

Fellowship Guidelines





Congratulations!

You have been selected to receive an Earthwatch Institute Fellowship. Earthwatch Institute engages people worldwide in scientific field research and education to promote the understanding and action necessary for a sustainable environment. Each year, thousands of Earthwatch volunteers participate in expeditions and assist scientists by collecting data on climate change; ocean ecosystems; sustainable resource management; and sustainable cultures

By the generous support of corporations, foundations and private donors, the Earthwatch Fellowship Program identifies individuals who are ready, willing and prepared to take an Earthwatch experience back to their schools, workplace and communities. Each year, we invite members of several different groups into our fellowship community based on their commitment to the Earthwatch mission. We support students who can apply a hands-on research experience to their studies and future career exploration. Educators utilize their expeditions to gain research skills and content knowledge, raise awareness of the importance of encouraging local community involvement and ignite passion and excitement for learning. Corporate employees and customers engage their colleagues and communities in the corporate social responsibility practices of their organization. Conservation Professionals are able to apply the skills and knowledge they learn in the field, directly in their workplace.

Your Earthwatch expedition will no doubt be an adventure, and as an Earthwatch Fellow, your participation will encompass more than your time in the field. This booklet is intended to guide you through the fellowship experience; from the moment you have received notice of your award, until after you return from your expedition. The Fellowship Guidelines are a supplement to your Expedition Briefing, which details important information that is specific to the expedition you will join. Please be sure to read through both the Fellowship Guidelines and Expedition Briefing carefully as these are essential tools for your Earthwatch experience.

We look forward to your involvement in the Earthwatch Fellowship Program!

Sincerely

Ed Wilson
President and CEO
Earthwatch Institute



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I have questions... Who should I contact?

800-776-0188

978-450-1288 (fax)

Questions about your FELLOWSHIP:
Fellowship Coordinator

fellowshipawards@earthwatch.org
Accept or Decline your fellowship
Fellowship responsibilities
Fellowship cancellations
Post-fielding responsibilities

Questions about your specific EXPEDITION:
Expedition Coordinator

[\(firstinitial/lastname\)@earthwatch.org](mailto:(firstinitial/lastname)@earthwatch.org)
All expedition-specific questions
Expedition briefing (rendezvous information,
packing list, volunteer tasks, etc)
Volunteer forms
Changes in your itinerary

Before the Expedition

By accepting your fellowship and returning your volunteer forms to your Expedition Coordinator, you indicate to Earthwatch that you are ready for your expedition. Earthwatch will expect you to show up, and be prepared for your expedition. If you have questions before the commencement of your expedition, you must contact your Fellowship Coordinator or Expedition Coordinator.

On the Expedition

Please refer to your Expedition Briefing for your expedition-specific contact information in case you miss the rendezvous or if there is an emergency in the field. The Emergency contact number at the Earthwatch headquarters in the US is +1 978 461 0081.

Within 30 Days of the Expedition's Conclusion

All questions regarding your fellowship responsibilities, post-fielding materials and transportation reimbursement should be directed to the Fellowship Coordinators. If you have questions, comments or concerns about your specific expedition experience, please complete and return the Expedition Evaluation that is sent to you upon your return from the field.

Timeline / Checklist

Immediately

- ☐ Read all enclosed materials:
 - Award Letter and Fellowship Obligations
 - Fellowship Award Agreement
 - Expedition Briefing including Volunteer Forms
 - Fellowship Guidelines
- ☐ Review Travel Planning Responsibilities
- ☐ Accept or Decline your award (within 2 weeks)
- ☐ Notify your internet administrator to accept emails from Earthwatch institute; essential information will be sent in emails in the upcoming months.
- ☐ Schedule a medical appointment with your doctor

At Least 60-90 Days Before Fielding

- ☐ Complete and return Volunteer Forms and T-shirt form
- ☐ Decide whether or not to purchase additional insurance coverage
- ☐ Confirm your travel plans
- ☐ Approve your time off and/or fieldwork credit with your organization or institution

On the Expedition

- ☐ Take a picture of yourself working in the field
- ☐ Write daily entries in a journal of your experiences

