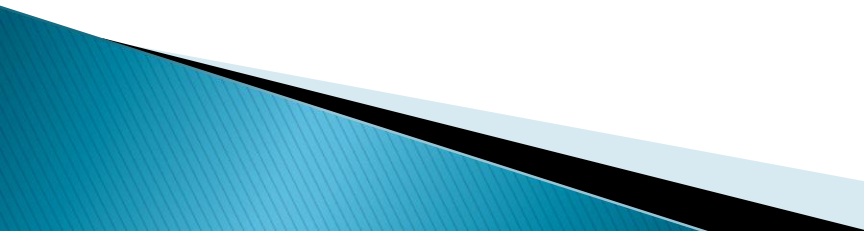


English Conversation Partner Program Orientation

Student Success Center
PCC Sylvania, CC 204
(971) 722-4540

What is the ECPP?

- ▶ Volunteer based program with opportunities for all PCC students, staff, faculty, and community members to get involved.
 - ▶ The purpose of the program is to connect volunteers who speak English fluently with non-native English speakers (PCC students only) for conversation practice.
 - ▶ The benefits of participating in this program are far-reaching for individual participants and the campus community.
- 

Program Outcomes / Benefits

VOLUNTEERS:

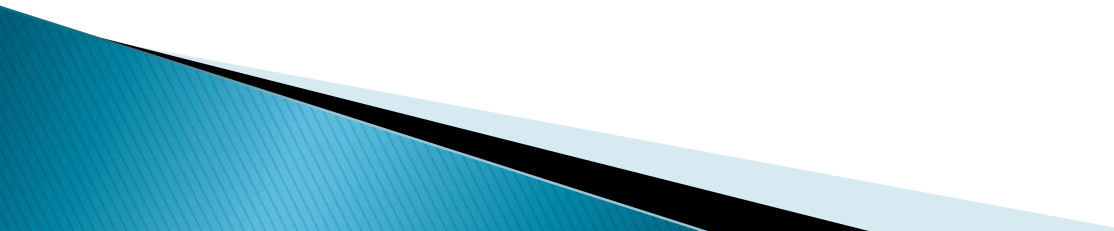
- ▶ Meet someone new
- ▶ Enhance cultural competency
- ▶ Gain leadership experience for personal and professional development, scholarship applications, and university admission.
- ▶ Professional reference for job applications
- ▶ Promote cultural inclusiveness and create a better sense of community on campus.
- ▶ And more!

NON-NATIVE SPEAKERS:

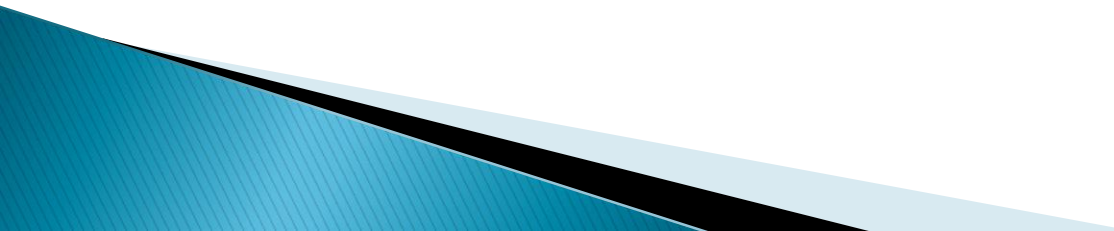
- ▶ Meet someone new
- ▶ Experience informal conversation practice with a fluent English speaker.
- ▶ Improve conversation / pronunciation skills
- ▶ Enhance cultural competency
- ▶ Gain “campus involvement” experience for personal development, scholarship applications, and university admission.
- ▶ Professional reference for job applications
- ▶ Promote cultural inclusiveness and build community on campus.

