

Instructor Memo (to be sent early to mid-November)

******Please see message below sent on behalf of Cary Levine, Associate Dean and Director for Triple-I ******

Dear Spring 2023 Triple-I Instructors:

We are extremely excited to be rolling out our first slate of spring Triple-I courses! I cannot thank you enough for all the hard work you've put into your classes. The success of this program is all due to you.

I would like to remind you of the following key things:

1. Enrollments: First Year Students Only; No Waitlists or Over-enrollments

- Only first-year students and certain transfer students (<24 post-HS transfer credits) may enroll in a Triple-I.
- Triple-I courses do not have waitlists, and we cannot admit students into classes beyond the 333 seat capacity. We cannot accommodate over-enrollments.
- Students will not be able to enroll in a Triple-I course after the 5th day of classes.
- If a student is having difficulties enrolling in a Triple-I with open seats and reaches out to you, they can check the [FAQ](#) page (see Registration and Credit section) for answers to common enrollment questions or contact [Ben Haven](#).

2. Classrooms

- Your class is scheduled in one of the following large classrooms: Genome Science G100 (426 seats), Hamilton 100 (403 seats), or Stone Center 103 (353 seats). You can preview your classroom [here](#). You can also schedule a [demo](#) with Classroom Hotline prior to teaching to acquaint yourselves with the technology in your assigned classroom.

3. Syllabus: Requirements and OSM

- The Office of Undergraduate Curricula has a [webpage](#) with resources to help you design your syllabus, including a list of required syllabus components, a syllabus template, and policy insert with sample statements for all the required policies. Please be sure the syllabus you provide to your students on the first day of class includes the required information.
- As with all undergraduate courses, please share the course syllabus with students by the first day of class and make sure to upload a copy to the Online Syllabus Manager ([OSM](#)) application for archiving purposes. Only one instructor from your teaching team needs to upload the syllabus to the OSM.

4. Data Literacy Lab: Format and Info

- Alongside your Triple-I course, each student will take an asynchronous, remote Data Literacy Lab. These courses are taught and graded by an independent instructor team.
- Students with issues enrolling in the Data Literacy Lab can check the [FAQ](#) page or contact [Ben Haven](#). If you have questions about the content or structure of the Labs, contact [Caitlin Smith](#), the Data Literacy Program Director.

5. Evaluations: Early Survey; Late Reflection; Regular Evals

- All Triple-I courses will be evaluated three times. The first will be an early evaluation covering early expectations of the course. I will be in touch with you about this.
- The second will be a Reflection Exercise during the last week of the semester. I will be in touch with you about this.
- The third will be the usual electronic Student Evaluations of Teaching (SET) distributed to all students in all courses during the last two weeks of classes.

Thanks so much for your careful attention to the above points. And, again, thank you for your dedication to this program. Please continue to let me know if I can help in any way. I'm here to support you.

Cary

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