Within 30 days of the expedition's conclusion

- ☐ Write and submit a press release to your local media
- ☐ Submit your post-fielding materials to the
 - Earthwatch Engagement Department:
 - Expedition Evaluation
 - Thank you letter to your sponsor
 - Press Release and any articles/listings already published
 - Required Report Materials
Please refer to your award letter.
 - Transportation Receipts if you have been granted a travel reimbursement

In the Future

- ☐ Complete additional surveys and evaluations as requested by Earthwatch
- ☐ Participate in Earthwatch gatherings and events in your area



Before the Expedition

Read your Expedition Briefing

Your Expedition Briefing offers a detailed description of the objectives and the broader significance of the research, as well as the essential logistical information. It is a vital tool to being an effective volunteer, and your expedition leader expects you to read the Expedition Briefing before you arrive on your expedition. Make sure you carefully read rendezvous specifics, passport and visa information, necessary equipment listings, and physical requirements. Use the recommended reading list and take some time to educate yourself before you pack your bags. The briefing will also provide you with information for your press release and sharing with your family, friends, colleagues and community before you depart for the field.

If your Expedition Briefing was not included in your award packet:

- Your Expedition Briefing will be mailed as soon as it is available
- If you have any questions about your specific expedition before you accept or decline your award, you may contact your Expedition Coordinator (named in your award letter).
- An older version of your Expedition Briefing may be available on our website. We update our Expedition Briefings each year, but last year's version can provide you with general information about the project. Please do not book travel arrangements based on details in an old Expedition Briefing.

Read Volunteer Forms

Please read through all of the Volunteer Forms that are either in the back of your expedition briefing, or included in your award packet. Every volunteer joining an Earthwatch expedition must complete a personal history form, a health form,

an itinerary form and a liability release at least 60 days before the start of their expedition.

Depending on which expedition you are awarded to, you may also be required to complete a marine skills form, a SCUBA fitness form, or may be required to submit passport information. Please note that a portion of the required health form must be completed by your physician and returned to Earthwatch at least 60 days before the expedition departure date. Depending upon your expedition location, your doctor may advise you to see a physician who specializes in travel medicine.

- *Personal History (A)*: Your fellowship award includes the cost of the mandatory insurance and the \$300 deposit, and your space is reserved. Please do not fill in your credit card information on Page 1.
- If you are under the age of 18, your parent or legal guardian will be required to co-sign most of your Volunteer Forms

Review Travel Planning Responsibilities

Earthwatch volunteers and Earthwatch Fellows are typically responsible for arranging their own travel. However, your fellowship award may include a partial transportation reimbursement, or your travel may be arranged with your sponsor. Please refer to your award letter.

If you are responsible for arranging your own travel:

- Read the Rendezvous Information provided in your Expedition Briefing before making reservations.
- Start researching your travel as soon as possible- the longer you wait, the more expensive the flights will be!
- Consider purchasing refundable tickets because there is always the remote chance that



Earthwatch will have to cancel a project or change dates. Earthwatch is unable to reimburse volunteers for travel expenses in the unlikely event that a project is cancelled.

- If you are traveling outside of the US, your destination country may require a passport and sometimes a visa for entry. For some countries, you may need to acquire a visa in advance. If you are under the age of 18, you may be required to provide additional travel documentation.
- Please call your Expedition Coordinator (named in your award letter) if you are not certain of the details.
- Be sure to keep receipts if you have been granted a reimbursement for your transportation.

Accept or Decline your award (Within 2 weeks of offer date)

Please be sure that you have read the enclosed materials and understand all of your responsibilities

as an Earthwatch volunteer and an Earthwatch Fellow before accepting your award. Sign and fax your Award Letter and Fellowship Cancellation Policy form to the Earthwatch office at FAX 978-450-1288. You should retain a copy for your records. For clarification on your Education Fellowship responsibilities, contact the Fellowship Coordinators at fellowshipawards@earthwatch.org.

- If you are under the age of 18, your parent or legal guardian must co-sign your award acceptance.
- If choose to decline your award, please mail all of your award materials back to Earthwatch for reuse. Reissuing materials helps us conserve paper and resources.

