

**The Ohio State University
Colleges of the Arts and Sciences
College of Humanities**

Professional Writing Minor (Prof Wrt, 354)

Trish Houston, (houston.61@osu.edu) Coordinator
Center for the Study and Teaching of Writing
485 Mendenhall Laboratory, 125 South Oval Mall
Columbus, OH 43210-1308; 614-688-5865
<http://cstw.osu.edu/>

The Center for the Study and Teaching of Writing's (CSTW) 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 workplace and to obtain a credential certifying that knowledge, skill, and experience to potential employers. The minor requires 20-25 credit hours and builds on the foundation provided by 367, the General Education Curriculum (GEC) second writing course. You may count the 367 on both the minor and the GEC. The 450 decimal courses [offered under the Humanities, College of listing (Hum Col)] examine the nature of writing in various academic and non-academic settings. Two electives provide instruction in specific areas of professional writing. The minor culminates with an internship, Hum Col 589, in which you plan, write, revise, edit, and produce professional documents for a business, nonprofit, government, or academic group.

To declare the minor, you have to meet with one of the coordinators to fill out a minor form. Once the coordinator has approved the Minor Program Form, you must file the form with your college or school counselor. For further information about the minor program, contact the CTSW.

Core requirements (15 credit hours)

367, second writing course (5 credit hours)

Hum Col 450.01 or 450.02 or 450.03 (5 credit hours)

Hum Col 589 (5 credit hours)

To register for 589, you must

- apply the second week of the quarter before you wish to take the internship;
- have completed 15 hours of courses toward the minor including one of the 450 decimals, (the 450 course must be completed by the quarter you take 589);
- submit a professional writing portfolio to the internship coordinator; and
- be approved after an interview with the internship coordinator.

Elective requirements (10 credit hours)

You must choose two courses (10 credit hours), at least one of which must come from Group A.

Group A

English 304, 405, 467, 567

Group B

Some of the courses on this list have extensive prerequisites and/or are required for majors. If you are required to take one as part of your major, then the minor defaults to 20 credit hours.

Aviation 520

Education: Teaching and Learning 607
English 271, 276, 570, 572, 574
History 598.01
Journalism and Communication 221, 602, 604, 629, 634, 711
Natural Resources 567
Physics 596
Theatre 636 or 660
Engineering 400
IBGP 707
Agricultural Systems Engineering 305
Construction Systems Engineering 305
History of Art 415

Other courses such as English 573, 575, 579, or 694 may also be acceptable, depending on the content for a specific quarter. If you are interested in counting such courses on the minor, then you must have the permission of the minor coordinator.

Professional Writing minor program guidelines

The following guidelines govern this minor.

Required for graduation No

Credit hours required A minimum of 20-25

Transfer credit hours allowed A maximum of 10

Overlap with the GEC Permitted, 367 only

Overlap with the major Not allowed and

- The minor must be in a different subject than the major.
- The same courses cannot count on the minor and on the major.

Overlap between minors Each minor completed must contain 20 unique hours.

Grades required

- Minimum C- for a course to be listed on the minor.
- Minimum 2.00 cumulative point-hour ratio required for the minor.
- Course work graded Pass/Non-Pass cannot count on the minor.

Approval required The minor program description sheet indicates if the minor course work must be approved by:

- The academic unit offering the minor

Filing the minor program form The minor program form must be filed at least by the time the graduation application is submitted to a college/school counselor.

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

Arts and Sciences Curriculum Office <http://artsandsciences.osu.edu>
The Ohio State University
4132 Smith Lab
DKH 7/27/07