



**FLORIDA
ATLANTIC
UNIVERSITY**

NEW COURSE PROPOSAL Undergraduate Programs

Department Management Programs

College Business
(To obtain a course number, contact erudolph@fau.edu)

UUPC Approval 11/13/17
 UFS Approval _____
 SCNS Submittal _____
 Confirmed _____
 Banner Posted _____
 Catalog _____

Prefix	MAN	<small>(L = Lab Course; C = Combined Lecture/Lab; add if appropriate)</small>	Type of Course	Course Title
Number	4320		Lecture	Human Resource Recruitment & Selection
		Lab Code		

Credits <small>(Review Provost Memorandum)</small>	3	Grading <small>(Select One Option)</small>	Course Description <small>(Syllabus must be attached; Syllabus Checklist recommended; see Guidelines)</small>
		Regular <input checked="" type="radio"/>	This course is designed to provide an overview of the process by which organizations staff positions. Topics include job analysis and description, references and background checks, social networks and hiring, employment contracts & job offers, career planning and development, interview preparation, interviewing, and legal considerations.
Effective Date <small>(TERM & YEAR)</small>		Pass/Fail <input type="radio"/>	
Fall 2018		Sat/UnSat <input type="radio"/>	

Prerequisites, with minimum grade* MAN 3025, with a grade of C.	Corequisites None	Registration Controls <small>(Major, College, Level)</small> Junior Standing
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***Default minimum passing grade is D-. Prereqs., Coreqs. & Reg. Controls are enforced for all sections of course**

WAC/Gordon Rule Course <input type="radio"/> Yes <input checked="" type="radio"/> No	Intellectual Foundations Program (General Education) Requirement <small>(Select One Option)</small> None
<small>WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to proposal. See WAC Guidelines.</small>	<small>General Education criteria must be indicated in the syllabus and approval attached to the proposal. See GE Guidelines.</small>

Minimum qualifications to teach course
Graduate degree in Human Resource Management or equivalent.

Faculty Contact/Email/Phone Michael Harari/mharari@fau.edu/297-3654	List/Attach comments from departments affected by new course None.
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Approved by	Date
Department Chair <u>Paul E. Russell</u>	<u>10/11/17</u>
College Curriculum Chair <u>William Wilkins</u>	<u>10/23/17</u>
College Dean <u>Robert Hood (for the Dean)</u>	<u>10/23/17</u>
UUPC Chair <u>J E Hg</u>	<u>11/13/17</u>
Undergraduate Studies Dean <u>Erin Schmitt</u>	<u>11/15/17</u>
UFS President _____	_____
Provost _____	_____

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.