Getting Started

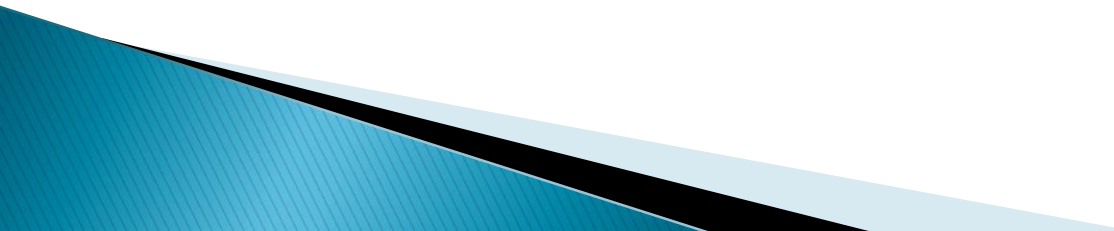
Complete an “Information Form” each term, which is available in the Student Success Center and on our website.

- ▶ Volunteers who speak English fluently complete the “Volunteer Information Form”
 - ▶ Non–native English speakers who would like to practice their English conversation skills complete the “Student Information Form”
- 


Next Steps...

- ▶ Submit your completed information form to the Lab Coordinator in the Student Success Center (Sylvania Campus, CC 204).
 - ▶ Notify the Lab Coordinator immediately if your availability changes.
 - ▶ Check your email once per day (minimum). We will send you a two day advance notice of your first appointment and may call you if an appointment becomes available on a shorter notice.
- 


The First Meeting

- ▶ Arrive at the Student Success Center five minutes prior to your first scheduled appointment (if possible), and notify the Lab Coordinator at (971) 722-4702 if you will be late more than 10 minutes.
 - ▶ Check in on the computer near the front desk by entering your PCC ID number (if applicable), and selecting “Other” on the left side of the screen and “Tutoring: English Conversation/Pronunciation” on the right side of the screen each time you meet a conversation partner. Sign out on the computer at the end of each conversation session by simply entering your ID number.
 - ▶ Notify the Lab Coordinator or a Student Assistant at the front desk that you are here for your first appointment with a new partner. This is very important so we can help you get started.
- 

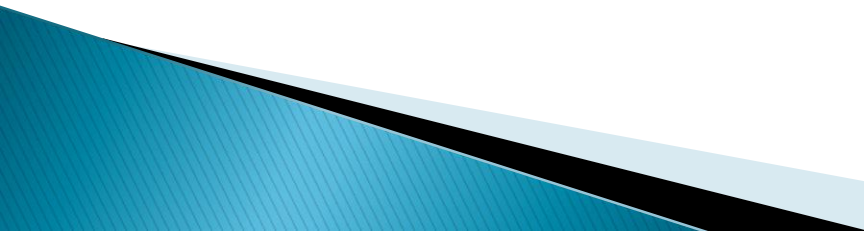
Facilitating a Conversation Session

- ▶ After you have been introduced to your conversation partner we recommend that you sit at a table in the English Center during your first visit. However, if space is not available you may go anywhere on campus.
 - ▶ Introduce yourself to your partner (name, where you are from, what you are studying at PCC, and anything else you would like to share about yourself).
 - ▶ Explain how you found out about the conversation partner program and why you chose to participate.
 - ▶ Discuss topics that you are comfortable sharing.
 - ▶ Access the list of conversation topics and other materials from a student assistant or lab coordinator.
 - ▶ Exchange contact information and confirm your next appointment with your partner during each session. Then, if you have a future schedule conflict that arises be sure to notify your partner directly.
- 

Cancelling/changing your appointment

- ▶ Notify your partner directly via email and/or phone if your availability changes due to illness or any other reason.
 - ▶ Reschedule your missed appointment directly with your partner or contact the lab coordinator if you can not reach your partner and you want to continue with the program.
 - ▶ Your appointment will automatically be cancelled if you miss two consecutive appointments without contacting your partner.
 - ▶ You can request to add, change, or cancel conversation session(s) by notifying your partner and/or the lab coordinator.
- 

Program Evaluation/ Documentation

- ▶ At the end of each term please complete a program evaluation form, which will be sent to the email address we have on file for you.
 - ▶ If you stop participating prior to the end of the term please request an evaluation form from the Lab Coordinator.
 - ▶ If you have documentation that needs to be completed by the “program coordinator” it is your responsibility to provide the paperwork and communicate your request to the Lab Coordinator.
- 

Thank you for signing up to participate in this volunteer-based program. Your contributions are instrumental to the ECPP's success.

Please contact the Lab Coordinator for any questions or suggestions you may have.

