**Introduction to Volunteer Management**

**Effective Date**
(first term course will be offered)

FALL 2016

**Department**
School of Public Administration

**College**
CDSI

**Recommended Course Identification**
(to obtain a course number, contact nmaldonado@fau.edu)

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<th>PREFIX</th>
<th>PAD</th>
<th>COURSE NUMBER</th>
<th>LAB CODE (L or C)</th>
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**Complete Course Title:**
Introduction to Volunteer Management

**Credits**
3

**Textbook Information**

**Grading (Select only one grading option):**
- Regular
- Pass/Fail
- Satisfactory/Unsatisfactory

**Course Description, no more than three lines:**
Introduction to Volunteer Management will cover the history and purpose of volunteer usage in nonprofit organizations, how to recruit, retain and motivate volunteers, as well as application review, screening procedures as well as ethical issues and potential legal liabilities.

**Prerequisites with Minimum Grade**
- None

**Corequisites**
- None

**Registration Controls (Major, College, Level)**
- None

**Default Minimum Passing Grade is D-. Prerequisites, Corequisites and Registration Controls will be enforced for all course sections.**

**Minimum Qualifications Needed to Teach This Course:**
Graduate degree with minimum of 12 hours nonprofit courses at the graduate level and related nonprofit experience.

**WAC/Gordon Rule Course**
- Yes

WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to proposal.

Guidelines: [www.fau.edu/WAC](http://www.fau.edu/WAC)

Faculty contact, email and complete phone number:
Ron Nyhan rnyhan@fau.edu
7-4155

**General Education Requirement (Mark X in Front of Selection)**
- Written Communication
- Math/Quantitative Reasoning
- Science/Natural World
- Society/Human Behavior
- Global Citizenship
- Humanities

General Education criteria must be indicated in the syllabus and approval attached to proposal.
Guidelines: [www.fau.edu/ugstudies/GeneralEdCourseApprovalRequests.php](http://www.fau.edu/ugstudies/GeneralEdCourseApprovalRequests.php)

Please consult and list departments that might be affected by the new course and attach comments.

None affected
Email this form and syllabus to mjenning@fau.edu **seven business days before** the UUPC meeting.