- The Steps of Meeting with a CCPartner -

Hi, CCP partners. **Welcome** to our program!
As you are seeing this text, I believe you have gotten your partner's information.
Now, I am going to demonstrate to you what you exactly need to do this quarter with our program!!

I. Check the information of your partner

First, you can check your partner's informations in our CCP system.
Goto " http://www.deanza.edu/ccpartners/ccpapp/" and login your account, then you can see you have a partner!!

CCP: Online Application System

Cross Cultural Partners

REN's Fall 2017-2018 CCP Dashboard

Status:

CCP Partner:
- yunshan chen (S)
  _____@gmail.com
  H:
  C: (408)_____

No meeting logs for Fall 2017-2018 found.

Menu:

Logout

- Partner Meeting Log Entry
- Edit Personal Info/Hobbies
- Edit Availability Schedule/Student Status
- Edit Partner Letter
- Request to Drop Participation in CCP
- Report a Bug/Problem

Page updated: October 28, 2014   De Anza College. Just What You Need.

Tip: 1. click your partner's name can view partner's information.
    2. Click "(S)" just right after partner's name can view partner's schedule.

You can contact your partner through the email or the phone number she/he will provide, and make an appointment to start your activities with CCP!

The requirements of a meeting:

1) You have to meet your partner **at least** **five hours** and **at least** **five times** this quarter.**--each meeting lasts one hour.**

2) Your partner and you can decide where you meet. There is no limitation of location. Our suggestion is to meet in the cafeteria, the MLC or ATC313 (the Listening and speaking center, where our office is located).

3) During the meeting, you can talk about any topic you are interested in; just talk like you do with your friends!

4) After every meeting, you have to write a meeting log to say something about this meeting.--Try to write from 75 to 150 words.

5) Have fun! Feel free while participating in CCP!

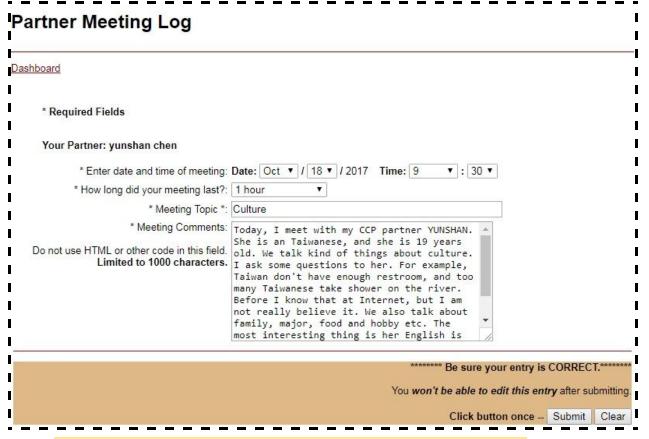Tip: If your partner don't reply your message or meet with you, please contact US!!

III. How can I submit a meeting log?

1.You must submit your meeting logs into our system, by click "Partner Meeting Log Entry."

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- yunshan chen (S)
  _____@gmail.com
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2. Fill out ALL the required fields then click submit.

Partner Meeting Log

Dashboard

* Required Fields

Your Partner: yunshan chen

* Enter date and time of meeting: Date: [Oct ▼] / [18 ▼] / 2017   Time: [9 ▼] : [30 ▼]
* How long did your meeting last?: [1 hour ▼]
* Meeting Topic *: [Culture]
* Meeting Comments:

Do not use HTML or other code in this field. **Limited to 1000 characters.**

[Today, I meet with my CCP partner YUNSHAN.
She is an Taiwanese, and she is 19 years
old. We talk kind of things about culture.
I ask some questions to her. For example,
Taiwan don't have enough restroom, and too
many Taiwanese take shower on the river.
Before I know that at Internet, but I am
not really believe it. We also talk about
family, major, food and hobby etc. The
most interesting thing is her English is]

******** **Be sure your entry is CORRECT.**********

You *won't be able to edit this entry* after submitting.

Click button once -- [Submit] [Clear]

3. However, your meeting logs must be approved by **your partner**!

Meeting Log has been added.

Meeting Logs:

• Date/Time: 10/18/2017 09:30 a.m.
Topic: Culture
Length: 60 (mins) **Not Approved Yet**
Partner: chen, yunshan

Total time meeting with partner: **60 mins.**

Total *approved time*: **0 mins.**

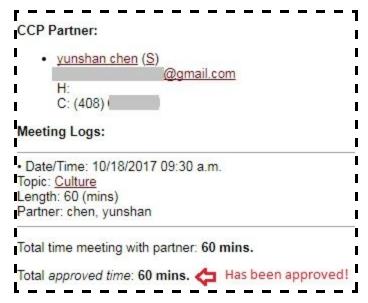4. If your partner has submitted a meeting log, you'll see it on your homepage. Click on it, read it, and press "Approve Meeting".

CCP Partner:

- REN CYAN (S)
  25@gmail.com
  H: (408) 8
  C: (408) 8

Meeting Logs:

Total time meeting with partner: **0 mins.**

Total *approved time:* **0 mins.**

Please approve your partner's log entry:
10/18/2017 09:30 a.m. Length: 60 (mins)
Culture
Note: You must also submit your own, separate log entry.

Partner Meeting Log

Dashboard

Please verify CCP meeting with REN

Date and time of meeting:	10/18/2017 09:30 a.m.
Meeting Length:	60 (mins)
Meeting Topic:	Culture
Meeting Comments:	Today, I meet with my CCP partner YUNSHAN. She is an Taiwanese, and she is 19 years old. We talk kind of things about culture. I ask some questions to her. For example, Taiwan don't have enough restroom, and too many Taiwanese take shower on the river. Before I know that at Internet, but I am not really believe it. We also talk about family, major, food and hobby etc. The most interesting thing is her English is very good. Because Indian start to study English at 4 years old, and usually use it to speak, but Chinese are different.

Log entry date: 10/18/2017 2:47 p.m.

IMPORTANT NOTE: Remember, you are approving your *partner's log entry*. You will need to **submit your own log entry for this meeting** if you want the hours to count towards **your** extra or required credit.

Approve Meeting -- Click once

5. On your homepage, you should be able to see if your partner has approved your meeting log.

CCP Partner:

- yunshan chen (S)
  ________@gmail.com
  H:
  C: (408) ▮▮▮▮

Meeting Logs:

- Date/Time: 10/18/2017 09:30 a.m.
Topic: Culture
Length: 60 (mins)
Partner: chen, yunshan

Total time meeting with partner: **60 mins.**

Total *approved time*: **60 mins.** ⟵ Has been approved!

Tip: 1) **Remember** to **submit your log** and ask your partner to **approve it** after every meeting.

     2) **Both partners** need to approve each other's meeting logs.

     3) You can also watch this video for **CCP's Meeting Log Tutorial**.