

**The Ohio State University  
College of Arts and Sciences**

**Minor in Professional Writing**

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Cecilia Johnson (advises students with last names A –L)  
MaryKatherine Ramsey (advises students with last names M – Z)  
Department of English  
421 Denney Hall, 164 Annie & John Glenn Ave  
Columbus OH 43210  
614-292-6065 (call to make an advising appointment)

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 and builds on the foundation provided by 2367, the second-level writing course. Two electives from a portfolio of 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 this latter course, students are engaged in a semester-long hands-on and meaningful writing internship at a Columbus area business, nonprofit, government agency, or university workplace.

**Required course (3 credit hours)**

2367, Writing Level 2

**Elective requirements (6 credit hours)**

You must choose two courses (6 credit hours), at least one of which must come from Group A.

Group A

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

Group B

*Some of the courses on this list may have prerequisites and/or are 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 2210, 2221, 2321, 2511, 3334, 3404, 3629, 4202, 4511  
Construction Systems Management 2305  
English 2268, 2269, 2276, 3271, 3468, 3662, 4568, 4569, 4570, 4572, 4574,  
Theatre 5331, 5961  
Any additional course from Group A

**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**

The following guidelines govern this minor:

Required for graduation No

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 point-hour ratio required for the minor.
- 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 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.

College of Arts and Sciences  
Curriculum and Assessment Services  
154 Denney Hall, 164 W. 17<sup>th</sup> Ave.  
<http://artsandsciences.osu.edu>

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