Decide whether or not to purchase additional insurance coverage

Your fellowship covers you under the Volunteer Travel Medical and Evacuation Insurance, which you will find described in the forms enclosed in your award packet. If you wish to purchase additional coverage through the Super Plan provided by Global Benefits, you may do so by completing the enclosed form (Additional Coverage Application). For questions on your insurance coverage, please contact your Expedition Coordinator (named in your award letter) at 800-776-0188.

Information for Students, Educators, Corporate Fellows and Conservation Professionals

There are different types of fellows within the Earthwatch Fellowship Program. Tips and Responsibilities that are specific to your type of fellowship are detailed under the following sections: *Student Fellows*, *Educator Fellows*, *Corporate Fellows*, or *Conservation Professionals*.

On the Expedition

Write Daily Entries in a Journal

Keeping a DAILY journal during the expedition is important to documenting your experience. It is important to write daily so that you can follow your own progression of ideas and learning over the course of the expedition. Be as specific as you can. The journal will provide you with the data necessary to write a detailed thank you letter for your sponsor, and will become a keepsake for you to remember the details of your experience.

- Start writing before your expedition begins to record your expectations and goals
- Write everyday- Remember to date your entries!
- Immediately after the expedition, write a summary about your experience and how what you have learned relates to your school and community. How will you bring the experience home?

Excerpts from your journal provide Earthwatch with important insight on the value of Earthwatch field research to educators and are read by Earthwatch staff, program sponsors and other educators.

PRE-EXPEDITION JOURNALING

What are you looking forward to? What are you nervous about? What new skills do you hope to learn? Do you or your students have questions for your PI?

ON THE EXPEDITION (WRITING AND SKETCHING IDEAS)

Describe your journey to the expedition site.

What are your first impressions?

What did you do or try?

What did you find out?

What surprised or confused you?

What did you notice others doing?

What are you still wondering about?

What are you most excited to share with others when you return home?

Did you see any interesting plants or animals?

What does your work area look like?

Can you draw your PI?

What images stand out in your mind?

SUMMARY

What were the highlights for you? What were the challenges? How does the research that you conducted in the field and what you learned relate to you and your local community? What new skills did you learn? What has the experience taught you about scientific research and conservation? Has the project in any way changed your approach to teaching or learning? What do you expect to be the primary benefits to your peers, your students, your colleagues, friends, yourself?

Take a picture of yourself working in the field

You are requested to submit a photo of yourself working in the field, so please remember to ask a team member to take your picture!

Because Earthwatch grants access to the front-lines of scientific field research, we in turn ask that you help your PI find great volunteers by allowing us to publish your submitted images in our various media outlets; e.g. Earthwatch Expedition Guide, Journal, and newsletters, fundraising flyers, ads, web pages, slide shows, principal investigators' media needs, corporate sponsorship campaigns, and multi-media productions. In addition, we require that your PI have access to your copyrighted images for research publications and presentations. We encourage the sharing of photos of your expedition with family, friends, local media and the public forum, but the co-opting or plagiarism of

images or information gathered during an expedition is strictly prohibited.

When making submissions, please label all images with photo credit information, the name of your principal investigator and a brief caption.

FORMAT REQUIREMENTS AND HOW TO SEND YOUR IMAGES

Digital images are preferred. Images we use in our publications must be 2048x1536 or 300dpi and no smaller than 4"x6". Please sort through your images and email 2 - 5 low resolution images of your best work with your fellowship materials; we will request more if needed.

IMAGES THAT WE SEEK AND WILL BE USEFUL FOR YOUR OUTREACH ACTIVITIES:

1. "Solutions" images are the most desirable. Look for opportunities which depict the vitality and inspiration of you and your teammates making a difference in the world. Each project and team will have its unique possibilities such as:
Release - a research animal being released back into the wild.
Afterglow - when the field work reveals a new discovery, or hard work yields a glow of exuberance and inspiration.
Global Citizenship - one of the most exciting aspects of Earthwatch projects — people from different walks of life, ages, and cultural origins working together.
2. People working with the research subject or tools in the field.
Close-ups expressing the intimacy of detail; e.g., a human hand reaching out to make a

connection with something out of the ordinary, cradling an animal's head, paw, or in some cases an entire body, inspecting plants, adjusting instruments, or piecing together shards.

