



## Discipline-Specific Orientation Checklist for New CAP Instructors

Faculty liaisons should use this checklist to ensure that a new CAP instructor is aware of departmental expectations, protocol, and philosophy. This checklist must be completed and submitted to the CAP Office before an instructor offers a course for USI credit.

Instructor Name: \_\_\_\_\_ Course: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

- Explain the role of liaison to the instructor
- Discuss specific course objectives
- Discuss any discipline-specific philosophies and/or pedagogy for the course
- Explain Core 39 assessment requirements (when applicable)
- Provide instructor with a copy of the syllabus template (also send electronically for editing)
- Discuss requirements and expectations for the syllabus, setting a date that the edited template should be returned for approval
- Explain textbook considerations and requirements
- Provide the course grading scale and discuss grading standards
- Review and discuss the rigor of assignments/assessments, assuring standards of achievement match what is expected in on-campus sections
- Discuss final exam requirements, ensuring instructor knows when final exam will be administered
- Discuss CAP course length (circle all that apply):    Fall            Spring            Yearlong

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

\_\_\_\_\_  
Date

*I agree that the above information has been conveyed. I agree that new CAP instructors are paid \$25/hr for CAP New Instructor Orientation (pending a completed tax packet submitted within 72 hours of the orientation session).*

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

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### New Instructor Syllabus Review

Liaisons: Please complete this section after you have reviewed and approved the new CAP instructor's syllabus for this course:

Date syllabus reviewed/approved: \_\_\_\_\_ Time spent: \_\_\_\_\_

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#### CAP Office Use Only

- Instructor/school notified of CAP acceptance on following date: \_\_\_\_\_
- Stipend created and sent for processing on following date: \_\_\_\_\_