



Discipline-Specific Orientation Checklist for New CAP Instructors

CAP 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. **Liaisons also should provide the CAP Office with copies of any other materials used during orientation (e.g., curriculum mapping, sample assessments, Core 39 key assignment, scholarly articles).**

Instructor Name: _____ Course: _____

Meeting Date: _____ Meeting Time: _____

- Explain the role of liaison to the instructor
- Discuss specific course objectives; discuss discipline-specific philosophy and/or pedagogical approaches
- Explain Core 39 assessment requirements and timing (when applicable)
- Provide instructor with digital and hard copies of the syllabus template
- 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 who is responsible for creating it and 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. If my completed tax packet is submitted within 72 hours of the orientation session, orientation is paid at the rate of \$25/hour.

Instructor Signature

Date

Liaisons: New Instructor Syllabus Review

Please complete this section after you have reviewed and approved the new instructor’s syllabus.

Date syllabus reviewed/approved: _____

Time spent: _____

CAP Office Use Only

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