**Language Program Planning Workbook**

**Instructions**

This Language Program Planning Workbook (LPPW) is designed to help you develop your personalized learning plan and to communicate your plan to others. You will use Grow2Serve.net to send your document to the facilitator and receive feedback. (Note: Days listed are not the “due dates” in the syllabus. Refer to the syllabus for the actual date due.)

**Tuesday, Day 2**

1. Download the digital LPPW from Grow2Serve. On Grow2Serve it is listed as “due Wednesday”.
2. Please rename the file to include your name. (i.e. Karen Griffith LPPW Part A)
3. Write your name in the header of the LPPW as well.
4. Type your answers into the workbook in plain text - **not** **bold**. (If you type after the asterisk (\*) it should automatically be plain text. This will make it easier for you, and the facilitator to find and read your answers.
5. Save your LPPW document and upload a copy on to Grow2Serve.
6. The facilitator will make comments in blue and send the LPPW back to you through Grow2Serve.

**Monday, Day 6**

1. Download your LPPW (labeled Part A) with the Facilitator comments from the “feedback” section of Grow2Serve.
2. Change the file name to include “Part B”. (i.e. Karen Griffith LPPW Part B)
3. Add your answers to Part B to the document with the facilitator comments. Type after the asterisk.
4. Be sure and include both soft and hard skills. Be as honest as you can with both your strengths and your weaknesses.
5. Save your entire LPPW document and upload it on Grow2Serve.

**Wednesday, Day 8**

1. Download your LPPW (labeled Part B) with the Facilitator comments from the “feedback” section of Grow2Serve.
2. Change the file name to include “Part C”. (i.e. Karen Griffith LPPW Part C)
3. Add your answers to Part C of the document with facilitator comments.
4. **\*\*DO NOT turn in your LPPW yet!** Bring a digital copy to class with you on Thursday where you will be given time in class to discuss your plan with a peer.

**Thursday, Day 9**

1. **Questions for Peer Review**
* How are you in the Plan? (Does it specifically reflect your personal plan or is it so general that it could apply to anyone?)
* What are your weaknesses as a language learner and how will you deal with them?
* How are the “12 Components” in your plan?
* Is this plan realistic? How will you negotiate any gap between your ideal and reality?
* What specific “attitudes” will be required?
1. **\*\*AFTER** the peer review, make any adjustments you would like and then submit your whole **completed** workbook to Grow2Serve as soon as possible. Upload this under “Part C” for the facilitator comments to be added.

**One week AFTER SLA**

1. When you have received your LPPW back from the facilitator with their comments, please make any final adjustments you would like to your LPPW.
2. Change the file name to include “Final”. (i.e. Karen Griffith LPPW Final)
3. Save a copy and upload your “final” LPPW to Grow2Serve.
4. If you are with a partner organization, CIT will send your LPPW on to the appropriate people in your organization for you.
5. **If you are not with a partner organization, we strongly encourage you to find someone to send your LPPW to who will coach you and keep you accountable in the language learning process.**

**Anytime**

1. Please feel free to write us with questions anytime. We are here to help!
2. If you edit a previous part of your workbook and would like the facilitator to look at it, or write in any questions for the facilitator, please mention this when you upload the next part of your workbook so your changes won’t be overlooked.
3. Don’t get stuck on the escalator.
4. Take the next step to take control of your learning!
5. Get out there and enjoy the journey of language learning!