

The Ohio State University  
College of Arts and Sciences

Minor in Professional Writing

Jameson Gower (gower.11@osu.edu)  
421 Denney Hall, 164 Annie & John Glenn Ave  
614-292-6065  
english.osu.edu  
go.osu.edu/engminors

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 21<sup>st</sup>-century workplace and to obtain a credential certifying that knowledge, skill, and experience to potential employers.

The minor requires 12-15 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.

**Elective requirements (9 credit hours)**

You must complete at least 3 credit hours from each Group below, and 9 credit hours total from both groups.

Group A

A core group of electives that prepares students in writing and editing for the professional work world

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

Group B

Courses that build on the Writing and Information Literacy foundation by preparing students for advanced writing in specific disciplines or professions.

*Some of the courses on this list may count toward GEN Thematic Pathways, have prerequisites and/or be required for majors. If you are required to take one as part of your major, then the minor defaults to 12 credit hours.*

Agricultural Communication 4130, 5135  
Agricultural Systems Management 2305  
Aviation 2200  
Communication 2221, 2321, 2511, 3334, 3404, 3629, 4202, 4511  
Construction Systems Management 2305  
English 2268, 2276, 2367.05, 2367.07S, 3011, 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 requirements (6 credit hours)**

English 4150 (3 credit hours)

English 4189 (3 credit hours)

To register for 4189, you must

- apply the second week of the semester before you wish to take the internship;
- have completed 9 hours of courses toward the minor, including 4150, (the 4150 course must be completed by the semester you take 4189);
- submit a formal application, cover letter, resume, and professional writing portfolio to the internship office; and
- be approved after a portfolio review/interview with one of the internship coordinators.

**Professional writing minor program guidelines**

Credit hours required A minimum of 12-15 credit hrs. 1000 level courses shall not be counted in the minor. At least 6 credit hrs must be at the 3000 level or above.

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.

Minor approval: The minor is complete if a student takes the above coursework and meets the requirements on this sheet. Meeting with an advisor in the academic unit offering the minor is not required

Changing the minor Once the minor program is filed in the college office, any changes must be approved by the academic unit offering the minor.

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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