Medium shots allowing a relationship to be established with a few people working together, half-body shots, with the research subject clearly identified (try to avoid hands in pockets, low visors, harsh shadows, exhausted expressions, and backs to the camera).

3. Landscape giving scope and regional identification, scene setters for presentations. Occasional direction signs, maps and 'kangaroo crossing' signs can help.
4. Principal Investigators and their staff working with volunteers and with the subject of their research. Also, research subjects in their natural habitat.
5. Project site and accommodations, with and without volunteers. See photos on 'photo gallery' on Earthwatch's website which show living conditions.
6. A working portrait of each volunteer. These images should record a clear view of the volunteer's face and his/her active research suitable for newspaper publication upon your return. In other words, try to take one image that captures the unique experience of working on an Earthwatch research expedition; a little art direction at the time, sensitively spoken, can help to win a smile, repeat an action, or better frame what is being expressed.
7. A group photo of the entire team and staff.
8. Humor, volunteers having fun.

After the Expedition

(within 30 days)

Submit your post-fielding materials to the Earthwatch Engagement Department

Please mail or email a digital copy of your complete, proof-read post-fielding materials as well as hard copies for each sponsor within 30 days of the last day of your project. Please send all of your materials together. The Engagement Department must submit all original materials to each of your sponsors.

- Please refer to your award letter to identify how many sponsors provided your award, so you know how many hard copies to submit.
- Your digital copy of your post-fielding materials may be submitted by email or on a CD or floppy disk. The digitized copy will remain at Earthwatch. We prefer that you submit your digital materials in MS Word, PDF or JPEG format. Due to their size, we cannot accept PowerPoint presentations or more than two high-resolution photos.

You will receive your Certificate of Completion after your completed post-fielding materials have been received by Earthwatch. Due to the volume of fellowship reports received by the Engagement Department we are unable to confirm the receipt of each fellow's post-fielding materials.

Expedition Evaluation

This will be sent to you when you return from the field. All Earthwatch volunteers complete this form. Earthwatch relies on volunteer feedback to assess the quality of each expedition experience.

Thank you letter to your sponsor on school/organization letterhead

Please submit a hard copy of a one-page thank you note on school or organization stationery and a digital copy of your letter. The greeting of

your thank you note should be directed to your specific sponsor (refer to your award letter), but does not need to include your sponsor's address. Please submit your Thank you letter to Earthwatch. Earthwatch will send your thank you note to your sponsor along with your other post-fielding materials. Using your journal as a guide, your thank you note should reflect on the value of your field research experience both to you and to your professional development. How can you creatively bring this experience back from the field?

Press Release and any articles/listings already published

Please refer to the section on Press Release Tips and Guidelines.

Earthwatch and your sponsors would appreciate copies of any media articles or listings that have been published about your fellowship and your expedition experience. Be sure to include the name of the publication, date of publication and a website address if applicable. We understand that it is sometimes difficult get published in your



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local media or that it may take longer than 30 days for an article to get printed. If you are not published by the time your post-fielding materials are due, please submit the press releases that you submitted to your local media.

Required Report Materials

In addition to the items listed above, your additional fellowship obligations are based upon the type of fellowship you have received and specific requests of your sponsor. *Obligations that are specific requests of your sponsor are detailed in your award letter and enclosed documents (labeled with your name and expedition title). Responsibilities that are specific to your type of fellowship are detailed in the following sections labeled: Student Fellows, Educator Fellows, Corporate Fellows, or Conservation Professionals.*

Transportation Receipts

You must submit your receipts for reimbursement if you have received a transportation award. You will only be reimbursed for your transportation expenses, up to your maximum amount (as detailed in your award letter). Be sure the receipts include your name, the vendor and total cost in US dollars. Earthwatch cannot reimburse for travel done on credits, vouchers or frequent flyer miles. A Transportation Award cannot be used to cover meals or accommodations, nor can it be used for travel that is not to or from the rendezvous location. In the spirit of this award, we only reimburse for coach-class fares. Please note that it typically takes at least 6 weeks for each transportation award to be processed.

