

COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES
DEPARTMENT OF ENGLISH
Professional and Technical Writing Minor
For students graduating in calendar year 2021

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:¹

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 ²

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.

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

² 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.