Teach Earth Fellowship Guidelines

The Fellowship Guidelines will assist you in understanding the details and requirements of your Fellowship, before, during, and after your time in the field.

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CONGRATULATIONS!

You have been selected to receive an Earthwatch Teach Earth Fellowship. Earthwatch 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 health, wildlife and ecosystems, and sustainable cultures.

Through 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, workplaces, and communities. Each year, we select individuals from four audiences into our Fellowship program 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,
The Earthwatch Program Team
BEFORE YOUR EXPEDITION

Immediately:

• Read through:
  o Award Letter and Fellowship Award Agreement
  o Fellowship Guidelines
  o Expedition Briefing

• Return the following to your Earthwatch Contact by the deadline indicated in your Award Letter:
  o Signed Fellowship Award Agreement
  o Short biography (3 - 4 sentences)
  o Picture of yourself

• Activate your My Earthwatch account. You will receive an email with instructions on how to do so.

60 DAYS BEFORE THE EXPEDITION:

• Review the Travel Planning portion of your Expedition Briefing and book your travel to and from your expedition, abiding by your expedition’s rendezvous and departure information. Contact Earthwatch’s travel partner, Raptim Travel, if you need assistance booking your travel arrangements.

  Raptim Travel
  earthwatch@raptimusa.com
  (877)431-1699

• Complete the following forms located in your MyEarthwatch Account:
  o Participation Form
  o Travel Form

• Review the Packing Checklist located in your Expedition Briefing to ensure you have all the necessary supplies.

• Your fellowship includes medical and evacuation insurance during your time in the field. If desired, purchase additional travel insurance for your travel to and from your expedition.

• Leave the Earthwatch phone number with friend or relative.

• Begin thinking about and working on your Fellowship Report.

• Write and submit a Press Release to local media outlets (optional).

• Approve fieldwork credit with your organization or institution or school (optional).
ON YOUR EXPEDITION

• Participate fully and to the best of your abilities.
• Get a picture of yourself working in the field.
• Write daily journal entries or blog posts (optional).
• Think about and work on your Fellowship Report.
• Save incidental cost receipts to send to Earthwatch after your expedition.

AFTER YOUR EXPEDITION

Complete the following Fellowship Reporting Materials and return them to Earthwatch within 30 days after your expedition:

• Post-fielding survey- you will receive an email with a link to this evaluation.
• A photo of yourself in the field as well as any additional photo or video of your experience.
• Your travel and incidental cost receipts to your Earthwatch contact - Once we receive these receipts and your report we will send you your travel award check.
• Fellowship Report, including: completing a form as well as a plan for either a community action project OR a lesson plan.
• Copies of press releases and any news articles you were featured in (optional)

IN THE FUTURE

• Take action! Implement your community action project or lesson plan.
• Participate in Earthwatch gatherings or alumni events in your area.
• Share your experience!
• Join another expedition! Visit earthwatch.org to see what expeditions we currently have available.

Detailed explanations of each of these items can be found on the following pages.
FELLOWSHIP RESPONSIBILITY DETAILS

AWARD LETTER AND FELLOWSHIP AWARD AGREEMENT
Please make sure you understand your responsibilities as an Earthwatch Fellow. All the requirements of your specific Fellowship are located in this Fellowship Guidelines document. By signing, you are confirming your participation on the expedition as well as agreeing you will fulfill your responsibilities as an Earthwatch Fellow.

If you choose to decline your award, please let Earthwatch know as soon as possible. Delays will keep other available applicants waiting!

If accepting your award, you are required to return your completed Fellowship Award Agreement by the date indicated on your award letter. If we have not heard from you by the decision deadline, we reserve the right to re-assign your award to another candidate.

FELLOWSHIP GUIDELINES
Please read through this document carefully, it contains important information and requirements about your fellowship.

