**Undergraduate Programs—NEW COURSE PROPOSAL**

**DEPARTMENT**  
EXCEPTIONAL STUDENT EDUCATION

**COLLEGE**  
Education

**RECOMMENDED COURSE IDENTIFICATION**  
(to obtain a course number, contact maldonado@fau.edu)

**PREFIX** SLS  
**COURSE NUMBER** 2340  
**Lab Code (L or C)**

**COMPLETE COURSE TITLE:** Professional Portfolio

**CREDITS**

- 2 Credits

**TEXTBOOK INFORMATION**

- READINGS AND MATERIALS SUPPLIED IN MULTIPLE FORMATS BY INSTRUCTORS

**EFFECTIVE DATE**

- (first term course will be offered)
- **Fall, 2017**

**GRADING** (SELECT ONLY ONE GRADING OPTION):  
- Regular [ ]  
- Pass/Fail [ ]  
- Satisfactory/Unsatisfactory [ ]

**Course Description, no more than three lines:**
Development of a professional career portfolio that will help students document and showcase specific skill area achievements, competencies, and career readiness for potential employers. Students will demonstrate positive self-presentations to potential employers.

**Prerequisites/Minimum Grade:**
- none

**Corequisites:**
- none

**Registration Controls (Major, College, Level):**

- **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

**Faculty contact, email and complete phone number:**
- Mary Louise Duffy, Ph.D.  
  mduffy@fau.edu  
  561-799-8715

**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/ugrad/study/GenericEdCourseApprovalRequests.php

**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:
- U UPC Chair:
- Undergraduate Studies Dean:
- UFS President:
- Provost:

**Date:**  
- 2/10/2016  
- 2/11/2016  
- 2/14/16  
- 2/26/16  
- 3/1/16

1. Syllabus must be attached; syllabus checklist recommended; see guidelines and checklist: www.fau.edu/academic/registrar/UUPCInfo

2. Review Provost Memorandum: Definition of a Credit Hour  
www.fau.edu/provost/files/Definition_Credit_Hour_Memo_201-2.pdf

3. WAC approval (attach if applicable)

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

5. Consent of affected departments (attach if applicable)

**Note:** Please submit this form and syllabus to mjennings@fau.edu seven business days before the U UPC meeting.

FALnewesUC—Revised July 2013