



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 Start Time: _____ Meeting End 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

CAP Office Use Only

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



Initial Syllabus Review for New CAP Instructors

New addition to the orientation checklist for 2026-2027 school year.

CAP faculty liaisons should use this checklist to demonstrate that a **new** CAP instructor's syllabus contains the necessary components required. **This checklist must be completed and submitted to the CAP Office before an instructor offers a course for USI credit, no later than the first full week of the course being offered. The new CAP instructor will work on their new syllabus and should be provided with a directive to share it with you and the CAP Office before the course begins to permit adequate review.**

Reminder: Effective 2025–2026, USI academic leadership returned ownership of previously followed USI policies (Title IX, academic integrity, attendance, etc.) to schools and school corporations.

Initial Syllabus Review for New CAP Instructors

SYLLABUS & COURSE ALIGNMENT REVIEW CHECKLIST	
CAP Instructor Name:	CAP Course:
CAP Partner School:	
☐	If a specific text is required, that information is present.
☐	Course learning outcomes are accurate.
☐	Program learning outcomes are accurate.
☐	Syllabus is clear on how USI grade will be calculated and what is not to be included in the USI grade. If late work is accepted for the high school grade, it should be clear under the USI course section if late work is accepted. If retakes are permitted for the high school grade, clarity and specifics are provided on the restriction on those parameters when referring to the USI grade.
☐	Grading scale for the USI course is clearly delineated from the high school grade and meets the departmental minimum requirements (higher grading scale is permitted).
☐	Instructor is aware of any final exam requirements for course. Syllabus states that the USI final is required (if applicable) even if the high school final may be exempted.
	Notes:
☐	Syllabus reflects assessment components/methods required by the department, and the instructor is aware of any assessment formats that the department does not condone.
	Notes:
Did you share your feedback with the new CAP instructor?	☐ Yes ☐ No, but I will
How long did review of the CAP instructor's syllabus take?	

Faculty Liaison Name_____

Faculty Liaison Signature_____ Date_____
(if submitting electronically, include digital signature)

This form serves as documentation that you did indeed review the new instructor's syllabus prior to the course being offered and allows you to be paid for your work to provide orientation to the new instructor.