

Dear Fall 2023 Triple-I Instructors:

We are so excited that ~2400 of our incoming students have the opportunity to explore big ideas with all of you this fall! The courses you have put together will help them develop new conceptual frameworks for problem-solving and recognize the power of using an interdisciplinary approach to critically analyze global issues. Thank you all for the time and effort you have put into course development.

We are here to support you in the implementation of your courses in any way we can. Please reach out with questions about course logistics, organization, student engagement and assessment, etc.

To make sure you are familiar with policies and best practices for Triple-I courses, please review the information below.

## Triple-I Enrollment

### **Enrollment Policies: First Year Students Only; No Waitlists or Over-Enrollments**

- Only first-year students (and transfer students who completed <24 post-high school college course credits at another institution before their first semester here) may enroll in 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 5<sup>th</sup> day of classes.
- Your class roster might list students in your Triple-I course as sophomores or juniors. This is due to new students arriving with by-exam and transfer credit; they are all still first-years.
- If a student is having difficulty 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](#).

### **Summer Enrollment Process**

- We pre-registered incoming FY students into 300 of the 333 seats in Triple-I based on preferences they indicated in the FY Pre-Registration Survey.
- The Registrar is withholding the remaining open seats and will release them in each class evenly across the four FY registration sessions July 12 – August 3.
- All enrollment caps should be back to normal levels (= 333 seats) by FY Open Enrollment on Fri, Aug 4 when all FY students can get back into the system to change their schedules. Meanwhile, we ask that FY students be able to freely enroll in available seats during their registration sessions.

## Data Literacy Lab

- Alongside your Triple-I course, each student will take an asynchronous, remote Data Literacy Lab (e.g., Triple-I = IDST 115-001; Data Lit Lab = IDST 115L-401). 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.

## Teaching & Assessment

### 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.

### Syllabus Guidelines and Template

- 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 sample statements for all of the required policies.
- 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.

### 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.

## Questions and Help

- Triple-I [Policies and Procedures](#)
- Students with registration questions: [FAQ page](#) (“Registration and Credit” section)
- Student eligibility questions: [Ben Haven](#)

Thank you for your careful attention to the above points. We really appreciate your efforts on behalf of our students and encourage you to reach out to our team for support throughout the semester.