieldwork grant applications, creating statistical reports (spreadsheets / graphs) for entry and application figures, running open days and visiting schools as part of UCL's outreach programme. Today I'll be uploading and processing photographs from the Festival of British Archaeology Day held on Wednesday, photos from my visit to the Tower today (some of which may be used on the IoAs website and the continuation of my project to collect and collate photos from our large student body for use in the Institute's promotional material, on the Fieldwork Website and on the Twitter and Facebook accounts – both of which I am responsible for updating and maintaining.



*Festival of British Archaeology 2011 Swanscombe Flint*

This afternoon I also have meetings with our Faculty adviser Cristy, regarding the A-Level results day (just a few weeks away now), and a potential applicant for the Archaeology BA degree in 2012. It is 11 years since I did my undergraduate degree in Archaeology, a fact I always share with these applicants and every time I say it I hear the shock in my voice! These meetings with applicants always include a tour of the IoA culminating in a viewing of our ‘Wolfson Archaeological Sciences’ plaque with Harrison Ford’s name on – a highlight of the tour for me (at the very least) and hopefully them as well. It will be a sad day for me and the IoA when the applicant hasn’t heard of Indiana Jones.



*Glorious UCL!!!*

I’m up to item number 105 on my to-do list (1-104 are satisfyingly ticked off – another advantage of the summer quiet!) – it reads ‘Moodle’ – it seems this afternoon will also be spent uploading handbooks / timetables and further information to the Moodle website – the job I put off the longest and usually the job that takes the least amount of time...well, let’s hope so

anyway! Sometimes I miss digging and the more practical aspects of Archaeology (not really so much this year with the horrific weather), and I do still get out in the field when I can, in fact I just bought myself a new 4” WHS trowel on my way back to the IoA today – just to be ready for anything...!

**Charlotte Frearson, Institute of Archaeology UCL: Undergraduate Administrator /  
Fieldwork Administrator / Museum Placement Coordinator.**