EXPEDITION BRIEFING
Your Expedition Briefing offers a detailed description of the research you will be doing while on your Earthwatch Expedition. Your briefing also contains a packing checklist, rendezvous and departure information, and emergency numbers. 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, and physical requirements. Review the packing checklist and ensure that you have all of the necessary supplies. Use the recommended reading list and take some time to educate yourself before you pack your bags.

SHORT BIOGRAPHY
Your short biography (3-4 sentences) will be shared with the funder of your fellowship as well as your team members on your expedition. Please send in this biography with your signed award agreement and photo by the date indicated on your award letter.

PHOTO OF YOURSELF
Your photo will be shared with the funder of your fellowship as well as your team members on your expedition. Please send in this photo with your signed award agreement and biography by the date indicated on your award letter.

MY EARTHWATCH ACCOUNT
Once you have sent in your signed award letter, you will receive an email with instructions on how to activate your My Earthwatch account. To login, use your email address. Your password will be set to your last name followed by your year of birth (ex. Rostamnezhad1985). In this portal, you will be able to complete your required forms for your expedition and access all materials pertaining to your time in the field.
TRAVEL PLANNING

After accepting your Fellowship Award, you will be responsible for arranging your travel to and from the expedition rendezvous and for the nominal incidental costs associated with your participation. These incidentals may include, but are not limited to: passports, visas, inoculations, clothing, meals, accommodations, and travel en route to the rendezvous and/or outside of the expedition dates.

When arranging your travel, be sure you know when your rendezvous is and book flights that will get you to the rendezvous on time. Similarly, be sure you know when your expedition departure time is so that you do not book a flight home that leaves prior to the departure time. This rendezvous and departure information is located in the Travel Planning portion of your Expedition Briefing. Be sure you know whether or not your expedition requires a passport and/or visa. If you need assistance booking your travel, please contact our travel partner directly:

Raptim Travel
earthwatch@raptimus.com
(877) 431-1699

Your Fellowship includes a travel award up to the amount indicated in your Award Letter. You will receive a check for your travel award once we receive your Fellowship Report and all receipts of travel and incidental costs associated with your expedition. Once you have confirmed your travel plans, you must complete the Travel Form located on your MyEarthwatch account.

EXPENSE RECEIPTS

You will receive your travel award for your expedition once you send in your receipts and report to Earthwatch. Please gather receipts for your travel and any incidental costs during your time in the field. These incidentals may include, but are not limited to: passports, visas, inoculations, clothing, meals, accommodations, and travel en route to the rendezvous and/or outside of the expedition dates. Once you submit your receipts, we will send you your travel award by check.

EARTHWATCH PARTICIPATION FORMS

After you accept your award, a My Earthwatch account will be created for you. You will use this portal to complete your required participation and travel forms for your expedition. You must complete the Travel form and Earthwatch Participation Form at least 60 days before your expedition. Without timely completion and submission of all required forms, participation is prohibited.

INSURANCE

Your Fellowship covers Medical and Evacuation Insurance during your time in the field. Information on this coverage can be found at: www.earthwatch.org/insurance/. Purchase travel insurance for travel to and from your expedition at your own discretion.

EARTHWATCH’S 24-HOUR HELPLINE

Earthwatch is available to assist you 24 hours a day, 7 days a week. You should leave the 24-hour helpline numbers with a parent, relative, or friend before departing on your expedition. There are two numbers for this helpline depending on where you are when calling:

If you are calling from the U.S., use +1 (800) 776-0188.

If you are calling from outside the U.S., use +1 (978) 461-0081.

GRADUATE CREDIT

You may be eligible to receive Graduate Credit from Fitchburg State University for your time in the field. This is subject to your project placement and at an additional cost. Please contact your Program Coordinator if you are interested.

FELLOWSHIP REPORT

Your Fellowship Report is due 30 days after you return from your expedition. We encourage you to begin thinking about your community action project or lesson plan prior to your expedition. We encourage you begin an outline or draft of your action project or lesson plan during your expedition and get feedback from your teammates and scientist.
SUBMIT YOUR STORY TO LOCAL MEDIA
While not required, we encourage you to send a short write up about your Fellowship to your local news organizations. Whether it’s your school, town, or regional newspaper, or one of your local TV or radio stations, media outlets love to feature residents giving back, so tell your story! This can be done before you go on your expedition or as a follow-up after. Please refer to the Press Release Guidelines section in the Appendix.

