

COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES  
DEPARTMENT OF ENGLISH  
Professional and Technical Writing Minor  
For students graduating in calendar year 2020

Student Name \_\_\_\_\_ Student Number (last four digits) \_\_\_\_\_

Email Address \_\_\_\_\_ Year of Graduation \_\_\_\_\_

The Minor in Professional and Technical Writing requires 18 hours distributed as follows:<sup>1</sup>

I. Foundation Courses 6 hours

Professional Writing (3) \_\_\_\_\_ ENGL 3104  
Writing and Digital Media (3) \_\_\_\_\_ ENGL 3844

II. Electives 12 hours

Choose four (12 hours) of the following, at least 3 hours of which must be at the 4000-level.

Technical Editing and Style (3) \_\_\_\_\_ ENGL 3804  
Creating User Documentation (3) \_\_\_\_\_ ENGL 3814  
Designing Documents for Print (3) \_\_\_\_\_ ENGL 3824  
Intercultural Issues in Professional Writing (3) \_\_\_\_\_ ENGL 3834  
Grant Proposals and Reports (3) \_\_\_\_\_ ENGL 4804  
Developing Online Content (3) \_\_\_\_\_ ENGL 4814  
Science Writing (3) \_\_\_\_\_ ENGL 4824  
Field Study (Professional and Technical Writing Focus) (3) \_\_\_\_\_ ENGL 4964<sup>2</sup>

A GPA of 2.0 or better calculated on the basis of all courses comprising the minor in Professional and Technical Writing is required for graduation. 1105, 1106, and H1204 do not count toward satisfaction of the minor. Neither Technical Writing (ENGL 3764) nor Business Writing (ENGL 3774) count as electives for the minor.

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<sup>1</sup> All courses listed on this checksheet (except 4964) have as a prerequisite 1106 or H1204 or COMM 1016.

<sup>2</sup> ENGL 4964 is offered only as a Pass/Fail course. The course may count for the Professional and Technical Writing Minor when taken Pass/Fail.