

# Professional Writing Undergraduate Certificate

## Requirements

Students may earn the Certificate in Professional Writing by completing 18 hours in selected writing courses with a grade point average of 3.0 or better. Interested students should contact the program coordinator for an application and assistance in selecting courses. Upon completion of four or five writing courses, please consult the coordinator to make arrangements for ENGL 4890. ENGL 2400 or ENGL 2410 and ENGL 4890 are required. Four additional courses are to be chosen from the following list:

### Professional Writing Genre Courses

ENGL/MEDIA ST 2080	Advertising Copywriting	3
ENGL 2125	Introduction to Technical Communication (MOTR ENGL 110)	3
ENGL 2180	Introduction to News Writing	3
ENGL 3120	Business Writing	3
ENGL 3130	Technical Writing	3
ENGL/MEDIA ST 3150	Feature Writing	3
COMM 2180	Public Relations Writing	3
ENGL 4162	Writers at Work	3
ENGL 4860	Editing and the Production Process	3
ENGL 4870	Advanced Business and Technical Writing	3
ENGL 4871	Publishing: Writers, Editors, and Readers	3
ENGL 4880	Writing for Teachers	3

### Academic Writing Courses

ENGL 2120	Topics in Writing	3
ENGL 2400	Rhetorical Ways with Words	3
ENGL 2410	Literate Lives	3
ENGL 2810	Traditional Grammar	3
ENGL 3090	Turning the Kaleidoscope: How We Look at Texts	3
ENGL 3100	Junior-Level Writing	3
ENGL 3110	Junior-Level Writing for International Students	3
ENGL 3160	Writing in the Sciences	3
ENGL 3200	Composing Disability	3
ENGL 4160	Special Topics in Writing	3
ENGL 4790	Rhetoric and Social Justice	3
ENGL 4810	Descriptive English Grammar	3

### Creative Writing Courses

Students may take up to 2 creative writing courses		
ENGL 2020	Introduction to Creative Writing	3
ENGL 2030	Poetry Writing Jumpstart	3
ENGL 2040	Fiction Writing Jumpstart	3
ENGL 3030	Improving on the Blank Page: Writing Poetry	3

ENGL 3040	Lying to Tell a Truth: Writing Fiction	3
ENGL 4130	A Machine Made of Words: Writing Your Best Poems	3
ENGL 4140	Polishing Your Stories: Producing a Publishable Short Story	3
ENGL 4150	Creative Non-Fiction	3
ENGL 4180	Novel Beginnings	3
ENGL 4895	Editing "Litmag" (can be taken as a capstone)	3

### Honors Courses

HONORS 2020	Inquiries in the Fine and Performing Arts	3
HONORS 3100	Honors Advanced Composition: Writing The City	3
HONORS 3020	Advanced Honors Seminar in the Fine and Performing Arts	3

### Capstone Course

ENGL 4890	Writing Internship (Required. Usually taken as the last course in the program. Must include an extensive final project.)	3
ENGL 4892	Independent Writing Project	3

## Learning Outcomes

Upon completion of the program, certificate earners will be able to:

- Write clearly, correctly, and concisely
- Develop knowledge of how writing impacts work and behavior in professional settings
- Employ a repertoire of writing strategies and practices in the workplace
- Effectively adapt content to a variety of professional audiences
- Discern the appropriate tone, style, and format needed for a given writing purpose, audience, and context
- Demonstrate advanced knowledge of rhetorical strategies to achieve specific results
- Practice solid revision and editing skills
- Integrate expectations about professional standards and persuasive, content-based thinking into their written communication
- Recognize and adjust to expectations in the global workplace setting.
- Develop a portfolio of professional writing that would serve in a job search
- Work independently and collaboratively on complex professional documents
- Adapt to new writing challenges quickly