

# FLORIDA ATLANTIC UNIVERSITY™

## Undergraduate Programs—NEW COURSE PROPOSAL <sup>1</sup>

UUPC APPROVAL \_\_\_\_\_  
 UFS APPROVAL \_\_\_\_\_  
 SCNS SUBMITTAL \_\_\_\_\_  
 CONFIRMED \_\_\_\_\_  
 BANNER POSTED \_\_\_\_\_  
 CATALOG \_\_\_\_\_

<b>DEPARTMENT</b> SCHOOL OF PUBLIC ADMINISTRATION	<b>COLLEGE</b> CDSI
<b>RECOMMENDED COURSE IDENTIFICATION</b> (TO OBTAIN A COURSE NUMBER, CONTACT <a href="mailto:NMALDONADO@FAU.EDU">NMALDONADO@FAU.EDU</a> )  PREFIX <u>  </u> PAD <u>      </u> COURSE NUMBER <u>  </u> 4148 <u>      </u> LAB CODE (L or C) <u>      </u>  <b>COMPLETE COURSE TITLE:</b> INTRODUCTION TO VOLUNTEER MANAGEMENT	<b>EFFECTIVE DATE</b> (first term course will be offered)  <u>  </u> FALL 2016 <u>      </u>

<b>CREDITS</b> <sup>2</sup> 3	<b>TEXTBOOK INFORMATION</b> • SAKADUSKY, NANCY (2013). <b>MANAGING VOLUNTEERS: HOW TO MAXIMIZE YOUR MOST VALUABLE RESOURCE.</b> PRAEGER PUBLISHING. ISBN-13: 978-1440803642 • FADER, SUNNY (2010). <b>365 IDEAS FOR RECRUITING, RETAINING, MOTIVATING AND REWARDING YOUR VOLUNTEERS: A COMPLETE GUIDE FOR NONPROFIT ORGANIZATIONS.</b> ATLANTIC PUBLISHING GROUP, INC. ISBN-13: 978-1601381491
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**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.

<b>PREREQUISITES W/MINIMUM GRADE*</b> NONE	<b>COREQUISITES*</b> NONE	<b>REGISTRATION CONTROLS (MAJOR, COLLEGE, LEVEL)*</b> NONE
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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:**  
 GRADUATE DEGREE WITH MINIMUM OF 12 HOURS NONPROFIT COURSES AT THE GRADUATE LEVEL AND RELATED NONPROFIT EXPERIENCE.

<b>WAC/GORDON RULE COURSE</b> <sup>3</sup>  YES _____ NO <input checked="" type="checkbox"/> _____  WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to proposal. Guidelines: <a href="http://www.fau.edu/WAC">www.fau.edu/WAC</a>	<b>GENERAL EDUCATION REQUIREMENT (MARK X IN FRONT OF SELECTION)</b> <sup>4</sup> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Written Communication</td> <td><input type="checkbox"/> Society/Human Behavior</td> </tr> <tr> <td><input type="checkbox"/> Math/Quantitative Reasoning</td> <td><input type="checkbox"/> Global Citizenship</td> </tr> <tr> <td><input type="checkbox"/> Science/Natural World</td> <td><input type="checkbox"/> Humanities</td> </tr> </table> General Education criteria must be indicated in the syllabus and approval attached to proposal. Guidelines: <a href="http://www.fau.edu/ugstudies/GeneralEdCourseApprovalRequests.php">www.fau.edu/ugstudies/GeneralEdCourseApprovalRequests.php</a>	<input type="checkbox"/> Written Communication	<input type="checkbox"/> Society/Human Behavior	<input type="checkbox"/> Math/Quantitative Reasoning	<input type="checkbox"/> Global Citizenship	<input type="checkbox"/> Science/Natural World	<input type="checkbox"/> Humanities
<input type="checkbox"/> Written Communication	<input type="checkbox"/> Society/Human Behavior						
<input type="checkbox"/> Math/Quantitative Reasoning	<input type="checkbox"/> Global Citizenship						
<input type="checkbox"/> Science/Natural World	<input type="checkbox"/> Humanities						

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. <sup>5</sup> None affected
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<b>Approved by</b> Department Chair: <u>Steven C Bourassa</u> <small>Digitally signed by Steven C Bourassa          DN: cn=Steven C Bourassa, o=Florida Atlantic University,          ou=School of Public Administration,          email=sbourassa@fau.edu, c=US          Date: 2016.03.24 17:24:09 -0400'</small>	<b>Date</b> <u>3/24/2016</u>	<b>1. Syllabus must be attached; syllabus checklist recommended; see guidelines and checklist:</b> <a href="http://www.fau.edu/academic/registrar/UUPCinfo">www.fau.edu/academic/registrar/UUPCinfo</a>
College Curriculum Chair: <u>Bruce J. Arneklev</u> <small>Digitally signed by Bruce J. Arneklev          DN: cn=Bruce J. Arneklev, o=Florida Atlantic University,          ou=School of Public Administration,          email=barneklev@fau.edu, c=US          Date: 2016.03.24 11:09:07</small>	_____ _____	<b>2. Review Provost Memorandum: Definition of a Credit Hour</b> <a href="http://www.fau.edu/provost/files/Definition_Credit_Hour_Memo_2012.pdf">www.fau.edu/provost/files/Definition_Credit_Hour_Memo_2012.pdf</a>
College Dean: <u>Wesley Hawkins</u> <small>Digitally signed by Wesley Hawkins          DN: cn=Wesley Hawkins, c=US, o=Florida Atlantic University, email=whawkins@fau.edu          Date: 2016.03.25 08:57:00 -0400'</small>	_____ _____	<b>3. WAC approval (attach if applicable)</b>
UUPC Chair: <u>JE My</u>	<u>4/1/16</u>	<b>4. Gen. Ed. approval (attach if applicable)</b>
Undergraduate Studies Dean: <u>[Signature]</u>	<u>4/6/16</u>	
UFS President: _____	_____	<b>5. Consent of affected departments (attach if applicable)</b>
Provost: _____	_____	

Email this form and syllabus to [mjenning@fau.edu](mailto:mjenning@fau.edu) **seven business days before** the UUPC meeting.