PARTICIPATE FULLY
Your Earthwatch Expedition is an exciting opportunity to see new places, learn from other participants, and share your experiences and perspectives of environmental issues. Do your best to participate fully in the expedition and do not be afraid to try new things. Get to know the project staff, scientist, and other fellows - they may be useful contacts in the future. You can also collaborate with each other on your reporting requirements.

By participating to the best of your abilities, you will ensure that your expedition is truly memorable!

GET A PICTURE OF YOURSELF WORKING IN THE FIELD
You are requested to submit a photo of yourself working in the field, so ask a team member to take a picture of you! Your photo will not only be a keepsake for you to remember your expedition, but it will also allow us to feature images of volunteers in the field in our various media outlets (e.g. Earthwatch Expedition Guides, newsletters, etc.) and encourage others to volunteer on Earthwatch Expeditions. Remember to clearly label/name your photos when sharing.

WRITE DAILY ENTRIES IN A JOURNAL / ON A BLOG
We encourage you to keeping a daily journal during your expedition. Writing each day can help you follow your progression of ideas and learning over the course of the expedition. You can also use your journal to write down the ideas you have about how you can bring your expedition home. You can even start writing before your expedition begins to record your expectations and goals.

Some teams choose to do a team blog as well and take turns creating entries. If your team sets up a blog or if you set up your own blog about your Earthwatch experience please let us know. Our network of past fellows is always excited to get updates from current expeditions!

EXPENSE RECEIPTS
You will receive your travel award for your expedition after you send in your receipts and Fellowship Report to Earthwatch. Please gather receipts for your travel and any incidental costs during your time in the field. These incidentals may include, but are not limited to: passports, visas, inoculations, clothing, meals, accommodations, and travel en route to the rendezvous and/or outside of the expedition dates. Once you submit your receipts, we will send you your travel award by check.
FELLOWSHIP REPORTING REQUIREMENTS

As part of your Fellowship, you are responsible for sharing your experience with your school and community as well as helping Earthwatch and your funder evaluate your experience by submitting reporting materials. Your reporting materials must be submitted to your Earthwatch contact within 30 days after your expedition. Once you have submitted your reporting requirements, Earthwatch will send you your travel award and a Letter of Completion for your Fellowship.

You will be reminded of your reporting responsibilities in the Welcome Back Email that you will receive from your Earthwatch contact shortly after you return from your expedition. The email will include links to the required forms.

The reporting requirements for your fellowship are:

- **Expedition survey** - The expedition survey is an online survey. You will receive a link to this survey by email. Earthwatch relies on your feedback to assess the quality of our expeditions and fellowship programs. You have the option to keep your name anonymous, so please feel free to provide your honest feedback.

- **Fellowship report** - The fellowship reporting form is an online form where you will complete a field report that includes:
  - A photo of you in the field. Please submit your photo as a jpeg.
  - Responses to questions in the form.
  - A plan for a community action project or a lesson plan inspired by your field experience. Please see Community Action Plan Guidelines -OR- Lesson Plan Guidelines in the Appendix for more information.
  - Copies of press releases and any news articles you were featured in (optional).

SHARE YOUR EXPERIENCE!

Give a presentation to people back home - your colleagues, students, peers, the local community, and/or your family - covering what you have learned, accomplished, and intend to do following your experience. Please contact your program coordinator if you would like the Earthwatch PowerPoint template or any Earthwatch materials.

PARTICIPATE IN EARTHWATCH GATHERINGS AND EVENTS

You are now part of the Earthwatch Fellow network and will receive periodic emails about Earthwatch news and information about gatherings in your local area. If there is an Earthwatch gathering in your local area, we hope that you attend and you are encouraged to share your experience either formally or informally.

