

**College Of Liberal Arts And Human Sciences
Department Of English
Minor in Professional and Technical Writing (PTW)
For students graduating in calendar year 2022 and for student date of entry under Undergraduate
Catalog 2020-2021**

The Minor in Professional and Technical Writing requires 18 hours distributed as follows:¹

I. Foundational Courses (6 hours)

Introduction to Professional Writing	(3) _____	ENGL 3104
Writing and Digital Media	(3) _____	ENGL 3844

II. Electives (12 hours)

Choose four courses (12 hours) of the following, at least one of which (3 hours) must be at the 4000-level.²

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	(3) _____	ENGL 4964 ³
Magazine Writing	(3) _____	JMC 4144

In order to graduate with a Minor in Professional and Technical Writing, students must complete all courses comprising the minor with a GPA of 2.0 or better.

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

²Students declaring the minor who have already taken ENGL 3764: Technical Writing or ENGL 3774: Business Writing and who do not need that course to fulfill a major requirement may substitute that course for ENGL 3104: Introduction to Professional Writing.

³ENGL 4964 is offered only as a Pass/Fail course. The course may count for the Professional and Technical Writing minor when taken Pass/Fail.