Press Release Guidelines & Sample Press Releases

Writing your Press Release

Make sure your entire school, workplace and/or community knows about your fellowship. One of your responsibilities as a fellow is to seek press surrounding your expedition. Try to get a press release in your school and town papers as well your local and regional media. For your pre-fielding press release, you can use quotes from you fellowship application to detail how you will bring the experience home. For advice about approaching editors and producers feel free to contact your Fellowship Coordinator.

We encourage all Earthwatch Fellows to write and distribute a press release. It is best to mail one out before & after your expedition, since many local papers like to "follow a story." Mail, fax, and email a copy of your press release to all local and regional papers marked attention to the Education, Travel, Science and/or Feature Editors (their contact information should be online or in the publication). You should also follow up immediately with a phone call to make sure your release reached the right person and answer any questions they have. When writing the press release, remember the following:

- Include "Earthwatch Institute" in your Headline
- Mention your donor's name (call us if you are unsure) and explain that they funded your Earthwatch experience.
- Make sure you have the correct spelling of your project's location, PI and donor. **PROOFREAD!**
- In addition to mentioning what the research is about, describe how you bring back the experience to your classroom, workplace and/or community
- Use the current Earthwatch Facts in Brief posted on our website or call our office for up-to-date statistics about the organization
- In the article, note our homepage: www.earthwatch.org and phone: 800-776-0188
- Send a photo of you in action
- If a journalist would like graphics, logos or to speak with someone at Earthwatch please share our contact information.
- **MAKE SURE WE KNOW WHEN YOU'VE BEEN PUBLISHED!!!*****



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Sample Press Release

Press Release: For Immediate Release
Headline: Middle School Teacher Joins Glacier Research Team through Earthwatch Institute
Contact: Educator Name, Phone, email_address@email.com
Date: 8/11/05

"Jane Expedition", a seventh grade science teacher at the Bancroft School in Worcester, MA, joined an Earthwatch Institute glacier research team for a fourteen-day trip to study the effects of glacier outburst floods, glacial surges and sediment transfer from glaciers in Iceland. "Jane Expedition" was sponsored by a Fargo Gauthier Faculty Development Fellowship from the Bancroft School and a grant from The Esther A. and Joseph Klingenstein Fund.

From July 18th to August 1st, "Jane Expedition" joined ten other Earthwatch volunteers from the United States, England and France in Iceland. The research team was led by principal investigators Andrew Russell of Newcastle University in England, and Tim Harris of Staffordshire University in England. The volunteers assisted the researchers by digging pits for observation of sediment layers, analyzing the sediment in various locations, and by using differential GPS and a technique called EDM to map and survey various landforms.

The research team that she joined is the first research team to map and study several landforms deposited by the 1996 glacial outburst flood at the Skeiðarárjökull glacier, in south Iceland. Besides adding to the geologic knowledge of this region of Iceland, the results are important for long-term monitoring of the glaciers and their movement in Iceland, research Earthwatch has supported since 1998.

"Jane Expedition" is looking forward to bringing all that she has learned back to her classroom. "I collected rock samples from various parts of Iceland, as well as video and pictures to share with my students. I look forward to integrating these things into my curriculum and bringing science alive for my students!"

Earthwatch Institute is a world leader in the field of experiential education providing opportunities in the field and online for volunteers to broaden their understanding of sustainability and support conservation research. There is no experience necessary to be involved and hundreds of teams worldwide that need support. Visit www.earthwatch.org or call 800-776-0188 for more information.

Sample Press Release

Press Release: For Immediate Release
Headline: How I'll spend my summer vacation: volunteering with Earthwatch Institute
Contact: Educator Name, Phone, email_address@email.com
Date: 6/10/05

As summer approaches many educators ask themselves a very common question. What can I do this summer break? For many the answer is simple, stay home teach summer school and make a few extra dollars. However, for those who simply need a break from children, and are adventurous individuals there are other options available.

