

PROFESSIONAL AND TECHNICAL WRITING - MINOR

College of Arts and Sciences
Department of English
www.kent.edu/english

About This Program

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.

Contact Information

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- Speak with an Advisor
 - Ashtabula Campus
 - East Liverpool Campus
 - Geauga Campus
 - Kent Campus
 - Salem Campus
 - Stark Campus
 - Trumbull Campus
 - Tuscarawas Campus
 - Twinsburg Academic Center

Program Delivery

- **Delivery:**
 - In person
- **Location:**
 - Ashtabula Campus
 - East Liverpool Campus
 - Geauga Campus
 - Kent Campus
 - Salem Campus
 - Stark Campus
 - Trumbull Campus
 - Tuscarawas Campus
 - Twinsburg Academic Center

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.

Program Requirements

Minor Requirements

Code	Title	Credit Hours
Minor Requirements		
ENG 20002	INTRODUCTION TO TECHNICAL WRITING	3
ENG 30063	PROFESSIONAL WRITING	3
ENG 30074	GRAMMAR FOR EDITING ¹	3
or ENG 40072	HOW TO EDIT PROFESSIONALLY	
Minor Electives, choose from the following: ²		9
ENG 30050	WRITING AND RHETORIC IN A DIGITAL AGE	
ENG 30051	WRITING, RHETORIC AND NEW MEDIA	
ENG 30053	WRITING FOR VIDEO GAMES	
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 30074	GRAMMAR FOR EDITING	
ENG 38895	SPECIAL TOPICS IN WRITING	
ENG 40072	HOW TO EDIT PROFESSIONALLY	
ENG 42092	WRITING INTERNSHIP (ELR) ³	
ENG 42192	SERVICE LEARNING IN ENGLISH STUDIES (ELR)	
HDF 44032	NONPROFIT FUNDRAISING AND GRANTWRITING	
MDJ 20001	MEDIA, POWER AND CULTURE (DIVD) (KSS)	
TRST 30230	APPROACHES TO TRANSLATION	

Minimum Total Credit Hours: 18

- ¹ The course not selected (ENG 30074 or ENG 40072) may be taken to fulfill a minor elective.
- 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 Department of English 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 media and journalism 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	Minimum Overall GPA
2.000	2.000

- 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).

Program Learning Outcomes

Graduates of this program will be able to:

1. Demonstrate specialized knowledge and skills in professional writing.
2. Employ research tools and methods appropriate for the academic study of rhetoric and writing.
3. Produce professional writing with attention to appropriate genre conventions, format and citation guidelines, stylistic expectations and grammatical rules.