

NEW CAP INSTRUCTOR ORIENTATION CHECKLIST

Date _____

CAP Instructor Name _____

CCC Division Representative _____

Item to Discuss	Check when covered	Comments
Course Syllabus Checklist/ Syllabus Template		
Textbook and Course Materials		
Assessment Activities (e.g., final exam, general education assessment)		
Contact Information		
Classroom Visits		
CAMS Faculty Portal: Final Grade Submission		
CAP Website		
CAP Instructor and Administrator Handbook		
CAP Calendar		

Resources

You can find the **College Advancement Program Instructor and Administrator Handbook** and **CAP Calendar** on Clinton's [College Advancement Program webpage](#).

- Go to www.clinton.edu >> At the top of the homepage, select "Degrees & Programs" >> From the left menu, select "College Advancement Program (CAP)"