COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES
DEPARTMENT OF ENGLISH
Professional and Technical Writing Minor
For students graduating in calendar year 2019

Student Name ____________________________  Student Number ___________

Email Address ____________________________  Year of Graduation ___________

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

I. Foundation Courses

Professional Writing
(3) ______ ENGL 3104
Writing and Digital Media
(3) ______ ENGL 3844

6 hours

II. Electives

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 4964²

12 hours

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 1204H 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.