ENROLLMENT IN QUARTERS:

<table>
<thead>
<tr>
<th>Enrolled in</th>
<th>Due Date is</th>
<th>Grade Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Quarter</td>
<td>September 15</td>
<td>Early November</td>
</tr>
<tr>
<td>Fall Quarter</td>
<td>December 30</td>
<td>Early February</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>March 30</td>
<td>Late April</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>June 30</td>
<td>Late July</td>
</tr>
</tbody>
</table>

For online technical submission questions:
Use the Field Studies Contact Information (above) OR contact our Technical Help Desk (509).359.6411. See http://tech-eze.ewu.edu for current hours.
ACCESSING BLACKBOARD ONLINE
You will receive an email with detailed instructions on how to login and access your course site in Blackboard (Eastern Washington University’s online course management system) where you will submit your work for your Field Studies travel course. This email will have the following subject line: Welcome to Field Studies Online Travel Course. Login to your course site in Blackboard and familiarize yourself with the site. When you are ready to upload your work, you will need to go to the Submit Assignments area in order to submit your work. A help sheet on how to submit assignments through Blackboard is located in this same area. DO NOT submit your assignments both online and also through the mail. If you want to verify that the online work was received, please call or email us. (See Contact Information.)

EMAIL ADDRESSES / LOGIN IDS / SPAM BLOCKERS
It is important that the email address we have on file for you is current so that you may receive your login information. We will use the email address listed on your registration form to send you your login ID and password unless you request otherwise. Please make sure that your email address is legible on your course registration form. You should receive your login ID and password two months prior to travel or within one week of registering (if registering closer than two months to your travel date). Please call us if you have not received your login information within this time frame. In order to avoid having emails from our office blocked as spam, please add the following addresses to your approved list: ifsprogram@ewu.edu and Eisenhower.Center@ewu.edu.

POSTAL MAIL SUBMISSION OF ASSIGNMENTS
You may submit your assignments via postal mail. (See Contact Information for postal mail submission address). For postal submissions, all assignments must be postmarked by the dates listed in Deadlines. If you are choosing to submit your assignments via mail, please submit only via mail. DO NOT submit your assignments both online and also through the mail. We should receive one copy only of each assignment. Also note, we do not grade according to how the assignments arrive—grading is solely based on the level of work done by the student.

ASSIGNMENT FORMS
All forms used for assignments in Field Studies courses are available through the Blackboard site for the course in the Assignment Information link. These forms outline assignments in your course and provide a format for completing the assignment. Check your specific syllabus to see what forms your course requires. If the syllabus indicates that a form such as the Journal/Activity form is required, you should still access the form from Blackboard and print it. If you are unable to get the necessary forms from Blackboard, please call or email our office to request the forms for your course.

COVER SHEET FOR ASSIGNMENT SUBMISSION
Whether you are submitting work online or via postal mail, please include the following information on the first page of your file for each assignment you submit.

Your Name:
Date:
Course ID/Course Title:
Assignment Name:

SUBMITTING YOUR JOURNAL ONLINE
If submitting a journal is required for your course, you may type your entire journal OR use the Journal/Activity forms. It is preferred that you use the activity forms for this submission. DO NOT scan your journal for submission online. Scanned journals will not be accepted. When using the Journal/Activity forms, you must complete ten forms if you are receiving a numerical
grade OR **five** forms if you are taking the course for a passing grade. Your forms should be double spaced and a **minimum** of two paragraphs (4-5 sentences each). These forms may be submitted in the same computer file online as long as the correct number of forms is completed.

**SUBMITTING YOUR MAP**
If submitting a map is required for your course, you may submit the map (Workbook Lesson 1.3) via postal mail even if you are using the online submission through Blackboard for the rest of your submissions. If you do send the map via postal mail and the rest of your work online, please attach a note to the map stating that the rest of your assignments are submitted online through Blackboard.

**FORMS & LETTERS REQUIRING SIGNATURE**
Any material requiring a signature should be submitted via fax or postal mail, not online (e.g. the *University Credit Evaluation form* and the *Student Information Release form*).

**MEDIA**
Although we do not require any movie presentations in any of our courses, each year we receive movie files. If you choose to present your work in this manner, please make sure that you choose common file formats (avi or mpeg work well). We do not guarantee that we will be able to access movie files for grading purposes. If you have any questions about media, please contact our office and we will assist you.

**ACADEMIC INTEGRITY**
It is expected that all assignments are to be done by the student with no assistance from anyone else. EWU supports academic integrity. However, you may request assistance with uploading work onto the Blackboard site for your course. It is the assignment work itself that must be done by the student only.

**COLLEGE LEVEL WORK**
Even if you are not currently in college, it is still your responsibility to complete college level work in this course. Part of completing college level work is completing ALL assignments given according to instructions. This includes following directions on the length of assignments. Instructors will grade assignments based on entry-level college work. If you have questions concerning this or are having trouble completing all of the assignments before the submission deadline, please contact the Field Studies office (see **Contact Information**).

**DISCLAIMER**
NOTE: Credit will not be granted unless the student successfully completes both the academic and travel phases of the program. Exceptions to the stated course requirements will be granted by EWU only under extenuating circumstances. Refunds will be granted according to official university policy. EWU will make the final determination on matters in question.

Eastern Washington University complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability or status as a disabled veteran or Vietnam era veteran.