



Discipline-Specific Orientation Checklist for New CAP Instructors

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

Instructor Name: _____ Course: _____

- Instructor's credentials meet or exceed adjunct faculty status to teach this course.
- Liaison has visited instructor's classroom for a pre-approval visit.
Date of visit and time met: _____
- Role of liaison has been explained to instructor.
- Liaison has reviewed with instructor the specific course objectives.
- Liaison has reviewed with instructor any discipline-specific philosophies and/or pedagogy for the course.
- Instructor has received requirements and expectations for the syllabus including any Core 39 assessment requirements.
- Liaison has approved the instructor's course syllabus and a copy of the syllabus has been sent to the CAP Office. Date syllabus was reviewed and approved; length of time spent: _____
- Liaison has explained textbook considerations/requirements.
- Instructor has been provided the course grading scale and understands the grading standards.
- Liaison has reviewed required assignments and the rigor of the assignments, assuring standards of achievement are the same as expected in on-campus sections.
- Liaison has reviewed required assessments and rigor of the assessments.
- Course will be fall, spring or yearlong. (Circle one.) Both instructor and liaison know when the final exam will be administered (if applicable).

Faculty Liaison Signature Date

Date and Start/End Time of New Instructor Orientation: _____

I agree that the above information has been conveyed by the liaison.

Instructor Signature Date

CAP Office Use Only

- Instructor notified of CAP acceptance on following date: _____
- Instructor attended administrative orientation with CAP Staff: _____