

**The Ohio State University
College of Arts and Sciences
Department of English
Minor in Professional Writing (PROFWRT-MN)**

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The Department of English's professional writing minor is designed to give students the opportunity both to develop the cognitive knowledge, practical skill, and hands-on experience needed to write well in the twenty-first century workplace and to obtain a credential certifying that knowledge, skill, and experience to potential employers.

The minor requires 15 credit hours. Three electives from courses offered by departments throughout the university provide instruction in specific areas of professional writing. The required core course, English 4150, examines the nature of writing in various settings and prepares students for their capstone experience in English 4189. As part of English 4189, students are engaged in a semester-long hands-on and meaningful writing internship at a Columbus area business, nonprofit, government agency, or university workplace.

Electives (3 courses; 9 CH)

Complete 3 courses from the list below, including **at least one** **Group A Elective Course**

Group A

English 2269, 3304, 3305, 3405, 3467S, 4567S

Group B

Agricultural Communication 4130, 5135.01, 5135.02
Agricultural Systems Management 2305
Aviation 2200
Communication 2221, 2321, 2511, 3334, 3404, 3629, 4202, 4511
Construction Systems Management 2305
Engineering 2301
English 2268, 2276, 2367.01(H)(S), 2367.02(H), 2367.04, 2367.05, 2367.06, 2367.07S, 2367.08, 3000, 3011.xx, 3020, 3271, 3468, 3662, 4568, 4569, 4572, 4574, 5191 (only sections titled "Digital Media Int. in English Studies")
Environment and Natural Resources 2367
Linguistics 3000
Pharmacy 2367.01, 2367.02
Public Affairs 2367
Theatre 5331, 5961

Core Courses (2 courses, 6 CH)

English 4150 (3 CH)

English 4189 (3 CH)

Requirements for English 4189:

1. Complete two electives and English 4150 before taking English 4189.
2. Submit a formal application, cover letter, resume, and professional writing portfolio by the designated deadline.
3. Be approved by the Minor in Professional Writing coordinator.

Professional writing minor program guidelines:

Credit hours required A minimum of 15 credit hrs.

1000 level courses shall not be counted in the minor. At least 6 credit hrs must be upper-division courses (3000-level and above) as defined by the College of Arts and Sciences.

Transfer and EM credit hours allowed A student is permitted to count up to 6 total hours of transfer credit and/or credit by examination.

Overlap with the GE A student is permitted to overlap up to 6 credit hours between the GE and the minor.

Overlap with the major and additional minor(s)

- The minor must be in a different subject than the major.
- The minor must contain a minimum of 12 hours distinct from the major and/or additional minor(s).

Grades required

- Minimum C- for a course to be listed on the minor.
- Minimum 2.00 cumulative GPA for all minor course work
- Course work graded Pass/Non-Pass cannot count on the minor.
- No more than 3 credit hours of course graded Satisfactory/Unsatisfactory may count toward the minor.

X193 credits No more than 3 credit hours.

Declaring the minor

Students should see their assigned academic advisor to declare the minor prior to the filing of the graduation application. Students do not need the approval of the Department of English to declare the minor.

Approval of Coursework

Initial approval of the minor coursework:

Students who complete the minor following the guidelines on this sheet need only verify with their academic advisor that the minor appears complete on the Degree Audit Report. No approval from the Department of English is required. If the Degree Audit Report does not show the minor as complete, students should reach out to Jameson Gower.11 for assistance.

Approval for courses not listed on this form to apply to the minor program:

Students must obtain the approval of the Department of English to apply courses not listed on this form toward the Professional Writing minor. Please email Jameson Gower.11 to request approval.

College of Arts and Sciences
Curriculum and Assessment Services
306 Dulles Hall, 230 Annie & John Glenn Ave.
<http://artsandsciences.osu.edu>

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