This summer I will be participating in an Earthwatch education program. Earthwatch's mission is to engage people worldwide in scientific field research and education to promote the understanding and action necessary for a sustainable environment. Educators have an opportunity to apply for a fellowship. Every year, over 350 teachers and students receive career training and inspiration on expeditions held all over the world.

In August I will be participating in the Sugar Plantations of Hawaii Expedition. This opportunity was possible due to the sponsorship of Helen and Peter Bing. This expedition will be located in the Majestic District of Ka'u on the Island of Hawaii.

James A. Delle and Janet Six are the principal investigators for this expedition. This project seeks to recover information regarding the Hutchinson Sugar Plantation village of Hilea and the Hawaii Agribusiness camps at Pahala. The overall goal of this project is to archaeologically analyze the many ways that the introduction of industrial sugar production changed the human and physical ecologies of the Big Island of Hawaii.

This expedition will introduce volunteers to archeological recovery methods used to identify and analyze the archeological and ethonobotanical remains associated with sugar camps.

Not only will I be in paradise during summer break but I will also be part of very important scientific research. As mentioned above, summer can be an exciting and adventurous season. Earthwatch allows us an opportunity to explore a world outside the classroom environment. Upon our return we can share with our students our experience. Teach them the importance of conserving our environment, and let them know that learning can also take place in a foreign but yet beautiful place.

Earthwatch Institute is a world leader in the field of experiential education providing opportunities in the field and on-line for volunteers to broaden their understanding of sustainability and support conservation research. There is no experience necessary to be involved and hundreds of teams worldwide that need support. Visit www.earthwatch.org or call 800-776-0188 for more information.



In the Future

Complete additional surveys and evaluations

It is important to Earthwatch Institute and our supporters that we continue to evaluate the impacts made on Earthwatch volunteers, especially Earthwatch Fellows. Your candid feedback is crucial in developing high quality programs. Please be prepared and be honest. To ensure the ease of reporting back to Earthwatch, please keep track of the following:

- Presentation topics, dates, size of audiences
- Community projects, dates, number of participants
- Publication names, dates

- For educators and students: academic activities, length of project, dates, number of students involved

Participate in Earthwatch gatherings and events in your area

You are now part of the Earthwatch Fellow Network and will receive periodic emails about opportunities for grants, professional development, Earthwatch news and information about gatherings in your local area. If there is an Earthwatch gathering in your local area, you are expected to attend and are encouraged to share your experience either formally or informally.



Student Fellows

Approve your fieldwork credit with your school

Earthwatch cannot directly award credit for your participation in an Earthwatch expedition. However, many students have been successful in pursuing credit for the fellowship experience!

You will be most successful if you make arrangements ahead of time. Most schools will require you to submit a proposal and a report detailing your experience. You are likely to find most of the required information in your fellowship application and your post-fielding report. We will send you a Certificate of Completion to use toward acquiring credit after Earthwatch has received all of your post-fielding materials.

In addition to the post-fielding materials listed above, all students who have received fellowships are obligated to submit the following:

Cover Sheet with a photo of yourself working in the field

Please submit both a hard copy and a digital copy of your cover sheet. It must include your name, expedition title and dates, school name and a photo of yourself working in the field. It is a friendly introduction to your post-fielding materials. If possible, please submit this cover page with a color photograph.

Field Report

After you have returned from the field you will be required to submit a field report (3 pages) to Earthwatch. Each section should be at least one page, single spaced. You may find it helpful to

look through your expedition journal for inspiration.

Section 1 – Copy of your press release(s) or published articles and press about your Fellowship/expedition.

Section 2 – Share: Give us a story, either a typical day in the field or the best or most challenging moment. How well did the team work at solving problems, working together, and socializing? What would you tell another student about to embark on this adventure?

Section 3 – Reflect: What has this experience taught you about field research? About conservation? About being a scientist? About YOURSELF? Have your future plans been altered or enhanced as a result? How are you going to share this experience with people at home? Be specific! Can you use new skills and knowledge to help your community? How can you become a teacher yourself and educate fellow peers about conservation and other communities?

