PROFESSIONAL AND TECHNICAL WRITING - MINOR

College of Arts and Sciences
Department of English
113 Satterfield Hall
Kent Campus
330-672-2676
english@kent.edu
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
[PTW]

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<th>Code</th>
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<th>Credit Hours</th>
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| Minor Requirements
ENG 20002  | INTRODUCTION TO TECHNICAL WRITING          | 3            |
ENG 30063  | PROFESSIONAL WRITING                       | 3            |
ENG 30072  | EDITING AND PUBLISHING I                   | 3            |
    or ENG 30074  | GRAMMAR FOR EDITING                       |              | 9            |
Minor Electives, choose from the following:
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 42092  | SERVICE LEARNING IN ENGLISH STUDIES (ELR)  |              |
HDFS 44032 | NONPROFIT FUNDRAISING AND GRANTWRITING     |              |
JMC 20001  | MEDIA, POWER AND CULTURE (DIVD) (KSS)      |              |
TRST 30320 | APPROACHES TO TRANSLATION                 |              |

Minimum Total Credit Hours: 18

1 The course not selected (ENG 30072 or ENG 30074) may be taken to fulfill a Writing Electives.
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 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.
3 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).