



Undergraduate Programs—NEW COURSE PROPOSAL¹

UUPC APPROVAL _____
 UFS APPROVAL _____
 SCNS SUBMITTAL _____
 CONFIRMED _____
 BANNER POSTED _____
 CATALOG _____

DEPARTMENT
SCHOOL OF PUBLIC ADMINISTRATION

COLLEGE
CDSI

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

EFFECTIVE DATE

(first term course will be offered)

FALL 2016

CREDITS²
3

TEXTBOOK INFORMATION

- SAKADUSKY, NANCY (2013). MANAGING VOLUNTEERS: HOW TO MAXIMIZE YOUR MOST VALUABLE RESOURCE. PRAEGER PUBLISHING. ISBN-13: 978-1440803642
- FADER, SUNNY (2010). 365 IDEAS FOR RECRUITING, RETAINING, MOTIVATING AND REWARDING YOUR VOLUNTEERS: A COMPLETE GUIDE FOR NONPROFIT ORGANIZATIONS. ATLANTIC PUBLISHING GROUP, INC. ISBN-13: 978-1601381491

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 COURSE³

YES _____ NO X

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

Guidelines: www.fau.edu/WAC

GENERAL EDUCATION REQUIREMENT (MARK X IN FRONT OF SELECTION)⁴

___ Written Communication ___ Society/Human Behavior
 ___ Math/Quantitative Reasoning ___ Global Citizenship
 ___ 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

Faculty contact, email and complete phone number:

Ron Nyhan rcnyhan@fau.edu
7-4155

Please consult and list departments that might be affected by the new course and attach comments.⁵

None affected

<p>Approved by</p> <p>Department Chair: _____</p> <p>College Curriculum Chair: _____</p> <p>College Dean: _____</p> <p>UUPC Chair: _____</p> <p>Undergraduate Studies Dean: _____</p> <p>UFS President: _____</p> <p>Provost: _____</p>	<p>Date</p> <p>3 / 24 / 2016</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>1. Syllabus must be attached; syllabus checklist recommended; see guidelines and checklist: www.fau.edu/academic/registrar/UUPCinfo</p> <p>2. Review Provost Memorandum: Definition of a Credit Hour www.fau.edu/provost/files/Definition_Credit_Hour_Memo_2012.pdf</p> <p>3. WAC approval (attach if applicable)</p> <p>4. Gen. Ed. approval (attach if applicable)</p> <p>5. Consent of affected departments (attach if applicable)</p>
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Email this form and syllabus to mjenning@fau.edu **seven business days before** the UUPC meeting.