**USI College Achievement Program (CAP) Professional Development Documentation Form**

CAP Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ USI Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Workshop \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

Workshop Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Workshop Start Time \_\_\_\_\_\_\_\_Workshop End Time\_\_\_\_\_\_\_\_

Liaison Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Workshop Form Submitted \_\_\_\_\_/\_\_\_\_\_­/\_\_\_\_\_\_

***Describe how you utilized this time to conduct discipline specific professional development with the CAP instructor. Be sure to include relevant discussion topics (syllabus requirements, assessment instruments/requirements, samples of student work, textbook selection, grading stipulations, etc.). Attach any pertinent materials used as handouts or discussion topics.***

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| *Please write a narrative below documenting your professional development session with the CAP instructor.* |

Faculty Liaison Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***For CAP Office Use Only***

*Form received and reviewed by CAP staff. Liaison stipend processed.*

*Initials Date Initials Date*