CCP First Get-together

Thanks for coming today to our First Get-together. These are the topics we will cover:

- Learn more about being a CCP Partner
- Gain strategies for having a successful partnership
- Use the CCP On-line Application System (CCPOAS) for reporting meetings
- Prepare for the first phone call and first meeting
- Complete a pre-survey
- Meet other participants and get to know each other

Some FAQ’s (Frequently Asked Questions)
Please go to https://www.deanza.edu/ccpartners/ for answers to more FAQ’s

How do I find out who my CCP Partner is?
- Students get an e-mail after they are matched.
- Students should contact their partner within 24 hours of getting notification.
- Students can find out who their partners are by logging on to their CCP account on-line: https://www.deanza.edu/ccpartners/ccpapp/app_login.html

Who should call first?
- It doesn’t matter which of you calls first. Once you get your partner’s info on-line, call and/or e-mail him or her right away. We recommend within 12 hours.

How do I get more information on meetings and other topics?
- Go to the link for Partner Documents for these documents: Suggestions for Topics, Strategies for Success, Meeting Log FAQ’s and a Meeting Log Report form: http://www.deanza.edu/ccpartners/partner_docs.html

How many times do I meet with my partner?
- You agreed to five 1-hour meetings with your partner this quarter. We recommend this amount; however, partners often meet more than the minimum number of hours.

How does the Meeting Log* work?
- The meeting log should be filled out after each meeting with your partner.
- Each partner has to write his/her own report and also have it approved by his/her partner.
- The Log allows your instructor to check your participation.
- The meeting log is available online when you log into the CCPOAS.*

How do I create an entry in the Meeting Log?
1. Log onto the CCPOAS, where you can see your partner’s information.
2. Below your partner's information, there will be a list of meetings entered into the Meeting Log.
3. To the right, under Menu, you should click “Partner Meeting Log Entry”.
4. Here you write down when the meeting took place, the length of the meeting, topics you talked about and some comments on the meeting.
5. Press Submit (please notice that editing the meeting log is not possible, so make sure the information is correct).
6. You then should let your partner know that you submitted a log of the meeting. Ask your your partner to log in to his or her account and approve the meeting.
What does Approved and Not Approved Yet mean on my Dashboard*?
- **Not Approved Yet** means that one partner wrote his or her report, but that the other partner needs to read it and approve it.
- **Approved** means that the meeting report has been read by the other partner and approved.

What if my instructor does not need to check my meeting logs or if I am a volunteer?
- All partners should write a meeting log report.
- Your partner may be getting credit, so writing about the meeting helps them too.
- CCP Staff also check how partners are doing.

What if I make a mistake writing my Meeting Log?
- After you hit **Submit***, you cannot delete or edit your Entry.
- If you have a problem with the Meeting Log, there is a link to report problems.
- Your problem report goes to deanzaccp@yahoo.com.
- A CCP Staff Person will reply to you ASAP.

What else do I need to do to fulfill my CCP Partnership?
- CCP will send your instructor the list of students who have completed their surveys (pre and post) and written about their meetings in the on-line meeting log. This will take place after the Final Get-together and before Finals. You should also complete a Post Survey and a Satisfaction Survey by week 10 the quarter.

*Meeting Log Vocabulary You Need To Know!

**CCPOAS** – Cross Cultural Partners Online Application System

**Dashboard**, noun
On the CCP website, each student has a **dashboard** that tells her information about her partner and has links to her meeting logs. *This is similar to your car dashboard that has the speedometer, a clock and other instruments in it.*

**Status**, noun
**Status** tells you how something is working right now.

**Session**, noun
A **session** is a meeting time. *We have met for two sessions.*

**Length**, noun
The length of the meeting: 1 hour, 2 hours, etc.

**Submit**, verb
To send, give or hand in something to someone
Click on “**submit**” when you have completed your meeting log on line.

**Approve**, verb
To verify that the meeting took place.
Each partner will **submit** information about a meeting and the other will **approve** it.

What is the Final Get-together like and when do I RSVP?
- It’s a celebration of your partnerships with international food, testimonials and music!
- Wear your native dress if you can!
- Come with or without your partner!
- Please RSVP after we send you the information about time and location at http://www.deanza.edu/ccpartners/calendar.html

What if I have trouble contacting my partner or need help from CCP?
- At any time during the quarter, you can e-mail your questions to the CCP Coordinator ccpartners@deanza.edu or to CCP Helpers deanzaccp@yahoo.com. You can also come during our office hours in AT 304.