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# Wright State University Department of English Certificate in Technical and Professional Writing

The Certificate in Technical and Professional Writing offers appropriate courses to students interested in improving their writing, editing, and computer skills for a future in technical or professional writing. The certificate is especially useful for students majoring in technical fields. This certificate may be earned by completing 5 courses and 20 hours at the **undergraduate** (300-400) or **graduate** (500-700) level.

**Prerequisites:** English 101 and 102 or the equivalent  
English 330/530 Business Writing

Basics	Skills	Specialized Topics
English 333/533	English 400/600	<i>One of the following:</i> English 405/605 English 404/604
	<i>4 hours</i>	<i>4 hours</i>
	English 402/602	Electives
<i>4 hours</i>	<i>4 hours</i>	<i>4 hours; no more than 6 hours</i>

**Grades:** Only grades of A, B or P are acceptable.  
The average GPA in the letter-graded courses must be at least 3.25.

**Transfer Courses:** Only two transfer courses may be accepted.

## Course Descriptions:

**English 333/533: Fundamentals of Technical Writing.** Survey of the fundamental principles and skills used in scientific and technical writing. **Credit hours:** 4

**English 400/600: Topics in Computers and Professional Writing.** Courses, seminars, or workshops in specialized topics relating to writing with computers. **Credit hours:** 4

**English 402/602: Professional Editing.** Instruction and experience in editing technical and professional documents, including both print and online publications. Covers types of editing, the production process, and issues in editing. **Credit hours:** 4

**English 405/605: Topics in Technical, Business, and Professional Writing.** Courses, seminars, or workshops in specialized topics relating to business, technical, and professional writing. **Credit hours:** 4; **Prerequisite:** English 333/533. *This course is Writing Intensive.*

**English 404/604: Short Topics in Technical, Business, and Professional Writing.** Short courses, seminars, or workshops in specialized topics relating to business, technical, and professional writing. **Credit hours:** 1-4. **Prerequisite:** English 333/533

### Electives (4-6 hours)

- English 344/544 Research Writing
- English 454/654 Feature Story Writing (also Com 454/654)
- English 458/658 Editing for the Media (also Com 458/658)
- English 400/600 Topics in Computers and Professional Writing
- English 404/604 Short Topics in Computers and Professional Writing
- English 405/605 Topics in Technical and Professional Writing
- English 495/795 Internship

## Certificate Portfolio

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After you have completed all course requirements for the Certificate, you must present a portfolio of work done in those courses.

## Components of the Certificate Portfolio

The certificate portfolio should consist of the following documents:

- **Three documents** representing your work in at least two courses (which may include the English 495/795 Internship); each document should be the original submitted for the course.
- **1-2 page written critique** of each document. What did you do well? If you were to rewrite the document, how would you improve the following elements: audience level (including use of definitions, analogies), organization (including overall organization, previews and summaries, paragraph organization), style (including conciseness), visual aids, and page layout? Comment on as many of these elements as possible, as well as others you think could be strengthened.
- **Table of contents** listing the names of the papers, courses, and instructors.
- **Transcript or grade reports** showing the completion of all course requirements with the grades in each.

## Submission

- **Label:** Each item in the certificate portfolio should be clearly labeled.
- **Folder:** The certificate portfolio should consist of a two-pocket folder with your name, "Technical and Professional Writing Certificate Portfolio," and the date written in the upper right-hand corner of the front.
- **Envelope:** You must include an envelope with sufficient postage to mail the portfolio back to you.

## Deadline

You must submit the portfolio no later than the **7<sup>th</sup> week** of fall, winter, or spring quarter.

## Evaluation

Two members of the Writing Programs Committee of the Department of English will evaluate your portfolio. They will use guidelines developed by the committee and certificate program faculty. A student whose portfolio is not accepted may revise and resubmit the portfolio once during the following regular quarter (Fall, Winter, Spring).

## Enrolling in the Program

**Contact:** To enroll in this program, please consult

*Director of Writing Programs, Department of English, 470 Millett Hall (937-775-3136)*

**Application Form:** Please submit an application form, which is available in the English Department or attached to the certificate program brochure. This form will make you eligible for waiting lists for the required courses.

**Review:** When you have completed the courses for the Certificate, contact the English Department to verify completion of the course work and to review the required portfolio.

updated 4/26/2010