As a past fellow, you will also be eligible to join our application review panel. Each year, we receive hundreds of applications for both student and educator fellowships. In order to review all of these applications, we have an external review panel, which consists of past fellows, like you! Because of your experience as a fellow, we feel that you would be great at helping to pick future fellows. We will contact you after your fellowship to ask if you would like to take part in our Review Panel.

STAY IN TOUCH WITH EARTHWATCH!

We enjoy hearing from our fellows! There are several ways to stay in touch with us. One is through your Earthwatch contact by updating them on what you have done since you returned from your expedition. Another way is through our Facebook page, www.facebook.com/earthwatch, where you can post information about your experience and connect with other Earthwatch alumni.

[facebook.com/earthwatch](http://facebook.com/earthwatch)

[@earthwatch_org](https://twitter.com/earthwatch_org)

If you are interested in going out on another expedition, please visit our website to see what we have available!
APPENDIX

PRESS RELEASE GUIDELINES

We encourage you to reach out to local media outlets by distributing a press release. If you choose to do this, please contact Kristen Kusek, Director of Strategic Communications at Earthwatch (kkusek@earthwatch.org); she is happy to assist as well. You have a great story to tell, and we need your help to spread the word! Here’s how:

• Create a local media list—Local and school newspapers, television, radio and online (i.e. school websites) are all great outlets to include.

• Identify the appropriate editor or reporter to whom you can send your story. The best contacts would be Feature, Education, and Science reporters.

• Contact reporters before and after your expedition. They like to “follow the story.”
  o Email before the expedition. If you don’t hear back, follow up with a phone call.
    ▪ When you call, identify yourself quickly and make your pitch quickly: “I am a local teacher and I think my upcoming Earthwatch expedition to the Arctic would be of interest to the community. I sent you an email about it yesterday and wanted to make sure you received it. Can I tell you more about it?”
    ▪ It is best to call reporters around 8:30-9 a.m., before the day grows hectic. If you leave a message, be concise and be specific about your availability and leave your phone number.

PRE-EXPEDITION EMAIL TEMPLATE:

Subject line: Local Teacher to Join Earthwatch Expedition in [Expedition Location]

Dear [Reporter Name],

I am a [Grade & Subject] teacher at the [School Name]. I leave next week on a week-long expedition with Earthwatch to study [Expedition Title] and bring my experience back to the classroom. I think you will be interested in the story. You can read more about Earthwatch at www.earthwatch.org and I will send a follow-up email when I return.

I would be happy to provide additional information; you can reach me at [your email] and/or [your number].

Sincerely,

[Your name]

Earthwatch is an international environmental nonprofit whose mission is to engage people worldwide in scientific field research and education to promote the understanding and action necessary for a sustainable environment.

o Email a press release after the expedition. Follow up with a phone call the next day.
  ▪ IMPORTANT: Please do not send attachments via email to reporters. If you have a great photograph to share, mention it in the body of the email—but only send it once you clear with the reporter that attachments on their messages are OK.
POST-EXPEDITION EMAIL AND PRESS RELEASE TEMPLATE:

Dear [Reporter Name],

I wrote you a few weeks ago about my Earthwatch Expedition to study [Expedition Name]. Below is a follow-up. You can reach me at [your email] and/or [your number].

Sincerely,

[Your Name]

Press Release: For Immediate Release

Headline: [School Name] Teacher Joins Research Team with Earthwatch Institute

Contact: [Your Name], [your number], [your email]

Date:

IMAGES AVAILABLE

[Your Name], a [Grade &/or Subject] teacher at [School Name] joined an Earthwatch research team for an ___-day expedition in _______to help scientists understand how [research topic]. [Your Name] was a part of a Earthwatch’s Teach Earth USA Fellowship Program.

From [Expedition Dates], [Your Name] joined [Team size] other Earthwatch volunteers from the United States for the “[Expedition Title]” project. The research team was led by [PI Name] of the [Associated University].