OPTIONAL: Media Collage

You may submit a media collage (one page, 8.5" x 11") of artwork from the field. This can include artwork, sketches, photographs, etc. Be creative and remember to include pictures of yourself and team members working on the project! Your media collage will help your sponsor visualize your experience. Earthwatch may contact you to obtain copies of your photos for our publications.



Educator Fellows

Approve your fieldwork credit with your institution or district

Earthwatch cannot directly award professional development points, as we are not yet an accredited educational institution. You must pursue credit for your participation. We will send you a Certificate of Completion to use toward acquiring professional development credit after Earthwatch has received all of your post-fielding materials in a digitized and hard copy format. Alternatively, some participants have had success getting practicum credit at their local colleges. In either case, you would need to make arrangements ahead of time.

Graduate credit is available through Bank Street College NY: 212-875-4706 or contact Marian Howard at marianph@bankstreet.edu. Graduate credit is also available through Weber State University UT: 801-626-6223 or Dr. Michael Slabaugh at mslabaugh1@weber.edu.

You must arrange credit PRIOR to your expedition. For more information or details on either of these programs, please contact those academic institutions directly at the above telephone numbers.

Join Earthwatch's online educator community EdNet

The Earthwatch EdNet Community (www.ngsednet.org/earthwatch) is password-protected community where you can log in to view resources (lessons, activities, photos etc), and participate in discussion forums. This online community has been made possible through Earthwatch's partnership with the National Geographic Education Foundation. Before venturing on your expedition, you can view examples of classroom materials that past Education Fellows have created based on their experience as well as resources made available through National Geographic. You can

also use the discussion forums to chat with other community members about their experiences in the field, in the classroom, or in their community. When you come back from the field you can use the EdNet to share the lesson plan or community plan that you have created and swap ideas about how to engage your school and community in the Earthwatch mission.

To register for the Earthwatch EdNet Community, go to www.ngsednet.org/earthwatch and click on "Join Now" to register.

In addition to the post-fielding materials listed above, all educators who have received fellowships are obligated to submit the following:

Cover Sheet with a photo of yourself working in the field

Please submit both a hard copy and a digital copy of your cover sheet. It must include your name, expedition title and dates, school name and a photo of yourself working in the field. It is a friendly introduction to you post-fielding materials.

Lesson Plan and/or Community Plan

An obligation of your Earthwatch Fellowship is to design a lesson plan and/or community plan (2+ pages) inspired by your experience. Please submit both a digital copy of your lesson plan and/or community project as well as a hard copy for each of your sponsors. Your lesson plan or community plan should include a narrative as well as detailed plan using the attached templates. Examples of community projects and lesson plans are available on our website.

Narrative (1 paragraph): A brief description of your lesson plan or community plan. Please include the number of students or

community members you will reach. If you plan is not completely original, you must clearly describe any adaptations you have made and how it relates to the work you did on your expedition.

Lesson Plan (2+ pages): Please use the enclosed template and, reference appropriate standards. PowerPoint presentations alone will not suffice as a lesson plan. Your lesson plan may be realized in many forms: integration of a children's book, completed website/chat room, science experiment, or another engaging activity of your own creation. Please include credits if ideas/resources are adapted from other sources.

Community Plan (2+ pages): Please use the attached template. PowerPoint presentations alone will not suffice as a community plan. Your community plan must include the following:

- What are the goals of your project?
- Why is there a need for this project to take place?
- Describe why you are undertaking this project and the local issue you will address and the benefits for your environment, local community, school, and yourself.
- How will you implement your project?
- How you are going to plan, implement and then develop your Community Conservation Project? Please create a timetable outlining target times for completion of key activities and milestones.
- Which local organization/s will you work with to plan and implement your idea?
- Who will be involved and consulted during your project? Will anyone act as a mentor or expert advisor for your plan?

