

# PROFESSIONAL AND TECHNICAL WRITING - MINOR

## College of Arts and Sciences

Department of English  
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 Kent Campus  
 330-672-2676  
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 www.kent.edu/english

## Description

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.

### Fully Offered At:

- Ashtabula Campus
- East Liverpool Campus
- Geauga Campus
- Kent Campus
- Salem Campus
- Stark Campus
- Trumbull Campus
- Tuscarawas Campus
- Regional Academic Center in Twinsburg

## 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.

## Minor Requirements

Code	Title	Credit Hours
<b>Minor Requirements</b>		
ENG 20002	INTRODUCTION TO TECHNICAL WRITING	3
ENG 30063	PROFESSIONAL WRITING	3
ENG 30072 or ENG 30074	EDITING AND PUBLISHING I <sup>1</sup> GRAMMAR FOR EDITING	3
Minor Electives, choose from the following: <sup>2</sup>		9
ENG 30050	WRITING AND RHETORIC IN A DIGITAL AGE	
ENG 30051	WRITING, RHETORIC AND NEW MEDIA	
ENG 30052	MEDICAL AND SCIENTIFIC WRITING	
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 30072	EDITING AND PUBLISHING I	
ENG 30074	GRAMMAR FOR EDITING	
ENG 38895	SPECIAL TOPICS IN WRITING	

ENG 42092	WRITING INTERNSHIP (ELR) <sup>3</sup>
ENG 42192	SERVICE LEARNING IN ENGLISH STUDIES (ELR)
HDFS 44032	NONPROFIT FUNDRAISING AND GRANTWRITING
JMC 20001	MEDIA, POWER AND CULTURE (DIVD) (KSS)
TRST 30230	APPROACHES TO TRANSLATION

Minimum Total Credit Hours: 18

- <sup>1</sup> The course not selected (ENG 30072 or ENG 30074) may be taken to fulfill a Writing Electives.
- <sup>2</sup> 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 English Department 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 journalism and mass communication be accepted to fulfill minor electives.
- <sup>3</sup> Though offered for variable credit, students pursuing the minor should take 3 credit hours of ENG 42092.

## Graduation Requirements

**Minimum Minor GPA**  
 2.000

- Students must complete at least two upper-division (30000 or 40000 level) courses in the minor at Kent State on a graded basis (A-F).
- 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).