



Core 39 Assessment Checklist for CAP Instructors – 2025-26 Edition

This outlines the steps required to complete the Core 39 Assessment process and receive a Core 39 stipend.

The deadline for all steps to be completed is Friday, June 5, 2026.

Core 39 Assessment Step Directions

Identify and Administer the Key Assignment

1. Identify your key assignment (early to mid-semester)
 - a. If the assignment is standardized across all sections, it will be provided by your **CAP liaison**
 - b. If the assignment is not standardized, submit a draft to Assistant Provost **Dr. Jason Hardgrave** (jhardgrave@usi.edu) by **October 10, 2025** (fall/yearlong courses) or **March 7, 2026** (spring courses).
 - i. Be sure to align to the Core 39 outcomes as listed in the course syllabus.
 - ii. If you've used the key assignment in the past, chances are it will be ok.
2. Administer the key assignment no earlier than halfway through the semester or year (if a yearlong course).

Provide Artifacts of Completed Student Work

3. Provide CAP Office with Student Artifacts
 - a. If you have the ability, scan students' work *before* grading it. The scan can be sent to jddumond@usi.edu
 - b. If you don't have the ability to scan students' work before grading, business reply envelopes can be provided for you to return the artifacts to the CAP Office.
 - c. A secure OneDrive link also can be provided upon request to allow for direct file uploads to the USI server, or you can share a secure Google Drive folder with jddumond@usi.edu
 - d. Due to FERPA regulations, **please do not email graded student work.**

Score Key Assignments & Securely Share Scores with the CAP Office

4. USI is no longer using the TK20 software product for Core 39 assessment.
 - a. In Fall 2025, on-campus faculty will enter scores into a new product called **Watermark**. CAP instructors **do not** yet have access to Watermark.
 - b. Instead, in 2025-26, CAP instructors will score students' outcomes using a Core 39 scoring spreadsheet *provided by the CAP Office*.
 - i. The spreadsheet will include each instructor's student roster from the USI system. The Core 39 scoring spreadsheet can't be created until enrollment for that semester has been completed (late September).
 - ii. A student who initially enrolled and then dropped the course might still appear on the spreadsheet. Do not input any scores for students no longer in your high school section.
 - iii. For a student who completed the course but did not answer a particular question, enter a zero on the appropriate portion of the rubric.
 - c. This spreadsheet should be securely returned to the CAP Office by requesting a secure OneDrive link from jddumond@usi.edu or by sharing it in a secure Google Drive folder.
 - d. The CAP Office and the Provost's Office will work together to upload scores for each course into Watermark.
 - e. Ultimately, CAP instructors will receive a variety of reports showing comparisons of Core 39 outcomes across sections of the same course.

5. To refresh on the outcomes as presented on the Core 39 rubrics, visit usi.edu/core39/resources, click Assessment Rubrics, and input your myUSI credentials.
 - a. Remember, some USI courses fulfill one category of Core 39 and will require a single rubric to complete.
 - b. Some courses fulfill two categories and will require two rubrics to complete.

Stipend

6. Stipend Details
 - a. Upon receipt of the students' work and the Core 39 scoring spreadsheet, a Core 39 stipend will be processed according to the schedule below.
 - b. Depending on timing, the Core 39 stipend may be paid in advance of the enrollment stipend or simultaneously.

Total Number of CAP Students Enrolled in Course	Total Stipend for Core 39 Work – Includes Facilitating the Key Assignment, Providing Artifacts, Securely Sharing the Core 39 Scoring Spreadsheet
1 – 30 Students	\$100
31 – 50 Students	\$200
51 – 70 Students	\$300
71 – 90 Students	\$400
91 – 110 Students	\$500
111 – 130 Students	\$600
131 – 150 Students	\$700
151 – 170 Students	\$800
171 – 190 Students	\$900
191+ Students	\$1,000

Questions?



Contact Jaclyn Dumond in the CAP Office
 812-228-5022 or 812-465-1274
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