# PROFESSIONAL AND TECHNICAL WRITING - MINOR

**College of Arts and Sciences**
Department of English
www.kent.edu/english

## About This Program

The Professional and Technical Writing minor provides training in writing, editing, proofreading and publishing for students seeking to enter professional or technical fields that demand strong written communication.

## Contact Information

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- Speak with an Advisor
  - Ashtabula Campus
  - East Liverpool Campus
  - Geauga Campus
  - Kent Campus
  - Salem Campus
  - Stark Campus
  - Trumbull Campus
  - Tuscarawas Campus
  - Twinsburg Academic Center

## Program Delivery

- **Delivery:**
  - In person
- **Location:**
  - Ashtabula Campus
  - East Liverpool Campus
  - Geauga Campus
  - Kent Campus
  - Salem Campus
  - Stark Campus
  - Trumbull Campus
  - Tuscarawas Campus
  - Twinsburg Academic Center

## Admission Requirements

Admission to a minor is open to students declared in a bachelor's degree, the A.A.B. or A.A.S. degree or the A.T.S. degree (not Individualized Program major). Students declared only in the A.A. or A.S. degree or the A.T.S. degree in Individualized Program may not declare a minor. Students may not pursue a minor and a major in the same discipline.

## Program Requirements

### Minor Requirements

| Code | Title | Credit Hours |
|---|---|---|
| **Minor Requirements** | | |
| ENG 20002 | INTRODUCTION TO TECHNICAL WRITING | 3 |
| ENG 30063 | PROFESSIONAL WRITING | 3 |
| ENG 30074 | GRAMMAR FOR EDITING [1] | 3 |
| or ENG 40072 | HOW TO EDIT PROFESSIONALLY | |
| Minor Electives, choose from the following: [2] | | 9 |
| ENG 30050 | WRITING AND RHETORIC IN A DIGITAL AGE | |
| ENG 30051 | WRITING, RHETORIC AND NEW MEDIA | |
| ENG 30053 | WRITING FOR VIDEO GAMES | |
| ENG 30062 | PRINCIPLES OF TECHNICAL WRITING | |
| ENG 30064 | ARGUMENTATIVE PROSE WRITING | |
| ENG 30065 | EXPOSITORY PROSE WRITING | |
| ENG 30066 | WRITING IN THE PUBLIC SPHERE (ELR) | |
| ENG 30074 | GRAMMAR FOR EDITING | |
| ENG 38895 | SPECIAL TOPICS IN WRITING | |
| ENG 40072 | HOW TO EDIT PROFESSIONALLY | |
| ENG 42092 | WRITING INTERNSHIP (ELR) [3] | |
| ENG 42192 | SERVICE LEARNING IN ENGLISH STUDIES (ELR) | |
| HDF 44032 | NONPROFIT FUNDRAISING AND GRANTWRITING | |
| MDJ 20001 | MEDIA, POWER AND CULTURE (DIVD) (KSS) | |
| TRST 30230 | APPROACHES TO TRANSLATION | |
| **Minimum Total Credit Hours:** | | **18** |

[1] The course not selected (ENG 30074 or ENG 40072) may be taken to fulfill a minor elective.

[2] In selecting electives, students are encouraged to combine choices into an area of emphasis, such as digital/web writing; technical and scientific writing; editing and publishing; or public advocacy writing. Students may apply to the chair of the Department of English for permission to use special topics courses and other appropriate courses not listed in the curriculum to fulfill the minor electives. Students in the College of Communication and Information may request that specific courses in communication studies and media and journalism be accepted to fulfill minor electives.

[3] Though offered for variable credit, students pursuing the minor should take 3 credit hours of ENG 42092.

## Graduation Requirements

| Minimum Minor GPA | Minimum Overall GPA |
|---|---|
| 2.000 | 2.000 |

- Students who wish to complete a longer project or prepare a portfolio for graduate school or for a job application, may request to be enrolled in ENG 40099 for two additional credit hours of individualized work.
- Minimum 6 credit hours in the minor must be upper-division coursework (30000 and 40000 level).
- Minimum 6 credit hours in the minor must be outside of the course requirements for any major or other minor the student is pursuing.

- Minimum 50 percent of the total credit hours for the minor must be taken at Kent State (in residence).

# Program Learning Outcomes

Graduates of this program will be able to:

1. Demonstrate specialized knowledge and skills in professional writing.
2. Employ research tools and methods appropriate for the academic study of rhetoric and writing.
3. Produce professional writing with attention to appropriate genre conventions, format and citation guidelines, stylistic expectations and grammatical rules.