# Undergraduate Programs—NEW COURSE PROPOSAL

**FLORIDA ATLANTIC UNIVERSITY**

**Department**

**Exceptional Student Education**

**College**

**Education**

**Recommended Course Identification**

(to obtain a course number, contact mbaldassaro@fau.edu)

Prefix: **SLS**  Course Number: **1341**  Lab Code (L or C): 

**Complete Course Title:** Employability Skills

**Effective Date**

(first term course will be offered)

___ Summer 2016 ___

**Credits**

2 Credits

**Textbook Information**

Readings and materials supplied in multiple formats by instructors

**Grading**

(Select only one grading option): Regular X  Pass/Fail  Satisfactory/Unsatisfactory

**Course Description, No More Than Three Lines:**

Students will learn to identify the methods of locating, applying for, and keeping a job.

**Prerequisites/Minimum Grade**

<table>
<thead>
<tr>
<th>Corequisites*</th>
<th>Registration Controls (Major, College, Level)*</th>
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</thead>
<tbody>
<tr>
<td>none</td>
<td>NONE</td>
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*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:**

Master's degree in Exceptional Student Education or related credentials and experience

**WAC/Gordon Rule Course**

YES ___ NO ___ X ___

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
- 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:

Mary Louise Duffy, Ph.D.
m Duffy@fau.edu  561-799-8715

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

All departments in the College of Education have been consulted and comments are attached.

**Approved by**

Department Chair: ___

College Curriculum Chair: ___

College Dean: ___

UUPC Chair: ___

Undergraduate Studies Dean: ___

UFS President: ___

Provost: ___

Date: 2/18/16  2/18/16  2/24/16  2/24/16  2/24/16

1. Syllabus must be attached; syllabus checklist recommended; see guidelines and checklist: [www.fau.edu/academicregistrar/UUPCInfo](http://www.fau.edu/academicregistrar/UUPCInfo)

2. Review Provost Memorandum: Definition of a Credit Hour


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.

FAUnewcurricUG—Revised July 2015