### Undergraduate Programs—NEW COURSE PROPOSAL

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<th>DEPARTMENT</th>
<th>SCHOOL OF PUBLIC ADMINISTRATION</th>
<th>COLLEGE</th>
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**RECOMMENDED COURSE IDENTIFICATION** *(TO OBTAIN A COURSE NUMBER, CONTACT NMALDONADO@FAU.EDU)*

- **PREFIX** ___PAD______
- **COURSE NUMBER** ___4148_______
- **LAB CODE** (L or C) ________

**COMPLETE COURSE TITLE:**
INTRODUCTION TO VOLUNTEER MANAGEMENT

**CREDITS** 3

**TEXTBOOK INFORMATION**

**GRADING (SELECT ONLY ONE GRADING OPTION):**
- **REGULAR** X
- **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 W/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 X NO

WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to proposal.
Guidelines: [www.fau.edu/WAC](http://www.fau.edu/WAC)

**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)

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

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

None affected

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**UUPC APPROVAL**

**UFS APPROVAL**

**SCNS SUBMITTAL**

**CONFIRMED**

**BANNER POSTED**

**CATALOG POSTED**

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FAUnewcsreUG—Revised July 2015
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<thead>
<tr>
<th>Approved by</th>
<th>Steven C Bourassa</th>
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<tr>
<td>Department Chair:</td>
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<tr>
<td>College Curriculum Chair:</td>
<td>Bruce J. Ameklev</td>
</tr>
<tr>
<td>College Dean:</td>
<td>Wesley Hawkins</td>
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<tr>
<td>UUPC Chair:</td>
<td>[Signature]</td>
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<tr>
<td>Undergraduate Studies Dean:</td>
<td>[Signature]</td>
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<td>UFS President:</td>
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<td>Provost:</td>
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1. **Syllabus** must be attached; syllabus checklist recommended; see guidelines and checklist: [www.fau.edu/academic/registrar/UUPCInfo](www.fau.edu/academic/registrar/UUPCInfo)

2. Review **Provost Memorandum:** Definition of a Credit Hour [www.fau.edu/provost/files/Definition_Credit_Hour_Memo_2012.pdf](www.fau.edu/provost/files/Definition_Credit_Hour_Memo_2012.pdf)

3. **WAC approval** (attach if applicable)

4. **Gen. Ed. approval** (attach if applicable)

5. **Consent** of affected departments (attach if applicable)

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