Guidance for using High Impact Practice (HIPs) Course Attributes:

In the following document I will try and outline how faculty should proceed when choosing HIPs codes for their courses:

HIPs codes fall into four general categories:

1. **Service Learning:** Two part definition:
   a. Required student participation in service projects or community engagement activities on or off campus, and
   b. The service component is integrated into the course content (learning objectives) and
   c. **Student reflection is incorporated to help students connect what they learned through their service with the course learning objectives.**

   - This standard applies to <u>both Graduate and Undergraduate courses</u>
   - The proper code depends on <u>the number of hours</u> the student is required to spend in the actual service/engagement activity

2. **Community Engagement:** Activity that both:
   a. Responds to a community need, and
   b. Meets the following conditions:
      i. The activity deepens the students' civic and academic learning experience
      ii. The activity enriches the scholarship of the University
      iii. Involves a mutually beneficial and respectful collaboration between our students, faculty and the community
   c. If the course is identified as a community engagement course the course must ALSO have the proper Service Learning code assigned to it. (See #1)

   - This standard applies to <u>both Graduate and Undergraduate courses</u>

3. **Undergraduate Research or Creative Projects: must meet the following definition:**
   a. An undergraduate course in which the <u>primary focus</u> is an undergraduate research experience in which the students conduct original research or creative projects

   - This standard **applies ONLY to Undergraduate courses**
   - The proper code depends on <u>the number of hours</u> the student is required to spend both in class and out of class dedicated specifically to the research project. (Faculty should estimate the number of hour's student would likely spend outside of class to complete the project parameters.)

4. **Work-Based Learning:** Two part definition:
   a. The course requires on of the following:
      i. A for-credit internship,
      ii. A practicum,
      iii. A clinical experience
      iv. A co-op experience, or
      v. A work-based experience similar to the above
   b. The work experience is integrated into the course content.

   - This standard applies to <u>both Graduate and Undergraduate courses</u>

- The proper code depends on [the number of hours](#) the student is required to spend in the work-based experience
- Note: If the work-based experience requires more than 50 contact hours the instruction type for the course must be 81

Definition of a Contact Hour: 50 minutes of direct classroom instruction or 60 minutes of out of class activity.

For additional information faculty may refer to the following resources:

1. Augusta University Credit Hour Calculations: https://www.augusta.edu/afa/credithourcalculations.php
2. Augusta University Definition of a Credit Hour Policy: https://www.augusta.edu/compliance/policyinfo/policy/definition-credit-hour.pdf