

## Instructions – Creating a PPLP

1. Double click on the PPLP template under the Integration Assignments folder.
2. Save the file in your work space as PPLP (Your first name and last name).
3. Complete the **Student, Placement and Co-op Education Teacher sections** on page 1 using the information from your Work Education Agreement.
4. On page 2, key your name beside Student.
5. Place the cursor in the Key Learnings column (first row).
6. Re-save your file and minimize it.
7. Go to <http://www.curriculum.org/csc/library/profiles/profiles.shtml>
8. Choose the grade level of your connecting course.
9. Choose the correct subject area of your connecting course. You will now see all of the courses offered in that subject area for that grade. You should scroll down to the course you need. (Note: If you are doing a **three, four, or five** credit co-op, you will need to choose **two** connecting courses).
10. Look at the Overall Expectations for your connecting course. Highlight one expectation and the code that applies to your placement. Press CTRL + C to copy.
11. Click back to the Key Learnings column in your PPLP. Press CTRL + V to paste the expectation with the code into the column. Do not worry about the format of the text for now. We will fix this once all of the relevant expectations have been pasted into the column.
12. Go back to the Expectations and select, copy and paste until you have at least three expectations and no more than six expectations that apply to your placement. (Note: if you are doing a four credit co-op, you need to choose a minimum of two expectations for each connecting course).
13. Highlight all of the text under Key Learnings and change the font to Times New Roman, point size 9.
14. Under the Demonstration of Key Learnings column, indicate what you are doing at your placement to demonstrate these key learnings. You can use bullets here.
15. To make sure page 2 fits on one page, expand the size of the Key Learnings column and check to see if everything fits.
16. Re-save your document.
17. Email the PPLP to your teacher as an attachment.
18. Close all windows and exit properly.