“I came home from my Earthwatch expedition feeling a whole new sense of connection to the natural world, a fresh understanding of climate change and the need to act now, and a renewed enthusiasm for the way I think and learn about science” said [Your Name].

[Blurb about project] [Ex. Global warming is most dramatically visible at the edge of the Arctic, where peatlands run in a broad strip around the globe. Scientists say these wetlands contain as much as 20% of the world’s carbon, usually locked in permafrost. But as the permafrost thaws, it may release carbon dioxide and methane, which could increase the rate of global warming.]

The Earthwatch fellows [Describe project activities].

“I never imagined I took part in real climate science data collection like a real scientist,” said [Your Name]. “I was thrilled to capture video and pictures of the small mammals we trapped for part of the study, too. I can’t wait to integrate it all into my classroom and community.”

Earthwatch is an international environmental nonprofit whose mission is to engage people worldwide in scientific field research and education to promote the understanding and action necessary for a sustainable environment.

Send copies of the press release and story (if published) to your Earthwatch contact, and cc: kkusek@earthwatch.org.
COMMUNITY ACTION PLAN GUIDELINES

A key goal of the Earthwatch Fellowship program is to inspire and empower you as fellows to engage with local environmental issues in a new way. We hope that your expedition experience has inspired you to translate your experience into a project that will benefit your own community. Starting your own project may seem like a daunting task, but making a positive impact in your own community is easier than you may think.

Remember, Earthwatch is based upon the principle that every individual can be involved in creating a sustainable planet, regardless of his or her level of scientific skill. You witnessed the impact of global issues in a location outside your community, and saw how volunteers can make a difference on a local level. This model can also be effective in your home community; all it takes is a motivated and inspired individual like yourself to take the lead!

The following will help you turn your ideas into action! We encourage you to be creative. There are only a few requirements:

• **Make it personal and target an environmental issue in your community.** Your project should be inspired by your expedition experience, and you must be a key participant in any activity you plan. Your project should also have clear environmental benefits!

• **Engage others and build partnerships.** Don’t work alone! Working with a team of volunteers can increase the impact of your project as well as raise general environmental awareness. You can even partner with a local organization that shares your vision.

THINK ABOUT A PROJECT

Your project should be personally significant, involve your skills, and be connected to your expedition experience. Here are some questions that may help you select a project to pursue:

• **What feelings, beliefs, or interests motivated you to apply for the Earthwatch Fellowship? Were these based on something you had seen or experience in your home community?**

• **Can practices or activities you learned on the expedition be implemented in your community? What do you want your community members to learn through your community action project?**

• **Are there conservation issues in your community that could benefit from what you learned on your expedition?**

• **What components of the expedition were most memorable or the most outstanding lesson you learned? How can you replicate that lesson or experience for people in your community?**

• **How has your point of view on environmental issues, particularly in your community or school, changed after your Earthwatch Expedition? What do you want to share with others?**
IDEAS FOR YOUR COMMUNITY ACTION PROJECT

There are endless possibilities for fun projects that make a real difference! Below are some very general strategies on the types of community action projects you can create. Be creative! You can even brainstorm with your teammates in the field.

Think about a project that:

• **Gets people’s hands dirty** - You may be able to join or start up a local conservation or research activity. You could:
  - Take part in wildlife surveys & monitoring programs.
  - Help plant trees, build ponds, or remove invasive species.
  - Set up recycling programs for your school, your residential unit, or local community.

• ** Raises awareness** - Awareness of conservation issues is crucial to encouraging environmentally responsible behavior. You could raise awareness by:
  - Presenting your experiences to local schools, colleges or business clubs.
  - Organizing presentations with expert speakers on a local conservation issue.
  - Arranging for an experienced guide to lead visits around local botanical gardens, nature reserves or national parks for colleagues, family, school groups, etc.

• **Donates your professional skills** - Earthwatch Fellows have many skills that are valuable to nonprofits and conservation groups. Your project could help with:
  - Planning yearly programs within the organization.
  - Supporting nonprofits with your technical skills, e.g. accounting, database or website management.
  - Fundraising through your own networks.

