

# HIP Courses Attribute Assignment Departmental Interface

## Accessing the HIP Course Attribute Assignment Interface

- Employee Resources Tile in MyWings
  - Employee Self-Service
  - UNF Administrative Applications
  - Catalog Schedule
  - High-Impact Practices Courses: Departmental View

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## Navigating the Main Screen

- Top section – Explanation of High-Impact Practices Courses attributes and process of identification of Community Based (CBTL) and Research Intensive (URES) courses
- Middle section
  - CBTL Course Attributes – List of 5 CBTL Attributes, including a description
  - URES Course Attributes – Table with description, examples, and elements
- Bottom Section – Location to select the Term (Semester) and Department.

On this screen select the term and the department at the bottom of the screen then hit submit.

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## Navigating the Department's Screen

- Top section – Explanation of High-Impact Practices Courses attributes and process of identification of Community Based (CBTL) and Research Intensive (URES) courses
- Middle section
  - CBTL Course Attributes – List of 5 CBTL Attributes, including a description
  - URES Course Attributes – Table with description, examples, and elements
- Bottom Section –
  - Selected Term and Department appears
  - List of courses offered
    - CRN Hyperlink
    - Course Number has a page icon that opens the course description
  - Verification Statement and button

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## Add a HIP Attribute (CTBL + hours and/or URES) to a Course – Navigating the Course Screen

1. On the Department's screen click on the CRN of the course you want to add/remove a HIP attribute.
2. The Course Screen will open:
  - Top section – Course Information
  - Middle section
    - CBTL Course Attributes – List of 5 CBTL Attributes – select up to 2
    - Student Hours
    - Click for full description of attributes
  - Bottom Section –
    - URES Course Attribute – only 1
    - Click for full description of attributes

3. Under attributes select up to 2 depending on the activities in the course. (All UNF internship courses are tagged as TLCA at the catalog level. It is important to add the TLCT attribute if the internship is with a non-profit or governmental agency.)
4. Click the Save button.
5. You have added/updated a CBTL attribute!
6. Click the Back button to return to the Department Course List Screen. You will see the new attributes and student hours listed next to the course/CRN you just updated.

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**Specific to CBTL Attributes only:**

7. If uncertain about which CBTL attribute should be attached to a course, you can do one of two things:
  - Click on the link at the bottom for full descriptions of the 5 attributes, and/or
  - Look at the same course's CBTL attributes from the same semester of the previous academic year.
8. Enter the Student Hours. This number should represent the average number of hours a (one) student spends working in, with or for the community for this course.
  - For an internship course that has a required number of hours, it should be that number.
  - For project-based courses it may include work-time student spend putting the project together. It should not include class time.
  - For courses with a traditional service hour requirement or expectation then it would include hours served at your community partners site.

Information provided here allows the university to quantify some of the impact students in CBTL courses are having on the community. The Independent Sector provides data that helps calculate the value of volunteer time by state. The value of an hour of volunteer service in the state of Florida during 2017 was \$23.33 an hour. So a class of 20 students who on average complete 25 hours of service has a value of \$11,665.00. (# of Students x Average # of Hours x Independent Sector's \$ Value = Overall Value)

9. <https://independentsector.org/value-of-volunteer-time-2018/>

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**Verifying the Department's CBTL and URES Courses**

1. You have successfully added/updated CBTL and/or URES attributes for one Course/CRN.
2. Now, continue to do so for all relevant Courses/CRNs in your department for the term selected.
3. Once all courses have been updated for the term selected, return to the Department Course List Screen.
4. At the bottom of the screen there is a Verification statement. Read the statement and click the check box.
5. Click the Verify button.
6. Congratulations! You have verified the CBTL and/or URES courses for your department.
7. Please note:
  - Once a semester is verified by the department as accurate, no changes can be made.
  - There is a timeframe for updating CBTL and URES attributes each academic year. Departments lose access to updating all terms for an academic year (Summer – Spring) on July 1, 2020.
  - If an error is discovered after the window for departmental updates closes then you must contact the Center for Community-Based Learning or the Office of Undergraduate Research as appropriate to have the attribute corrected or updated.

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**Access**

As a department chair, you have access to this through MyWings right now. Please go in and check. Delegates will gain access after viewing the training video and contacting Justin Sipes, [justin.sipes@unf.edu](mailto:justin.sipes@unf.edu).