USI College Achievement Program (CAP) Liaison Responsibilities

- Visit each of your assigned CAP instructors once during the academic school year to observe his or her CAP course. Your stipend for observation visits is $150/visit. The CAP staff is happy to assist you in scheduling your visits and arranging for a university car, if one is available. If you choose to use your own vehicle, be certain to complete odometer reading information on the Teacher Observation Form.

- Following the visit, complete the Teacher Observation Form. Share this document with the CAP instructor, in order to allow for a dialogue and to discuss any concerns. Submit the final report to the CAP office.

- By early May, submit to the CAP office the completed Teacher Observation Forms, along with copies of each CAP instructors’ syllabi AND a copy of a current on-campus syllabus of the course, so that payments can be made from the current fiscal year. You should also submit comparable examples of assessment tools used both in the CAP courses and in courses on campus. Receipt of the report and the syllabi trigger your stipend payment!

- Provide the CAP instructors with telephone and/or email support, as needed. Be certain you review finals, tests, and specific assignments either during your observation visits or incorporate discussions of these assessment tools when you meet for professional development.

- Provide an annual professional development workshop for approved CAP instructors in your discipline area. The workshop may take place as part of the large CAP workshop at the end of July, or at another time convenient for you and the instructors. Facilitation of professional development is paid at a rate of $50 per hour.

- Provide orientation to new instructors as necessary. This may occur during a pre-approval visit or at another time. Complete and submit the Orientation Checklist once the instructor has signed.

- Communicate information to your department when necessary.

- Follow-up on potential courses/instructors when sent CAP application materials to review. Pre-approval visits to potential instructors or schools are $75 per visit and require completion of a simple form, the Potential Teacher Observation Form. The CAP staff will assist in setting up this “scouting” visit and arranging for university vehicle, at your request.

- Inform the CAP staff if you’re feeling overwhelmed, so that we can work with you and your department to offer assistance. We understand internal resources are limited and will cease marketing your course to potential instructors, if requested to do so, until adequate resources are determined.

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