FIND A PARTNER

Now that you’ve established the goals of your community action project the next step is to identify partners that you can work with to make it happen. From work colleagues to local NGOs, there are numerous possibilities for partners and a wide array of resources to help you identify them. Choosing a partner will depend a lot on your project theme and goals. It may be worth spending some time looking into similar projects going on in your community or local area and also investigating what is already happening in your workplace or community.

As you think about possible partners for your projects here are some additional questions to consider:

• What organizations (government or nongovernmental) are working in your local area?
• Who could act as a member or expert advisor for your plan?
• Who could help raise the profile, endorse or encourage others to get involved in your local project?
Below are some suggestions of groups you might partner with:

- Colleagues, students, neighbors, family members, and friends
- Teammates from your Earthwatch Expedition
- Local non-profit organizations or businesses. There are numerous online resources that can help you find nonprofits in your area, including Charity Navigator (CharityNavigator.org), Guidestar (guidestar.org), Hands On Network (handsonnetwork.org), and Volunteer Match (volunteermatch.org).
- National parks or botanical gardens

FIND FUNDING

Some community action projects might require financial support to get started. Although Earthwatch cannot provide you with funding for your community action project, we encourage you to search for the funding you need.

The funding you need could be found through:

- Direct donations - One way to fund your project is to ask for support from members of your community. Potential donors include stores, banks, civic organizations, local papers, and religious organizations. Whether you seek donations by writing letters or making personal visits, make sure you illustrate your motivation as well as the goals and outcomes of your project.

- Partnering with nonprofits and/or applying for grants - There are many resources online that can help you find nonprofit and charitable organizations to partner with, including the IRS (http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check), which allows you to search charities by city, state, and other criteria. Additionally, you can apply for grants. The Chronicle of Philanthropy (philanthropy.com) is a great resource that provides information about grant writing and fundraising. It also contains a searchable database of corporate and foundation grants.

We recommend reaching out to Roots and Shoots and Youth Service America as two great resources for funding and guidance for your post-fielding action plans.

SUBMIT YOUR COMMUNITY ACTION PROJECT TO EARTHWATCH

Your Community Action Plan will be submitted through an online form, which you will receive, by email. The community plan that you submit to Earthwatch should include details about your project’s benefits and goals. You should also include details on how you will implement the project in your local community, including how long your project will last and who will be involved (e.g., local partners or organizations).

LESSON PLAN GUIDELINES

As an educator and Earthwatch fellow, we would like you to bring your experience back to your community and classroom. Many educators choose to create lesson plans inspired by their Earthwatch Expedition.

IDEAS FOR YOUR LESSON PLAN

Ask yourself these questions to choose a topic for your lesson plan:

- What did you learn about science, conservation, a specific species, the habitat, or human impacts on the environment?
- Did you learn about an environmental challenge that you didn’t know about before?
- Can data collection tasks you learned during the expedition be implemented in your classroom?
- What do you want your students to learn through your lesson?
- How can your students express their environmental learnings (ex. art project, poem, write a story based on an environmental challenge)?
On the Earthwatch website you will find curriculum ideas and lesson plans inspired by other educators’ experiences on Earthwatch expeditions. This is a great place to brainstorm ideas.

http://earthwatch.org/education/teacher-fellowships/teach-earth-united-states/education-lesson-plans

We recommend reaching out to Roots and Shoots and Youth Service America as two great resources for funding and guidance for your post-fielding lesson plans.

Roots and Shoots strives to ensure that educators are successful in both understanding how to craft and how to execute projects with their students. They have support staff and mini grants available to help educators implement their learning/community action projects.

Youth Service America provides educational resources for teachers who wish to run student-lead projects. They offer various grants, one-on-one coaching, and rubrics based on the 4 C’s of Career and Workforce Readiness (creativity, collaboration, critical thinking, and communication) that can be applied to projects in the classroom.

