

# EAM Log: Let's take a look...

During the semester the student completes the EAM log by:



- Click "Cerritos CPTP EAM Log" link
- Enter your email address that you use for all CPTP forms
- Use the drop down menu to choose your assigned mentor
- Use the drop down menu to indicate topic area of collaboration
- Submit the form

**CPTP**  
COMMUNITY PARTNERSHIPS  
for TEACHER PIPELINE

**CPTP EAM Log - 1**

First Name\*  
Allison

Last Name\*  
Plesz

Email\*  
aplesz@ccebos.org

Date of EAM Collaboration\*  
03/11/2021

Number of hours of EAM Collaboration\*  
1.45

Who is your mentor?\*  
Plesz, Allison - aplesz@ccebos.org

What was the topic or area of collaboration?  
Classroom Visitation  
Attended TMN Event  
Discussed Article  
Discussed Video  
Organizing  
Planning  
Researching  
Reflected on Work/School  
Created Something to Share with Students  
Assisted

Is there anything else you want us to know?

Center for Collaborative Education  
Cerritos College



Emails are sent to you and your mentor

# Student Receives this submission summary...

**CPTP EAM Log Submission**

1 message

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cptp\_eam@ccebos.org <cptp\_eam@ccebos.org>  
Reply-To: "cptp\_eam@ccebos.org" <cptp\_eam@ccebos.org>  
To: aplesz@ccebos.org

Hi Allison,

Thank you for submitting your EAM log of the time spent with your mentor.


Attached please find a summary of your submission.

If you have any question, please contact us at [cptp\\_eam@ccebos.org](mailto:cptp_eam@ccebos.org).

Thank you,

CPTP Team

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 **Submission\_20210330151810695.pdf**  
83K

which does not indicate approval yet because your *mentor* will...



# ...review and respond to this email

**RESPONSE NEEDED - | CPTP EAM Log Review**  
1 message

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cptp\_eam@ccebos.org <cptp\_eam@ccebos.org>  
Reply-To: "cptp\_eam@ccebos.org" <cptp\_eam@ccebos.org>  
To: aplesz@ccebos.org

Dear Mentor,

Attached please find a summary of a submission from Allison Plesz.

Please review the submission and respond to this email in one of two ways:

- "Approved"

OR


- "Approve and Comment"

If you have any question, please contact us at [cptp\\_eam@ccebos.org](mailto:cptp_eam@ccebos.org).

Thank you,  
CPTP Team

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2 attachments

 Submission\_20210330151810695.pdf  
83K

## Mentor will:

- ✓ Review attached submission of the log
- ✓ Reply "Approve"  
**OR**
- ✓ "Approve and Comment"
- ✓ Reply by sending to CPTP program manager who logs the time on the student profile

**THEN** 

# ...every two weeks

- Student will receive an email of their Approved Hours Summary



- This summary will help students monitor their progress toward their 30 hours of EAM requirement per semester

- Once the student completes the 30 hour requirement, student and mentor receive stipend payment

## CPTP EAM Approved Hours Summary

1 message

Allison Plesz <aplesz@ccebos.org>

To: "aplesz@ccebos.org" <aplesz@ccebos.org>

Hi Allison,

Thank you for your submissions to the EAM log.

Your total number of approved hours currently is: 4.

As a reminder, you need to reach 30 hours by the end of the semester. You will receive another summary email in two weeks.

If you have any questions or would like a detailed log of your time, please contact [cptp\\_eam@ccebos.org](mailto:cptp_eam@ccebos.org).

Thank you,

CPTP Team

# EAM Log Recap

## Students will:

1. Enter hours in EAM log regularly
2. Review emails on EAM log to monitor total hours
3. Work with mentor to discuss hours to help ensure accuracy of entries
4. Log 30 approved hours in the EAM log to receive stipend

## Mentors will:

1. Review EAM submissions when they receive email on student EAM log submission
2. "Approve hours" OR "Approve and comment"
3. Work with student to discuss hours to help ensure accuracy of entries
4. Provide opportunities to student for completion of 30 hours to receive stipend