



Observation Form for an *Approved* CAP Instructor

All documentation is due in the CAP Office by the last Friday in May. Payment will be made upon submission of all paperwork, or by June 30 at the latest.

CAP Instructor:	_____	USI Course:	_____
High School:	_____	Date of Visit:	_____
Method of Visit (in-person or virtual):	_____	If in-person, are you claiming mileage?	_____
Liaison Signature:	_____	Date Submitted:	_____

(if submitting electronically, include digital signature)

Please submit the following items with this report to the CAP Office:

- Syllabi (from CAP and one current on-campus section)
- Sample assignments/assessments (from CAP and one current on-campus section)
- Graded student work (recommended, but not required)

Please review the following during visit:

- Approved College-Level Textbook

Note the type of follow-up with the CAP instructor:

- I sent a copy of this report to the instructor (please cc: cap@usi.edu)
- I sent a separate email to the instructor (please cc: cap@usi.edu)

**This observation is for the sole purpose of verifying alignment of CAP courses with the on-campus section(s). The observation is not intended as an evaluation of the teacher and is not shared with school districts or administrators.*

Please indicate if you conducted a make-up workshop before/after your observation:

- Yes No

If yes, please document the discussion separately on the [Professional Development Documentation Form](#). Attach shared materials for accreditation archives.

For CAP Office Use Only

Report received and reviewed by CAP staff
Initials Date

Liaison stipend processed
Initials Date

OVER

You may reformat this report for your convenience; please be certain to include all requested information.

1. Give a brief overview of the day's lesson. To what extent are the goals, content and pedagogy of this lesson representative of the on-campus course?

2. To what extent are students engaged and involved in the class session?

3. Ask to see some papers, activities or assignments generated thus far in the course. Are the depth and rigor equivalent to the on-campus course?

4. Comment whether the teacher's grading and evaluation of students is comparable to on-campus grading.

5. Feedback regarding the course or CAP policies and procedures is valuable to the program. If you have the opportunity to address the class, please solicit comments and record them below.

6. Describe the content of your pre- and post-class discussion with the instructor.

7. List any necessary follow-up measures or recommendations.

8. Were there any comments regarding CAP from the instructor that should be noted?