Here is a list of citizen science projects you could build a lesson plan around:

- Fresh Water Watch- freshwaterwatch.thewaterhub.org/
- Project BudBurst - http://budburst.org/
- FrogWatch USA - https://www.aza.org/frogwatch/
- iNaturalist- http://www.inaturalist.org/
- Monarch Lab- http://monarchlab.org/
- Zooniverse- https://www.zooniverse.org/
- Nestwatch- http://nestwatch.org/
- Citizen Science Academy- citizenscienceacademy.org/
- Schoodic Institute- http://www.schoodicinstitute.org/

CREATE YOUR LESSON PLAN

Your lesson can aim to recreate your expedition, build on an idea that occurred to you while on your expedition, engage our students in a citizen science project, or be loosely related to the expedition. Our hope is that you will be able to excite and energize your students. The only requirements are that your lesson plan includes:

- Description of your lesson plan - Please provide us with a description of your lesson plan. Your lesson plan could include the following information; feel free to go beyond this list.
  - Lesson Title
  - Target grade level
  - Class/Content Area the lesson is applicable to - ex. Biology, Geography, Writing, Art, etc.
  - Time allotment
  - Any academic standards the lesson may meet for your state/district
  - Goal(s) of the lesson
  - How the lesson relates to your expedition
  - Performance indicators - what will students know/be able to do after completing the lesson
  - Materials - chart paper, markers, power point presentation, etc.
  - Instructional procedure - walk us through the content you will teach and the activity the students will conduct
  - Assessment - how will you assess the students’ learning?

- Supporting materials or additional documents - If you create any supporting documents (e.g., handouts, homework assignments, worksheets, quizzes, etc.), please include those in your report to Earthwatch.

- Peer review - We encourage you to have your lesson plan reviewed by your expedition teammates and scientist. It is a great way to share ideas and continue to network with each other.
SUBMIT YOUR LESSON PLAN TO EARTHWATCH

Your Lesson Plan will be submitted through an online form, which you will receive, by email. You should include a detailed description of the lesson plan.

FELLOWSHIP GLOSSARY

<table>
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<th>Term</th>
<th>Description</th>
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| Award Letter          | The letter you received at the beginning of your fellowship. It contains: 
  • Expedition title and dates and the amount of your travel award
  • Fellowship Information
  • Award Agreement                                             |
| Award Agreement       | Document that states whether or not you accept the terms and conditions of the Fellowship program. The agreement must be returned to Earthwatch by the deadline indicated in the Award Letter. If it is not returned by the due date, we reserve the right to assign your place to another applicant. |
| Coordinator           | Your point of contact at Earthwatch. Your coordinator will help you prepare you for your expedition and ensure you complete all the Fellowship reporting requirements. The name of your coordinator is listed in your Award Letter |
| Donor                 | Generous donors who are passionate about conservation and education make this program possible. Funding comes from a combination of individuals, family foundations, community organizations, non-profits, and corporations. |
| Expedition Briefing   | All the information regarding your expedition will be detailed in this document. Please review this document carefully and bring it with you on your expedition. If you have questions about your expedition, this should be your first stop. |
| Fellowship Guidelines | This document, it will walk you through what you need to do to successfully complete this Fellowship Program. It includes Fellowship checklists and details on reporting requirements. |
| Fellowship Report     | To successfully complete this program you must accomplish all of the reporting requirements listed in your Award Letter. Your report is due 30 days after you return from your expedition. Fellowship reports illustrate the impact of Earthwatch’s Fellowship Program and help us to secure funding. Without complete reports from all participants renewed funding is in jeopardy. |
| ‘In the field’        | A term used to describe the area where you and your team will conduct research. |
| PI                    | The Principal Investigator (PI) is the lead scientist on the expedition. |
| Rendezvous            | The location where you are to meet up with your team on the first day of the expedition. This information is detailed in the Expedition Briefing. |
| Team                  | Your ‘team’ is made up of all the volunteers on your expedition. Field staff and scientists will accompany your team. |