Journal Excerpts

PLEASE DO NOT SUBMIT YOUR ENTIRE JOURNAL

Please submit both a digital copy of selections

from your journal (one page typed) as well as a hard copy for each of your sponsors. Please provide a variety of quotes that highlight the different aspects of your experience, as well as a brief summary of your overall experience. Make sure to include quotes from your pre-expedition journal entries, and if possible, send your sketches too! Your journal excerpts will be viewed by your sponsor and possibly included in Earthwatch publications.

Stay at your school or institution for at least one year

One of your fellowship responsibilities is to stay at your school or institution for at least one year after returning from the field. Remember, you have been awarded this fellowship because the experience will not only impact you, but also your school and community. Some sponsors provide fellowships to educators from specific geographic regions, districts or schools. Staying at your school or institution fulfills your sponsor's objectives.

OPTIONAL: Media Collage

You may submit a media collage (one page, 8.5x11") of artwork from the field. This can include artwork, sketches, photographs, etc. Be creative and remember to include pictures of yourself and team members working on the project! Your media collage will help your sponsor visualize your experience. Earthwatch may contact you to obtain copies of your photos for our publications.

If you have been selected for a Live from the Field experience, the media materials you create during your expedition will fulfill many of the responsibilities listed above. Please refer to your Live from the Field award materials for details.

Suggested Lesson Plan Template

FOR EARTHWATCH EDUCATION FELLOWS

Lesson/Unit Title Lesson ____ Unit Plan ____	What is the descriptive title of this lesson/unit?
Grade Level	For what grade is it designed?
Content Area(s)	Could include several areas e.g. science, social studies, geography, etc.
Time Allotment	How long will it take? e.g. one class/45 minutes/one week.
Academic Standard(s) Addressed	Which ones and from what source(s)?
Abstract	One paragraph description
Goal	What is the broad goal of the lesson or the overall essential question?
Performance Indicators (objectives & measurement)	What specifically should students be able to demonstrate that they have learned?
Background Information	Is there pertinent information or skills that students need to complete this lesson /unit plan? Describe briefly (3-4 sentences); provide references, if desired
Materials	What materials, texts, visuals, and/or technological resources are needed?
Technology	What computer hardware, programs and/or online access is needed?
Instructional Procedure	Provide step-by-step descriptions of activities in enough detail so someone else can adapt your lesson. Please break into the following 3 sections: <i>Introduction:</i> Include some type of opener focusing students' attention and essential questions; stimulating interest and involvement <i>Activities:</i> Involve students actively in doing, discussing, experiencing <i>Closure:</i> Ties all activities together as a meaningful whole to the broad goal or essential question
Assessment (include rubrics)	How will student understanding of the academic standards be assessed? What will be assessed (content? process)? How will students be involved?
Connection to Other Content Areas	How could this become an interdisciplinary unit, if it is not one?
Extensions	What additional studies or further exploration(s) could help student expand outcomes of this lesson/unit?
Acknowledgements	Sources used?
Contact Information (email, tel. number, URL)	To reach with questions, comments etc.

Format adapted from Rhode Island Educator Extern Program



Corporate Fellows

Confirm your leave time with your manager or supervisor

Please remember that travel to and from your Earthwatch expedition may cause you to be absent for one or more days before and after your expedition dates.

In addition to the post-fielding materials listed above, all corporate employees and customers who have received fellowships have obligations that have been specifically requested by their sponsor. These responsibilities may or may not include:

- Development of a Community Conservation Project

- Formal presentation about your Earthwatch experience to your colleagues and/or the local community
- Attendance at local events
- Communication of field journals and photos through company media
- Completion of a Final Evaluation Form
- Arranging your travel via your company's travel agency

Conservation Professionals

Confirm your leave time with your manager or supervisor

Please remember that travel to and from your Earthwatch expedition may cause you to be absent for one or more days before and after your expedition dates.

In addition to the post-fielding materials listed above, all conservation professionals who have received fellowships have obligations that have been specifically requested by their sponsor. These responsibilities may or may not include:

- Formal presentation about your Earthwatch experience to your colleagues and/or the local community

- Participation in professional development events
- Communication of field journals and photos through institution media
- Completion of a Final Evaluation Form

