General Information

GRADES
All students are automatically registered in the numerical grade section. The grade scale runs from 4.0 to 0.0. If you would rather be in the Pass/No Credit section of the course, please email the Field Studies office (see Contact Information). Your request to be in the Pass/No Credit sections must be made at least four weeks prior to the assignment due date in order to process the request. Note: A numerical grade cannot be changed to a Pass/No Credit if you are dissatisfied with the grade you receive.

You will receive instructions on how to access your grades (regardless of whether or not you submitted your assignments online). Final grades may also be posted on the Canvas site for your course. Grades on individual assignments are posted in some of our Canvas course sites.

ASSIGNMENT DEADLINE
It is recommended that all pre-travel assignments be submitted prior to your trip if uploading online. If you are submitting through mail, please send all assignments at once. All assignments should be submitted prior to midnight on the date listed below. Make sure you keep duplicate copies of all assignments submitted for credit. Copies should be kept of both print materials and electronic computer files.

<table>
<thead>
<tr>
<th>Enrolled in</th>
<th>Due Date is</th>
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<tbody>
<tr>
<td>Summer Quarter</td>
<td>September 15</td>
</tr>
<tr>
<td>Fall Quarter</td>
<td>December 30</td>
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<tr>
<td>Winter Quarter</td>
<td>March 30</td>
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<tr>
<td>Spring Quarter</td>
<td>June 30</td>
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*The summer deadline for teachers is August 10. If you do not need the August deadline, you can request a later deadline of September 15.

CONTACT INFORMATION
For questions regarding coursework, contact the Field Studies office through one of the following methods:

- ifsprogram@ewu.edu
- 1-800-541-2125, 8am-5pm, Mon-Fri

Postal Mail Submission Address:

University Credit Program
International Field Studies
Eastern Washington University
300 Senior Hall
Cheney, WA 99004-2442

If you would like your work returned to you, please include a check in the amount of eight dollars made out to EWU. Alternatively, you may include a postage-paid envelope. All assignments (including media) should be photocopied or duplicated prior to submission.
ACCESSING CANVAS ONLINE
You will receive an email with detailed instruction on how to login and access your course site in Canvas (Eastern Washington University's online course management system) where you will submit your work for your Field Studies travel course. Login to your course site in Canvas and familiarize yourself with the site. When you are ready to upload your work, you will need to go to the Submit Assignments module in either the home view or module view. The first module in Canvas contains tips and information about how to use the site. DO NOT submit your assignment 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 ADDRESS / 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 address 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 Canvas site for the course in the Assignment Forms module. You may also access the forms at www.ewu.edu/ifs. These forms outline assignments in our 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 Canvas and print it. If you are unable to get the necessary forms from Canvas, please call or email our office to request to 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 using 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 on a pass/no credit scale. 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 (Lesson 2) via postal mail even if you are using the online submission through Canvas for the rest of your assignments. If you do send the map via postal mail and the rest of your work is online, please attach a note to the map stating that the rest of your assignments are online.

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 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 on the Canvas site for your course. It is the assignment work itself that must be done 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 the instructions. This includes following directions of the length of assignments. Instructors will grades assignments base on entry-level college work. If you have questions concerning this or having trouble completing all of the assignments before the submission deadline, please contact eh 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 extenuation circumstances. Refunds will be granted in 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 regulation 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.