

**University of Wisconsin Oshkosh
Cooperative Academic Partnership Program (CAPP)
Teacher Recommendations**

Adjunct Teacher recommendations should be considered only when a student is exceptional in a certain area of study, yet overall does not meet the current guidelines for CAPP participation.

In order to recommend a student:

- Phone or e-mail your CAPP liaison for input prior to your recommendation.
- As an adjunct teacher you will *only* need to sign the center box of the registration form in order to have a student registered in the CAP Program. The CAPP Office does not require documentation filed in our office, however, you may request that a student present documentation to you (suggestions follow) in order to make your decision.
- Please feel free to call the Director of CAPP with questions.

Some suggestions for determining CAPP participation by students who do not meet the CAPP guidelines:

- Personal knowledge of the student's ability and motivation to successfully (A's and B's) complete a University course.
- Review GPA and rank of the student in relation to the CAPP requirements.
- Review grades from past related discipline courses.
- Consider the Math Placement test score for CAPP Calculus students.
- Consider the part scores from the ACT composite score.
- Request the student receive a written recommendation from a previous teacher in a related discipline. This recommending teacher should use the student's intellectual ability, motivation, responsibility and independence in that recommendation.
- For English and Foreign Language CAPP classes, require the student to write an essay stating why they want to take the CAPP course for college credit. Request the student to indicate why they believe they will succeed in the course. The student should cite supporting details from past course work in this area, high school grades in related fields and extra-curricular experiences. Suggest the student describe specific strategies they plan to implement in order to succeed in this college course. The students who are applying for a foreign language course should write their essay in that language.